MONMOUTH COUNTY VOCATIONAL
SCHOOL DISTRICT

Communications High School

2026-27

Student Handbook 2026 – 2027

Monmouth County Vocational School District

Student Handbook

2026 – 2027

Open Letter to Students and Parents

On behalf of the faculty and staff, we would like to welcome you to the Monmouth County Career Academies. We sincerely hope that the many experiences you will encounter over your four-year high school career will serve as a pathway to a rewarding future.

The purpose of this handbook is to provide you with a guide to some of the day-to-day operations of these academies. The material has been gathered and compiled in the hope that it will serve as a source of useful information for both parents and students in the areas of curriculum, board policy, rules, procedures and co-curricular activities. Students and parents are expected to read through the handbook to acquaint themselves with the running of the school.

The handbook will not answer every question that you may have, nor will it cover every eventuality that may occur. Students and parents are encouraged to call their school to discuss any matter that is not covered in this handbook.

We hope you enjoy success during the school year and we look forward to being of service throughout the year.

MCVSD Career Academy Principals

MCVSD Career Academy Mission Statement

The Monmouth County Vocational School District's Career Academies prepare students for higher education through a rigorous, thematic program of study and for the evolving workplace through relevant, structured learning experiences and collaborative partnerships.

In compliance with the federal legislation, the Monmouth County Vocational School District has made available the district's parent involvement policy and school-parent compact through our district website, https://www.mcvsd.org/, and is available for review at all of our buildings. The district encourages parental input on these documents and welcomes your involvement in the decision-making; planning and implementation of activities that will help improve student academic achievement and school performance. The activities will be coordinated on a school level to further enhance and coordinate parental involvement with other school wide programs. Your school Principal is available to discuss school curricula, assessment measures and proficiency levels of your school.

Parents Make a Difference!

- Parents play an integral role in assisting their child's learning.
- Parents are encouraged to be actively involved in their child's education at school.
- Parents are full partners in their child's education.

You can help your child succeed by:

- Regularly monitoring your child's academic progress.
- Providing a home that encourages learning and getting your child the help they need.
- Providing a home that supports your child's physical, mental, and emotional development.
- Having positive values about education serves as an important perspective for your children.
- Working with the school and other community groups that have an impact on your child.
- Talking with your child about school, activities and friends. Be sure to listen to what they say.
- Making sure your child attends school and gets there on time.
- Setting high but realistic expectations for success.
- Communicating with the school about how your child learns and about other things that might affect learning or behavior at school.
- Encouraging your child to develop interests and help them find opportunities to learn more about them.
- Helping your child to develop good relationships.
- Keeping your child safe and helping them understand the consequences of behaviors.

SCHOOL DISTRICT CALENDAR 2026-27

Tuesday-Wednesday	September 2-3, 2026	Staff Days
Friday, Monday	September 4-7, 2026	Labor Day
Tuesday	September 8, 2026	First Day of School
Monday	September 21, 2026	School Closed
Monday	October 12, 2026	Staff Day
Thursday-Friday	November 5-6, 2026	NJEA
Thursday-Friday	November 26-27, 2026	Thanksgiving
Thursday-Friday	Dec. 24 - January 1, 2027	Winter Holiday
Monday	January 18, 2027	MLK Birthday
Friday-Monday	February 12-15, 2027	President's Day
Monday-Monday	March 26 - April 2, 2027	Spring Break
Thursday	April 22, 2027	School Closed
Friday-Monday	May 28-31 2027	Memorial Day
Friday	June 18, 2027	Juneteenth
Tuesday	June 22, 2027	Last Day of School
Wednesday-Friday	June 23-25, 2027	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 12, May 28, June 23, June 24, June 25, June 28, June 29

EMERGENCY SCHOOL CLOSING

In case of inclement weather, families will receive an automated call from the district. Please do not call the school.

DELAYED OPENING PROCEDURE

1. Emergency school closing decisions will be made by 5:30 AM.
2. Delayed opening announcements will be communicated as early as possible through procedures listed above.
3. Students will report at 9:00 AM. (90 min)
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 and website listed above.
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. Lunch, where available, will be served at the usual time.
8. Dismissal will be at the usual time.

EARLY CLOSING PROCEDURE

Early closing decisions will be made by 9:00 AM. Early closing announcements will be communicated as early as possible through procedures listed above. Lunch will not be served and students will be released at 12:00PM.

ATTENDANCE POLICY

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. This policy is for the benefit of the pupils, their parent(s) or legal guardian(s), and the community at large.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Pupil participation in all regularly-scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Career Academy Programs

1. Regular attendance is defined as being present for all classes and activities in the pupil's individually approved instructional program.

1. Absence from school is defined as non-attendance in regular classes and/or assigned locations for less than four hours of instructional time. Absence from school is either excused or unexcused. Absence from class is defined as missing a specific scheduled class period (does not include other assigned curricular activities, school sponsored educational activities or external educational activities sanctioned or approved by the building administrator). Pupils with academic problems will be reviewed with building administration.

2. Excused absence - Pupil's absence will be excused only with a properly signed note from the parent(s) or legal guardian(s) stating the reason for the absence and such absence is in accord with school policy.

   Excused absences will be for the following reasons:

   a. Personal illness;
   b. College visit (up to 3 days per school year, only for students in grades 11 and 12);
   c. Death in the family;
   d. Observance of the pupil's religion on a day approved for that purpose by the State Board of Education (N.J.A.C. 6A:32-8.3(h))
   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 by the Principal.
   i. Where appropriate, conditions as set forth in the pupil's Individualized Educational Program, accommodation plan, and/or individualized health care plan, pursuant to N.J.A.C. 6A:16-2.3(b)2ix.
   j. Take your Child to Work Day.

3. Unexcused absence is generally defined as any reason not listed above. The following 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.
4. Truancy is defined as any unexcused absence from school or classes/assigned location(s) from school without parent/legal guardian permission, or

   a. Leaves school without permission when school is in session, or
   b. Leaves class for any reason and fails to report to the assigned location.

Notice to School of a Pupil's Absence

1. Parents are asked to notify the school of a student's absence using the Genesis Student Information System:
   a. Log on to the Genesis Parent Portal.

b. Under Attendance, click the "Notify Office" found directly on the left column of the page.
c. Clicking the link will bring you directly to the NOTIFY ATTENDANCE OFFICE tab.
d. The NOTIFY ATTENDANCE OFFICE screen allows parents to submit notes to the office.
e. Select whether your child will be absent, tardy, or dismissed early.
f. Select which date the notification is for. Parents may select either today or a future date. Dates in the past will not be allowed. Please note that the cut-off for notifications today is 8:00am. After 8:00am, please call the school and leave a message in the Attendance Mailbox.
g. Optional - You may use "Up through and including" if your child is going to be absent more than one day.
h. If you have multiple children in the district, you may select each one that will be absent/tardy.
i. Enter an attendance note describing why your child will be absent. This note will appear in Genesis on multiple attendance screens.
j. Upload documentation to support your child's absence (i.e. doctor's notes).
k. Click on the "Submit to Office" button to finish.

NOTE: Parents can keep track of any and all attendance notes they have created at the bottom of the screen. A note is created for each student for each day they will be absent/tardy. Example: If a parent reports their child will be absent on Monday & Tuesday, a separate note will appear for each day.

- If a parent wishes to remove a submitted note, they do so as long as the note has not yet been processed in Genesis. This is done by hitting the red delete button to the right of the note.
- Notes that have been processed by the attendance office will appear with a green check next to them.

2. A parent(s) or legal guardian(s) or adult pupil is required to submit attendance notices (or call the school office) before 8:00 a.m. of the morning of the pupil's absence, and give reason for said absence.
3. A parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should also notify the Guidance office, who will assist in the arrangement of make-up work. If the absence is to be short term (less than two weeks), the pupil's teacher will provide home assignments. If the absence is to be long term

(two weeks or more), parents must contact the child's guidance counselor to arrange home instruction.

Notice to Parent(s)/Legal Guardian(s)

If the Principal or his/her designee determines that the child is absent without a valid excuse and if the reason for the child's absence is unknown to school personnel, then the Principal or his/her designee must "immediately" attempt to contact the parent or guardian to notify the parent or guardian of the absence and to determine the reason for the absence.

Rules and Regulations

1. Disciplinary action may be taken for any unexcused absences.
2. Pupils absent from school for any reason are responsible within a reasonable period of time for the completion of the work missed.
3. Pupils who are tardy to school must report to the office to sign in and obtain a pass to class. Pupils who are excessively tardy will be subject to disciplinary action by the school administration.
4. Pupils who are absent from school for the day are not eligible to participate in any after school or evening school-sponsored activity (i.e., dance). Any exceptions must be submitted in writing and cleared through the administration.
5. An early release of a pupil must be requested by the parent(s) or legal guardian(s) (by note or phone) and must be cleared beforehand with the building administrator. The district recognizes the following situations that may occur:
    a. An illness which manifested itself after the pupil reported to school and verified by the nurse;
    b. A verified appointment with a physician/dentist;
    c. A verified driver's test or court appearance.
6. The total number of pupil absences (excused and unexcused) will be scrutinized regularly and notification of pupils and parents will be made on the following basis:

    a. Full Year Block
        i. Pursuant to the MCVSD Attendance Policy 5200, on the fifth, tenth and fifteenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will be given formal written notification of the problem and the consequence of excessive absences.
        ii. On the eighteenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will receive written notification that the pupil has lost credit. The administration will not issue grades

to pupils who violate the attendance policy. The parent(s) or legal guardian(s) and pupils will also be informed of the appeal procedure.

b. Semester Block
    i. Pursuant to the MCVSD Attendance Policy 5200, on the fifth and eighth absence from school and/or class the pupil and parent(s) or legal guardian(s) will be given formal written notification of the problem and the consequence of excessive absences.
    ii. On the tenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will receive written notification that the pupil has lost credit. The administration will not issue grades to pupils who violate the attendance policy. The parent(s) or legal guardian(s) and pupils will also be informed of the appeal procedure.

7. In addition to notification of parent(s) or legal guardian(s) by an administrative official, teachers will make every effort to inform parents via progress reports and/or phone calls when absences for their particular classes indicate impediment to the pupil's instructional program.
8. All staff members shall maintain accurate attendance records for each pupil assigned to their particular classes. Pupils not in class for any reason are to be marked absent. Teachers must inform building administration of five, ten and fifteen absences from class (not including approved class activities) (five, eight and ten for semester block).
9. Upon return, notes from parents or guardians are acceptable to explain pupil's absences and tardiness. However, this does not exclude the fact that a physician's note or other types of verification may be required at the request of the school administration. Undocumented absences will be marked unexcused, and the appropriate teachers will be notified:

Denial of Course Credit

1. A pupil will be denied course credit when their cumulative absences for the school year are 18 or more, or 10 days or more in a semester, regardless of individual course attendance, whatever the reason for the absence, except that absences for the observance of religious holidays, documented college visits (up to 3 for grades 11 and 12 only), and absences caused by a pupil's suspension will not count toward the total. Pupils and parent(s) or legal guardian(s) will be apprised of their appeal rights to seek reinstatement of academic credit.

Avenues of Appeal for Loss of Academic Credit

1. An Attendance Review Committee will be established. The committee should be composed of three professional staff, although the actual composition is the prerogative of the Principal.
2. If a pupil's appeal is denied by the committee, the pupil may appeal the committee's decision to the Principal of the school.
3. The pupil may successfully appeal a negative decision in the following order:
    a. Committee of Review;
    b. Principal;
    c. Superintendent;
    d. Board of Education.

Excused absences for religious observance and suspensions are not to be included in determining excessive absence counts.

GUIDELINES FOR PARENTS/GUARDIANS

1. Have emergency information filled out completely in the Student Information System with special attention to emergency phone numbers.
2. Carefully observe the child's condition prior to sending to school.
3. Obtain and submit a written excuse from a doctor if a student is not to participate in certain or other school activities. A doctor's clearance must be obtained to resume activities.
4. Please notify the nurse if your child has any health problems.
5. Any students retained at home or excluded from school by reason of having or suspected of having a communicable disease shall not be readmitted to school until presentation of a written certificate of good health has been obtained from a physician. FOR EXAMPLE: Conjunctivitis (pink-eye), etc.
6. If a student is to be absent due to an illness or other health related matters, a telephone call must be made to the main office that morning before 8:00 a.m. When leaving a message please include today's date, student's name, grade and reason for absence. Upon the student's return to school a note must be presented to the main office explaining why the student was absent.
7. Students involved in off site learning experiences (e.g. Mentorship, college classes) are required to contact their respective mentors or college professors to report absence or lateness.

LATE ARRIVAL TO SCHOOL

Students who arrive at school after the bell for homeroom must report to the office to sign in and receive a pass for class.

All Students

1st late – 1st student warning.

2nd late – 2nd student warning.
3rd late – detention and parent notification.
4th late – extended detention and parent notification.

Additional late arrivals may result in disciplinary action or suspension/revocation of student privileges, which may include but not limited to driving privileges, extracurricular activities, school events, eligibility to hold class/club officer positions, etc.

Missed assessments shall be made up during or after school hours, at the discretion of the classroom teacher.

All late arrivals to school are noted on the student report card and student permanent school record.

EARLY DISMISSAL FROM SCHOOL

An early release of a pupil must be requested by the parent or legal guardian (by note or phone) and must be cleared beforehand with the building administrator. The district recognizes the following situations that may occur:

a. An illness which manifested itself after the pupil reported to school and verified by the nurse
b. A verified appointment with a physician/dentist
c. A verified driver's test or court appearance

Early Dismissal Procedure:

1. Any student dismissed for illness must be processed through the nurse's office. Any student who processes an early dismissal outside of this established procedure may be subject to disciplinary consequences.
2. Any student leaving early for appointments, activities and/or sports must have a note on file in the main office by the start of the school day.
3. Any parent signing their child out for early dismissal must report to the main office for sign out and pickup.

GRADUATION REQUIREMENTS

In order for all full time secondary pupils to be assured of a thorough and efficient education and in keeping with its obligation under N.J.A.C. 6A:8-5, the Board sets forth the following as policy and procedure for pupil promotion and high school graduation:

1. Student Assessment

Prior to graduation from the Monmouth County Vocational School District, all full time secondary pupils must participate in state mandated assessments

in accordance with N.J.A.C. as adopted by the New Jersey State Board of Education.

2. New Jersey Student Learning Standards
   a. All full time schools will annually (November Reorganization Meeting) have their curricula approved by the Board of Education. All pupils must meet the requirements of the prescribed curricula.
   b. State Requirements: All curricula adopted by the Board of Education will meet and/or exceed the requirements as set forth by N.J.A.C. and Title 18:A.
   c. Pupils must demonstrate proficiency in all curricula.
   d. Students not demonstrating proficiency are placed on a Pupil Improvement Plan.
3. Attendance - The Board's attendance policy will be adhered to for all full-time pupils.
4. Credit Hours Required For Promotion and Graduation
   A minimum of one hundred sixty (160) credit hours or equivalency are required for graduation. Each student for each year they are enrolled shall carry a minimum of forty (40) credit hours or equivalency. Minimum credit hours or equivalent required for advancement to the next grade level will be as follows:
   To Grade 10 - 40 credits including all required courses.
   To Grade 11 - 80 credits including all required courses.
   To Grade 12 - 120 credits including all required courses.
   To Graduate - 160 credits including all required courses.
   Specific program requirements, including mentorships, and/or equivalency will be outlined in the annual curriculum approvals for each school. The Superintendent is authorized to make individual adjustments at the request of the building administration.

Option II: Expanded Opportunities for Fulfilling Graduation Requirements

Through this policy, the Board of Education establishes alternate pathways for pupils of the Monmouth County Vocational School District to satisfy requirements for high school graduation and meet the New Jersey Student Learning Standards in accord with New Jersey Administrative Code (N.J.A.C. 6A:8-5.1(a)1 ii).

The purpose of Option II is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore

and achieve at high levels. In order to maximize pupil achievement and meet diverse pathways for learning, this policy permits schools to employ alternative learning experiences that are stimulating and intellectually challenging, and that enable pupils to fulfill or exceed the expectations set forth in the State Learning Standards.

CURRICULUM PROFICIENCIES

1. All full time schools will annually have their curricula approved by the Board of Education. All pupils enrolled in their respective schools must meet the requirements of the prescribed curricula.
2. State Requirements: All curriculum adopted by the Board of Education will meet and/or exceed the requirements set forth by N.J.A.C. and Title 18A.

DISSECTION

This section serves as notification, in compliance with P.L. 2005, Chapter 266 (C.18A:35-4.24 & C.18A:35-4.25), that public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt out" of these activities.

Within two weeks of receipt of this notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

HEALTH EDUCATION

The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Student Learning Standards. This program will be a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

FAMILY LIFE EXCUSAL

The curriculum of Monmouth County Vocational School District adheres to the 2020 New Jersey Student Learning Standards for Comprehensive Health and Physical Education, which also includes family life education and sex education. The Student Learning Standards are public and accessible through the New Jersey Department of Education's Website.

New Jersey law permits parents to opt their children out of instruction in health, family life education or sex education, with no resulting penalty as to credit or graduation:

18A:35-4.7. Parent's Statement of Conflict with Conscience
Any child whose parent or guardian presents to the school principal a signed statement that any part of the instructions in health, family life education or sex education is in conflict with his conscience, or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result therefrom.

In order to opt your child out of these topics, please make a formal request to the course instructor or building principal. Please note that your child will be provided alternative educational materials.

GRADING

It is recognized by the Board of Education that a uniform system of assessing pupil growth and achievement is necessary in providing a thorough and efficient education. The following policy will assist the administration and faculty in achieving this goal:

1. Four marking periods per year.
2. Grades to be reported as follows:

92 to 100	Superior Proficiency
85 to 91	Above Average Proficiency
77 to 84	Proficient
70 to 76	Partial Proficiency
55 to 69	Not Proficient/ No Credit
I	Incomplete
P	Proficient
NP	Not Proficient
GNI	Grade Not Issued
CIP	Course In Progress (Grades Are Issued at the End of Course)

A personal improvement plan (PIP) will be required for any pupil who demonstrates less than proficient performance at any reporting period during the school year. The pupil, parent(s) or guardian(s) and school personnel will work cooperatively to devise and implement this improvement plan. A pupil who does not achieve a final average greater than 76 can still progress to the next level by successfully satisfying their PIP.

3. Proficiency may be determined by the following types of pupil assessment:
   Daily Assignments/Classwork
   Pupil Participation
   Homework

Testing: written, practical, oral
Documentation/Notebooks/Portfolios/Journals
Reports/Research Papers
Exhibitions/Presentations
Demonstrations of acquired knowledge

4. Incomplete grades may be issued at the end of the marking period due to legitimate absences or at the discretion of the subject area teacher with the approval of the building administration. All work is to be made up within two weeks into the new marking period, except for unusual circumstances.
5. Students who fail a course for the year (final grade below 70) must take an approved credit recovery course in order to earn required credits and progress to the next grade level and/or earn an MCVSD diploma. Upon successful completion of the approved credit recovery course, credits will be awarded, and the original MCVSD course grade will be calculated into the student's GPA. The student's transcript will indicate "P" (Pass) in the appropriate transcript quadrant for the credit recovery course, and the transcript will clearly show where and when the credit recovery course was taken.
6. All MCVSD courses require a final exam for each pupil enrolled. This exam will count as 10% of the final grade. For full year courses, each quarter grade will count as 22.5% of the final course grade. For semester courses, each quarter grade will count as 45% of the final course grade.
7. Absence due to illness during a Final exam requires a doctor's note.
8. Class rank: Pupil class rank will not be shared with colleges/universities or other organizations unless evidence exists that not providing class rank will eliminate the pupil from consideration. A cumulative, unweighted grade point average (GPA) will be computed each academic year by multiplying the grade earned for each course by the number of credits and dividing by the total possible number of credits. Only courses that award high school credit will be counted toward the GPA.

RETURN TO SENDING SCHOOL DISTRICT BY VOCATIONAL SCHOOL DISTRICT

The Monmouth County Vocational School District has been established in accordance with N.J.S.A. 18A:54 – Vocational School Districts. In accordance with the provisions of N.J.S.A. 18A:54-20.1, students who are eligible to attend a school district or regional school district within the county, and others as permitted by law, may apply for admission to this school district. A student meeting the school district's eligibility requirements and admission standards will be accepted for admission to the school district in accordance with the provisions of N.J.S.A. 18A:54-1 et seq.

As schools of choice, the programs offered by Monmouth County Vocational School District (MCVSD) exist to serve the academic and career interests of students in Monmouth County. Students admitted to Monmouth County Vocational Schools (MCVSD) from their resident district must demonstrate a commitment to pursue a certain program of study related to a specific career path through academic performance, adherence to the code of conduct, and consistent attendance to the program of study. In addition, a student's continued enrollment in the school district will require a student to meet such expectations while attending a school or program of this school district.

There will be circumstances when a student does not meet the expectations for students in the school district and, under these circumstances, the school district may return the student to the educational program of the student's resident school district. A student may be returned to their sending district based on a pattern of unacceptable conduct regarding discipline, attendance, or academics or a single disciplinary violation of a significant nature.

Discipline

It is recognized by MCVSD that in order to provide a thorough and efficient education there must be an organized and controlled environment. Due to the nature of vocational training, the safety of students, staff members and others is of utmost importance.

Attendance

Consistent attendance is critical to a student's success in a CTE program. Too many absences (whether excused or unexcused) impact a student's ability to benefit from the program of study and may cause the student to be returned to their resident school district.

Academics

In order for a student to maintain a pathway to graduation they must accumulate the specified amount of credits within each MCVSD program. If a student fails to maintain the specified credit hours required by the specific program of study in which the student is enrolled may cause the student to be returned to their resident school district.

A decision to return a student to their sending district shall be made by the Superintendent of Schools upon consultation with the school administration

and school staff members with knowledge of the student's academic, conduct, and/or attendance records.

Prior to making a final decision to return a student to a sending district the Superintendent will offer the parent(s) and student an opportunity to meet and show why the student should not be returned to the sending district. The Superintendent, upon considering the totality of the circumstances concerning the student, will make a final determination to return the student to the sending district or the Superintendent may offer the student continued enrollment in the school district provided the student complies with the required conditions. The conditions of the student's continued enrollment in the school district shall be developed by the Superintendent and agreed to by the parent(s) and student. Non-compliance with the agreed upon conditions will result in the student being returned to their sending school district.

A determination by the Superintendent of Schools to return the student to the sending school district shall be coordinated with the sending school district to ensure the student's return to the sending district provides minimal disruption to the student's educational program. A student's recommended return will be done in a manner that takes into consideration the welfare of the child. For the most part, dismissals will be timed to coincide with the end of a marking period or end of a school year. However, the administration reserves the right to immediately return a student to his or her resident district.

MAKE-UP WORK/EXTRA HELP

All students are responsible for arranging make-up work with their teachers when absent. If the student is expecting to be absent for an extended period (3 or more days) a parent may call the guidance office and arrangements will be made to obtain assignments from the student's teachers.

It is the responsibility of the student to pick up and return these assignments to the guidance office or teacher.

It is the student's ultimate responsibility to complete make-up work in a reasonable amount of time as determined by the classroom teacher and approved by the building principal. If extra help is needed, the student should make arrangements with the teacher. If help is needed to coordinate a meeting time, feel free to seek assistance from the guidance office.

SUBMITTING COMPLETED WORK

It is the responsibility of the student to submit work on time and in a format acceptable to the classroom teacher. In the event of a planned absence from

class, students should submit work prior to the scheduled absence. In most cases, the preferred method of submitting work in the event of an absence is electronic, via district email or other school supported digital format, directly to the classroom teacher or guidance counselor. If electronic submission is not possible, the student should submit completed work directly to the classroom teacher, or to the guidance counselor or school secretary, to be placed in the classroom teacher's mailbox.

ACADEMIC ASSISTANCE

An academic assistance program has been implemented in an effort to improve student performance. Any faculty member can recommend a student for academic support or makeup work. This program may take place during lunch/activity period or after school on designated days. Transportation for after school academic assistance must be arranged by the student/parent. The academic assistance program will focus on raising student expectations, improving student achievement/motivation and increasing the success rate in all subject areas. Students will remain on academic support until performance improves as determined by the subject area teacher.

ACADEMIC INTEGRITY

In keeping with the educational philosophy of the Monmouth County Career Academies, a student's honesty and integrity in all academic work is expected. Copying of another's work, improper conduct during tests and examinations, any form of plagiarism, inappropriately manipulating research data or any other lack of honesty in doing one's individual academic work will be considered a serious violation of the school's goals and academic program. Students who manifest such behavior will be referred to the principal and subject to discipline. A student caught cheating on tests or examinations, or copying the work of another student will receive no credit for the assignment. Parents will be informed of this violation of school policy.

It is the student's responsibility to behave in a manner above suspicion. Questions regarding a violation of our Academic Integrity Policy should be directed to the classroom teacher.

USE OF ARTIFICIAL INTELLIGENCE

Addressing the Use of Artificial Intelligence in Education

The Monmouth County Career Academies believe students should learn to employ Artificial Intelligence (AI) responsibly in strengthening their thinking and communication. This notice aims to ensure that the role of AI tools aligns with

the academies' values of integrity and fairness. To that effect, students should observe the following:

- Do not use AI tools in completing assessments, assignments, or classwork unless explicitly permitted; faculty are authorized to impose restrictions appropriate for respective courses and classrooms
- When utilizing AI tools, do so intelligently and with the intent of learning; provide proper attribution in acknowledging the role of this technology

Violations of the acceptable reliance on AI tools are treated in accordance with the disciplinary consequences of other forms of academic dishonesty outlined in this handbook.

This notice may be revised to reflect developing technologies and best practices in the use of AI.

GUIDELINES FOR ACADEMIC INTEGRITY

As evidenced by our school's mission statement and supporting philosophy, our school community has a commitment to producing literate, moral and productive members of society. We expect our students to exhibit academic integrity.

Our definition of academic dishonesty includes, but is not limited to, the following:

1. Cheating on assignments or assessments.

2. Seeking, acquiring, receiving, or giving information about homework, tests/quizzes, papers and projects that are deemed to be an individual's work

3. Seeking, using, giving, or obtaining unauthorized assistance for any academic assignment or examination

4. Having knowledge of an honor code violation and not reporting it to the subject teacher

5. Intimidating a student to prevent that student from reporting the incident

6. Unauthorized collaboration on assignments, quizzes, or exams, including unauthorized dissemination of quiz, test or exam content to other students.

7. Multiple submissions of the student's work without the teachers' express consent, including resubmitting previously completed assignments or handing in work prepared for or in other classes.

8. Misusing resources for teaching and learning, including the unauthorized use of teachers' editions of textbooks, or the use of stolen exams or quizzes.

9. Falsifying information, forgery, bribery, and any other acts intended to deceive others about one's work.

10. Plagiarizing

PLAGIARISM

Plagiarism is the use of words or ideas that are not one's own without acknowledgement. It is the equivalent of theft. Some plagiarism is extreme and willful – buying term papers, for instance. Other forms of plagiarism may arise from carelessness or ignorance – misusing quotation marks or citations. Regardless, plagiarism of any kind is not acceptable and will not be tolerated.

COMMON FORMS OF PLAGIARISM

- Quoting without acknowledging the exact words of another person or entity.
- Paraphrasing a text closely (changing only words and syntax) without acknowledgement; summarizing the ideas (a shortened paraphrase) without acknowledgement; confusing paraphrase and quotation.
- Misusing quotation marks, note numbers, and parenthetical citations, and thereby implying that portions of a paper are yours when they are not.
- Buying a paper; having someone else write your paper; using someone else's paper, however altered.

Students who have violated our guidelines for academic integrity, and who have chosen to participate in academically dishonest behavior as described above, may receive a grade of zero for the assignment, quiz or test, have a disciplinary report filed in the student's record, and parents will be notified. Repeated violations will be handled on a case by case basis; for all incidences, the National Honor Society may be notified.

It is the student's responsibility to behave in a manner above suspicion. Questions regarding a violation of our Academic Integrity Policy should be directed to the classroom teacher.

STUDENT RECORDS

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

Report Cards – Grades are available via the district's Student Information System (SIS) portal. Report Cards are issued in accordance with building procedure.

Marking Period End Dates

1) November 13, 2026
2) January 29, 2027
3) April 14, 2027
4) June 22, 2027

TRANSCRIPTS

Student transcripts are maintained and updated each year for all students. Transcripts show course titles, final grades earned, credits awarded, annual GPA and cumulative GPA. A transcript request can be made through the guidance office.

COLLEGE TESTING

Students in the 11th grade are afforded the opportunity to take the PSAT at district expense during school hours. Arrangements for all other college testing must be made by the student at their own expense. Students applying for college will need to take one or more of the tests given throughout the year.

TEST	TESTING WINDOW
PSAT	October 1-30, 2026

Testing Code* (CEEB #)

AAHS (310870)	BTHS (310904)	CHS (311586)
HTHS (310694)	MAST (310412)	ALPS (310723)

* Inclusion of the CEEB code on ETS/College Board tests will result in scores being reported to the academy. PSAT and SAT scores will not be included on a student's transcript.

MCVSD GRADE 9-12 ASSESSMENT PROCEDURE

All academies assess students in a consistent fashion with the emphasis on their ability to demonstrate proficiency of the New Jersey Content Standards. Any variations in grading policies will be the result of the inherent differences in the subject matter of individual disciplines.

Late work	The Career Academy faculties believe that all work should be handed in on time. Late work has the potential to affect the overall grade in all classes if work is significantly late or not submitted. **Minor assessments** Credit (teacher-graded)—on time & done well. Zero or partial credit (teacher discretion based on time sensitive nature of assignment)—late but done. Zero—not handed in at all **Major assessments** Deduction of 10% per calendar day. NOTE: Extenuating circumstances will be considered upon appeal to the building administrator. If work is not submitted, a grade of zero will be assigned. Note: If necessary to demonstrate course proficiency, the student will still be required to submit an acceptable product.
Grade minimums (in grade books)	Grades will be recorded in the grade book as earned.
Retesting	Retesting to change the grade will not be allowed. Note: Extenuating circumstances will be considered upon appeal to the building administrator.
Class Participation	Routine class participation may count 0-10% of a marking period grade. Applicability and assessment methods will be determined within individual disciplines and will be included in grading policy, as needed. NOTE: The assessment method for class

	participation (preferably a rubric format) needs to ensure that proficiency is assessed. Excused absences cannot adversely affect a student's class participation grade.
Homework	Homework for the purpose of preparation, practice, and/or review may count up to 10%. Note: Out of class work for the purpose of demonstrating proficiency will be categorized and given weights within disciplines and will be included in grading policy, as needed.
Extra credit	Across the district, extra credit must be content related and should not significantly affect (0-2%) the overall grade.

AP EXAMS

If a pupil is enrolled in an AP course at an academy they are required to take the AP exam and the district will order and pay for the exam. The MCVSD does not administer AP exams for courses it does not offer. Students must be enrolled in the specific AP course in order to sit for the exam. Students absent from school to take AP exams at an outside location will be recorded as an unexcused absence.

PUPIL DRESS CODE

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.

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, 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 can be found below; however, the final determination will be decided by building principals or their designees.

1. Clothing must not present a safety hazard.

2. Appropriate footwear is required. Inappropriate foot-wear (e.g., flip/flops, foot-wear without backs) and bare midriff shirts are not to be worn. Undergarments must not be visible. Shorts or skirt/dress length should be a minimum of fist length.

3. Any clothing with print that is clearly vulgar, offensive, lewd, obscene, or connotes the use of alcohol and/or drugs may not be worn.

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

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

6. 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. This does not apply if the face must be covered for religious reasons.

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

8. 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.

9. 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).

Violations of the school dress code may result in parent notification. More specifically, 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.

HEALTH SERVICES

In order to obtain assistance from the nurse, a student must first report to class and obtain a pass from the classroom teacher. No student will be admitted without a pass except in an emergency situation. **Students may not leave the building due to illness without being evaluated by the school nurse**. Students will only be released to parent/guardian or other person as designated on emergency cards.

HEALTH SCREENING

The school nurse shall ensure that pupils receive health screenings in accordance with New Jersey Department of Education Health Service Guidelines for all full time secondary students.

IMMUNIZATION

Pupils shall be required to be immunized in accordance with statutes and rules of the New Jersey State Board of Education and the New Jersey State Department of Health and Senior Services.

The Board shall not require the immunization of any pupil for whom such immunization is medically contraindicated or any pupil for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

ADMINISTRATION OF MEDICATION

The administration of a physician-approved prescription, including over the counter medications, is discouraged by the Board of Education as a normal function of education. However, some children with chronic illnesses and specific disabilities might 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.

To administer medication in schools, the following conditions must be met:

1. The parent or guardian shall provide the school with written authorization for the administration of medication in school by following the steps below.
   a) Contact your school nurse for specific medication packets.
      i) Life-Threatening allergy (EpiPen) packet
      ii) Asthma packet
      iii) Administration of Medication for Prescription or Over-the-Counter medication form
      iv) Diabetes packet
   b) Return the completed forms to the school nurse
   c) Contact the school nurse to clarify questions.
2. The medication should be brought to the school by the parent or guardian in the original container, appropriately labeled to include: name of medication, the prescription number, date, physician's name, and other pertinent information given by the pharmacy or physician. **No medication, including Over-the-Counter medication will be given without the completed forms signed by both the parent and physician.**

SELF-ADMINISTERING MEDICATION BY A PUPIL FOR A LIFE THREATENING ILLNESS OR A LIFE THREATENING ALLERGIC REACTION

The school may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses or life-threatening allergic reaction if the following is provided:

1) Contact your school nurse for specific medication packets.
2) Complete and return the forms to the school nurse.

3) Students will then be permitted to carry an asthma inhaler or Epipen in school.

DEFIBRILLATOR

The Board of Education is committed to providing the highest quality of care to its pupils, staff and visitors. Consistent with this commitment, the Board will have available a defibrillator in a central location (to be identified by the school) in all of our school buildings, for use during the school day and for all after school educational programs, activities and events.

Disciplinary action will be taken against anyone tampering with the defibrillator (AED) apparatus. That person will be responsible for the cost of repair or replacement of the AED.

INTERVENTION AND REFERRAL SERVICES

In accordance with N.J.A.C. 6A: 16-8.1 MCVSD Career Academies have established a coordinated system for the planning and delivery of intervention and referral services. These services are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who are having difficulties in addressing students' learning, behavior, or health needs. For further information contact the school nurse or a guidance counselor. The primary functions of an I & RS team are as follows:

1. Identify learning, behavior and health difficulties of students;
2. Collect thorough information on the identified learning, behavior and health difficulties; and
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties; and
4. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans.

INSURANCE

The Board of Education has made available pupil accident insurance, which will be underwritten by the Bollinger Insurance Agency. Descriptive brochures and information will be distributed to all pupils at the beginning of the school year. The program is a voluntary one. Instructions will be provided by the school The State of New Jersey provides affordable health coverage for New Jersey families. Additional information can be found at http://www.njfamilycare.org/ and will be sent home in hard copy.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES/FIELD TRIPS

Any pupil wishing to participate in any extracurricular activities and/or extended out-of-school field trips must meet eligibility criteria. Criteria will include attendance, academic standing and discipline as follows:

1. The pupil must not be in jeopardy of violating the attendance policy.
    a. Pupils not in attendance for a full day of school on the Friday before a weekend activity/competition may not be eligible to participate unless approved by the Principal.
    b. Pupils who do not attend school the day after a competition or school activity during the week or on a weekend, may not be eligible to participate in the next school activity/competition unless approved by the Principal.
2. The pupil must not have failed more than one course during the previous marking period. A pupil who demonstrates less than proficient performance during the marking period of the activity may be eligible to participate providing that the pupil meets proficiency by satisfying a PIP and is verified by the teacher.
3. The pupil must not have a record of serious or recurring disciplinary infractions.

AFTER SCHOOL ACTIVITIES

Pupils may stay after school to meet with teachers, participate in pupil activities, or to use the computer lab. Pupils must receive permission from the teacher prior to staying after school for any reason. The parent will be responsible for providing on time pickup and transportation home from school. Pupils must be under the direct supervision of a staff member when they are in the building or on campus.

SCHOOL DANCES/EVENING EVENTS

All school rules and regulations pertaining to pupil conduct are in effect during school dances and evening events. Guests (limit:1) must be registered 24 hours prior to the start of the event. Pupils who are not in school for the full day are not eligible to participate in any after school or evening school-sponsored activities. Any exceptions must be submitted in writing and cleared through the administration.

Any student suspected of being under the influence of alcohol or other controlled substances will be screened.

Any student deemed to be under the influence will be required to be picked up by a parent, undergo a full medical examination within 24 hours and be subject to the full disciplinary procedure outlined in the student handbook.

NATIONAL COMPETITIONS

Pupil/Team attendance at national competitions will be Board approved and financially supported by the MCVSD in the amount of one-third of total expenses. The pupil/team must qualify via a first place finish in a qualifying competition directly corresponding to a Board approved curricular or extracurricular club/activity. Second and third place qualifiers will not be permitted to attend nor will substitutions be permitted for individuals on a first place team. All approved participants and a parent/guardian must attend a mandatory planning meeting with the trip coordinator and principal.

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

Any pupil wishing to participate in interscholastic athletics at their home high school must meet all academic requirements set forth for eligibility by that school.

FREE AND REDUCED LUNCH

Federal free and reduced lunch applications will be given to each pupil at the beginning of the school year. All pupils must complete and return the application to the school. Additional applications can be acquired through the main office throughout the year.

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 their designee, a written request that identifies the records they wish to inspect. The superintendent or their 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 should write the superintendent or their 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

WORKING PAPERS

Working papers are available online only:
https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml

CHANGE OF ADDRESS

When a pupil changes an address or telephone number, the parent/guardian must immediately report the change and date of change to the Principal in writing so that all appropriate files may be updated.

LOCKERS

Pupils will be assigned lockers at the beginning of each school year. Pupils are expected to maintain their lockers neatly and are responsible for any expenses associated with damages incurred. Pupils who have a problem with their locker must report this to the principal's office. Lockers are the property of the Monmouth County Vocational School District and are subject to inspection by the administration.

SELLING OF FUNDRAISING ITEMS

Only recognized pupil organizations are permitted to conduct fundraising activities and/or charitable collections in the school. Student Government and administrative approval are required for all fundraising and related charitable activities.

SCHOOL ACTIVITIES OFF SCHOOL PREMISES

Pupils on field trips with teachers or other designated supervisors away from school grounds must return to school with the teacher or supervisor at the conclusion of the trip unless arrangements have been made with the principal prior to the trip. All school rules and regulations pertaining to pupil conduct are in effect during all school-sponsored activities.

CHANGING CLASSES/OUT OF CLASS

During the changing of classes, pupils are expected to walk, arrive on time and be courteous to the administration, faculty, staff and each other. When a pupil arrives at their next class, they should enter promptly. Lateness to class is only excused if supported by a note from a faculty or staff member. Pupils are not permitted in the hallway without a pass during class time.

LOST AND FOUND

Lost and found articles should be turned in and claimed per building procedures. Articles not claimed within a reasonable time frame will be discarded.

NOTICES AND POSTERS

All posters and notices are to be placed only on the proper bulletin boards with approval of your activity advisor and the Principal. Posters and notices not properly hung will be removed and any damage will be charged to the class, organization or pupil. Posters must be removed by the club/class members promptly after the event.

VISITORS TO THE BUILDING

Visitors to the building must sign in and receive a visitor badge. Pupils are asked to report any unfamiliar individuals not wearing a visitor badge to a staff member. Under no circumstance should a pupil bring a visitor to school.

ENTERING AND LEAVING THE BUILDING

Pupils entering and leaving the building will be expected to behave in a reasonable and responsible manner. Pupils arriving late will sign in at the main office and obtain a late pass to enter class. Pupils are not permitted to leave the school grounds during the school day without a note from their parents and administrative approval. Pupils with permission to leave early must be signed out in the main office.

DRIVING PRIVILEGES

Licensed drivers must apply for driving privileges. Each Career Academy has specific requirements and restrictions pertaining to student drivers. Excessive tardiness and/or reports of driving violations may result in loss of driving privileges.

CARE OF SCHOOL PROPERTY

Pupils are responsible for the proper care of all lockers, books, supplies and furniture provided by the school. Pupils who cause damage to school property or equipment will be subject to disciplinary measures and required to pay for the damage done or replace the item. Any pupil who has an outstanding fine (example, lost books) will not be issued a report card until the fine is paid or the book is returned. In addition, transcripts and/or diplomas will not be processed for any pupil with an outstanding fine.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of the pupils and faculty. Everyone should know the specific route for reaching a point of safety from the area of the building in which they may be. Emergency drill information is posted in all rooms and teachers will give pupils specific instructions for leaving the building during the emergency drill. Pupils will follow all emergency protocols as directed. Monthly drills are conducted in compliance with New Jersey State code.

CRISIS MANAGEMENT

MCVSD reviews, updates and practices their crisis management plans with staff and pupils on an annual basis in accordance with individual building plans and procedures.

PUPIL CODE OF CONDUCT

The Board of Education has adopted a Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. The Building Principal or designee shall have the authority to assign discipline to pupils pursuant to N.J.A.C. 6A:16-7.6.

Any student holding a school leadership position, who at any time falls below the standards of the school's code of conduct, may be removed from their position at the discretion of the Class/Club Advisor and the building administrator.

Causes for Disciplinary Action

This list is for reference and is not considered all-inclusive.

1. The use of, the sale of, the distribution of, the possession of, or being under the influence of narcotics, controlled dangerous substance, controlled substances, anabolic steroids or alcoholic beverages.
2. Smoking, use of tobacco products or use of electronic smoking devices (i.e., Vaping) during school hours.
3. Destruction and/or defacing of school property.
4. Malicious damage to school personal property.
5. Theft.
6. Threatening or attacking other pupils and/or school personnel.
7. Willful or continued disobedience.
8. Disruptive conduct.
9. Possession of dangerous and/or offensive weapons.
10. Vulgarity or profanity.
11. Gambling.
12. Unauthorized parking or use of a pupil's vehicle during school hours.
13. Leaving the school without permission during the day.
14. Truancy.
15. Invalid absence from school or assigned place.
16. Failure to report to an assigned location upon request.
17. Insubordination
18. Creating a safety hazard.
19. Excessive tardiness to class/school.
20. Fighting.

21. Public displays of affection that are not appropriate in or around school.
22. Violations of Academic Integrity.
23. Open defiance of the authority of any teacher or person having authority.
24. Violations of MCVSD dress code.
25. Violations of MCVSD Acceptable Use Policy

Types of Infractions

Category 1 infractions are those offenses that require a pupil to be suspended from school. These include but are not limited to: controlled dangerous substance/alcohol involvement, fighting/assault, and possession of a weapon. **Category 1 infractions remain a part of the student's permanent record and will be reported to all agencies or organizations having legal right to this information regardless of when the event occurred.**

Category 2 infractions are all other offenses which, based upon the individual circumstances, may result in a suspension, detention, reprimand, restrictions or loss of privileges, at the discretion of the building administrator. These include, but are not limited to continued or willful disobedience, open defiance, use of profane/obscene language, safety violations and vandalism. Category 2 infractions shall not be reported to any agencies or organizations if a satisfactory time period, defined as one semester, has occurred in which the student has not repeated the offense. The building administrator is responsible for making this decision and removing all references of the infractions from the student's file.

Academic integrity violations will be retained in the student record and may be reported to school level organizations at the discretion of the building administrator.

Lunch Detention

Lunch detention may be assigned by a classroom teacher or principal. Pupils will be instructed on reporting time, location and duration.

After School Detention

Rules governing a pupil assigned to after school detention include the following:

1. Pupils will report to the office at the end of the school day.

2. Dismissal time from detention will be determined by the principal.

Suspension

The term of suspension will be determined by the seriousness of the infraction and the number of previous suspensions received during the school year. A pupil suspension for a period of up to 10 days is permissible if the following conditions are met:

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

The length of the suspension will be determined on a case-by-case basis and will be accompanied by a mandatory parent conference.

In-School Suspensions

Rules governing a pupil assigned to in-school suspension include the following:

1. In-school suspension will be held as necessary.
2. Work assignments will be given to pupils.
3. Pupils will report to the principal's office upon arrival to school.
4. In-school suspension will be held in an area designated by the Principal.
5. Pupils will need to ask permission to leave the designated area and are required to bring their own lunch.
6. Pupils will turn in all assignments for grading and be dismissed at the end of the school day.

Out of School Suspension

Rules governing a pupil on out of school suspension include the following:

1. The pupil is not allowed to be on school grounds or in the school buildings for the duration of the suspension unless special permission, in writing, is obtained from the administration.
2. The pupil is not permitted to take part in or attend any school-sponsored activity on or off the school grounds during the period of suspension.
3. All work missed during a suspension must be made up in order to obtain credit.

Due Process

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

1. The student will be asked by a building administrator for a description of the alleged misconduct.
2. The student will present their side of the story.
3. The building administrator will collect additional information related to the alleged misconduct and make a decision based on relevant information.
4. This procedure may result in disciplinary action; if suspension is deemed necessary, the student and parent or guardian will be informed directly of this decision.
5. Students and parents will be apprised of their right to appeal adverse disciplinary actions.

ALCOHOL / OTHER CONTROLLED DANGEROUS SUBSTANCE

The Board prohibits the use, possession, and/or distribution of alcohol or other controlled dangerous substance on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other controlled dangerous substances will be subject to disciplinary action. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5.

Full administrative disciplinary action is defined as:

1. Suspension from school.
2. Notification of law enforcement per Memorandum of Agreement.
3. Suspension from all extra-curricular activities for up to thirty school days.

Any pupil who upon finding or receiving any controlled dangerous substance as defined in N. J. Statutes 24:21-46 or paraphernalia used for consuming the substance and fails to turn the said material over immediately to a member of the school staff shall be subject to full disciplinary action by the school administration.

Any pupil who shall appear to be under the influence of a controlled dangerous substance as defined in N. J. Statutes 2A:170-25.9 shall be handled under the procedures outlined in N.J.S.A. 18A: 40-41 upon notification of such influence to the school administration. The procedures are as follows:

1. If a pupil is suspected by a member of the school staff of being under the influence of controlled dangerous substance or alcohol they shall be reported at once to the nurse and principal.
2. It then shall be the responsibility of the principal to notify the parents and the Superintendent and arrange for an immediate medical examination in accordance with the law. The pupil shall be

subject to full administrative disciplinary action. Any pupil who is found distributing any controlled dangerous substance as defined in N.J. Statutes 24:21-2-8 shall be subjected to full administrative disciplinary action. School officials shall cooperate fully with the law enforcement officials investigating the possession, use or transmitting of controlled dangerous substance by pupils.

BIAS CRIMES AND BIAS-RELATED ACTS

A "bias crime" means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime. Additional information regarding Bias Crime and/or Bias-Related Acts can be found in Policy 8465.

ANTI-HAZING

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600. Additional information regarding Anti-Hazing is available via Policy 5541.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. 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 and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. 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.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

> 1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or

b. Has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All Board members, school

employees, volunteers and contracted service providers who have contact with students also shall report alleged violations of this policy.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

SEXUAL HARASSMENT

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 pupil through conduct or communications of a sexual nature. It shall also be a violation of this policy for pupils to harass other pupils 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 pupil, when made by any member of the school staff to another staff member or when made by any pupil to another pupil when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.

5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or pupil in the school district may use the procedure detailed in the appropriate Grievance Procedure Policies (MCVSD Board Policy #5145.6A) or may complain directly to his or her immediate supervisor, building principal, affirmative action officer or superintendent. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

Any staff member or pupil who engages in sexual harassment activities shall be subject to disciplinary action.

SMOKING/VAPING

Smoking by pupils in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. Smoking shall be defined as all uses of e-cigarettes, vaping, cigars, cigarettes, pipes and all other products containing nicotine. Pupils who violate this policy may need to complete a smoking cessation program.

SCHOOL BUS CONDUCT

New Jersey law provides that any pupil who habitually violates the regulations listed below concerning conduct on school buses may be denied the privilege of utilizing bus services.

1. No smoking on the bus.
2. Pupils must not extend arms or heads out of the windows.
3. Profanity is forbidden on the bus.
4. Pupils should refrain from shouting to people passing on the street or making comments to or about people outside the bus.
5. Nothing shall be thrown in the bus or out of the windows.
6. School buses must be kept clean and neat.
7. Aisles of buses should not be cluttered.
8. Pupils must ride in the assigned bus and be picked up and dropped off at the assigned stops.
9. Pupils should remain seated while the bus is in motion.
10. Pupils will not distract the driver's attention with loud talking, laughing or unnecessary confusion.
11. Bus drivers must be obeyed. Directions issued by the driver are to be followed with the same respect for authority as shown to the teaching staff.

PRANKS

Pupils are discouraged from organizing, supporting and/or participating in school pranks. Pranks often have unintended outcomes producing damage to property or harm to individuals. Pupils and their parent(s) or legal guardian(s) may be held accountable for costs incurred to remediate damage. Pupil activity accounts may be held accountable for pranks associated with a particular class or club.

Pupils associated with pranks may face disciplinary procedures and seniors may be excluded from graduation exercises and other senior functions.

USE OF HOME/PERSONAL COMPUTING DEVICES/CELL PHONES ON CAMPUS

Home and/or personal computing devices are permitted to be used on Monmouth County Vocational School District property with teacher authorization. Computing devices include but are not limited to devices such as laptops, tablets, smartphones, or other electronic devices. Messages of an urgent nature should be phoned into the main office.

The MCVSD provides tools for staff and pupils to meet the thematic needs of our district programs. For security reasons and to prevent the disruption of the educational process, personal computing devices are not permitted to connect to the MCVSD network, but may connect to authorized guest wifi.

MCVSD is not responsible for the security or maintenance of personal computing devices.

STUDENT GRIEVANCE POLICY

It is recognized by the Board of Education of the Vocational Schools of Monmouth County that open lines of communication between pupils and the school administration must be maintained. Pupils are encouraged to consult with the guidance counselor and/or the school administration on any matters of concern. If it is not possible to resolve the matter, the pupil may proceed formally with a grievance in the following manner:

a. A grievance shall be in writing and include each of the following:
   1. The specific nature of the grievance and a brief statement of the facts giving rise to it.
   2. The resolution the pupil seeks.
   3. The reasons why the pupil feels they are entitled to the resolution.

b. A copy of the grievance shall be delivered to the principal. The principal shall arrange for and hold a meeting, and report the results of the meeting to the Superintendent of Schools with a recommendation.

c. If the pupil is dissatisfied with the determination of the principal, the pupil shall set forth in writing reasons for disagreement and send copies to the principal and the Superintendent of Schools.

d. Upon receipt of the report from the principal the Superintendent shall make a final determination.

e. 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 filed in writing with 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.

Affirmative Action Officer/Title IX & Section 504 Coordinator
Deborah Bleisnick, Assistant Superintendent, 732-431-7942
4000 Kozloski Road, P.O. Box 5033, Freehold, New Jersey 07728-5033

GRIEVANCE PROCEDURE POLICY

Applicable to Federal Title IX Regulations/Section 504 Regulations

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.

NATIONAL HONOR SOCIETY
Candidate Selection Procedures

The minimum-hour requirements for 2025-2026 NHS applications are 100 service hours (with a minimum of 40 hours dedicated to one organization), and 50 leadership hours (with a minimum of 20 hours dedicated to one organization, and 10 hours must be dedicated to in-school activities). All other service and leadership hour requirements, outlined in II.A.2 and II.B.2, are still in effect.

Pupils in the junior and senior years of high school shall be selected for membership to the National Honor Society according to the following criteria:

I. SCHOLARSHIP

Juniors and seniors who have maintained an overall cumulative average of 92.00 or higher for the 9th grade to the last semester of their previous year shall be eligible candidates. The academic threshold is 92.00 exactly (e.g. an average of 91.98 would fail this threshold.)

Transfer pupils' sophomore and junior grades, which are in letter form, will be converted to the mid-numerical grade of their school. If no numerical scale is provided, the letter grade is converted to match the corresponding mid-numerical grade at the academy.

II. SERVICE-LEADERSHIP–CHARACTER

Juniors and seniors who fulfill the scholastic requirements and meet the following criteria for service, leadership, and character by the established deadline are eligible for election to the National Honor Society. The service and leadership verification process must be completed in a two week time period.

A. SERVICE

1. Definition: Service incorporates those actions undertaken by a pupil which are done with or on behalf of others above self-interest. To demonstrate service, a pupil will:
    1. give time, effort and talents for the class, school, or community;
    2. volunteer and provide dependable and well-organized assistance to others;
    3. work well with others and be willing to take on difficult responsibilities.

Note: Service is not based on classroom or community work/projects/activities for which grades or pay are given. Nor does

mere membership in school or community organizations qualify as service. In addition, practice and/or preparation hours for a game/event are not eligible.

2. Procedure
    a. To be eligible, pupils must evidence a minimum of 100 documented hours of service.
    b. The eligible hours are those accrued commencing with freshman year of high school.
    c. These hours should consist of a minimum of two service roles -one in the school (academy or sending district) and the other in the community (i.e. non-profit national organizations, scouts, hospitals, libraries, and places of worship).
    d. One service role must be significant, equivalent to 50 hours - the remaining hours may be cumulative time from several activities with a minimum of 5 hours per activity.
    e. Pupils complete and submit the service forms to the prospective references.
    f. The National Honor Society advisor should receive completed forms by the established deadline.

    Note: No additional information will be accepted after the established deadline. Therefore, students should submit documentation for any and all service activities in which they have participated.

B. LEADERSHIP

1. Definition: A leader organizes and motivates others to achieve a common goal. A leader:
    1. demonstrates respect, responsibility, initiative and self-motivation;
    2. demonstrates attitudes and behaviors that are supportive of others' goals and needs in the classroom or community;
    3. contributes ideas and looks for innovative ways to improve civic life;
    4. exhibits managerial qualities such as delegating tasks, running effective meetings and empowering others.

    Note: Leadership qualification is not restricted solely to those holding elected offices.

2. Procedure

a. To be eligible, pupils must evidence a minimum of 50 documented hours of leadership. (These hours are in addition to the service hours required.)
b. The eligible hours are those accrued commencing with freshman year of high school.
c. These hours should consist of a minimum of two leadership roles, one in the school (academy or sending district) and the other in the community (i.e. non-profit organizations, scouts, hospitals, libraries, and places of worship).
d. One leadership role must be significant, equivalent to 20 hours -the remaining hours may be cumulative time from several leadership roles with a minimum of 5 hours per role.
e. Pupils complete and submit the leadership forms to the prospective references.
f. The National Honor Society advisor should receive completed forms by the established deadline.

Note: No additional information will be accepted after the established deadline. Therefore, students should submit documentation for any and all leadership activities in which they have participated.

C. CHARACTER

1. Definition: A person of character demonstrates the following:

1. meets promptly individual pledges and responsibilities both inside and outside the classroom;
2. upholds the highest standards of honesty, respect, reliability, fairness and tolerance;
3. adheres to school rules and regulation (i.e. attendance, tardiness, truancy, academic honesty, conduct, etc.);
4. takes criticism willingly and accepts recommendations graciously.

2. Procedure

1. to be eligible pupils will submit to ten faculty members, of their choice, the appropriate character reference form
2. pupils are responsible for returning all ten signed character reference forms to the National Honor Society advisor by the established deadline
3. all faculty and the building principal receive a list of eligible National Honor Society candidates.
4. all faculty and the building principal are invited to comment on the pupil's character and meet with the faculty council.

III. FINAL REVIEW

a. The list of eligible candidates is subject to final review by the Faculty Council. This council consists of five faculty members appointed annually by the principal. The chapter advisor is an ex-officio member.

b. The Faculty Council reviews the authenticity of all applications. Falsification of information will result in automatic disqualification.

c. The Faculty Council will consider at its final meeting any extenuating circumstances that affect a candidate's selection.

d. Candidates will be notified of the status of their application.

IV. APPEAL PROCESS FOR DENIAL OF ADMISSION

a. Within five school days of notification, the student must submit to the chapter advisor, in writing, intent to appeal, where students will have the opportunity to clarify their application, as submitted.

b. Within two school days, students will be notified, in writing, of the faculty council's decision by the chapter advisor.

c. Within two school days, the faculty council's decision may be appealed to the building administrator.

V. DISMISSAL PROCEDURE

a. Members who fall below the NHS standards which were the basis for their selection will be promptly warned in writing by the chapter advisor. In all cases of impending dismissal, a member will have the right to a hearing before the Faculty Council.

b. The pupil and parent/guardian receive written notification from the chapter advisor of the reason for possible dismissal. The letter will apprise them of a date for the meeting and the pupil's right to a hearing before the Faculty Council.

c. A member has the opportunity to present their defense, with or without a parent/guardian present.

d. The Faculty Council will meet in executive session and make a decision based on evidence presented and any extenuating circumstances. The Faculty Council may dismiss a member by a majority vote.

e. If a member is dismissed, they will be notified in writing by the NHS Advisor within 10 days, with a certified copy of the letter forwarded to their parent/guardian.

f. Dismissal may be appealed in accordance with IV. Appeal process for denial of admission.

g. If a pupil is dismissed from the National Honor Society, they are expected to surrender the membership card, pin, and certificate to

the chapter advisor. When a pupil is dismissed, they are no longer a member and may never again be considered for membership in the National Honor Society.

V. RESIGNATION

a. Resignation from the National Honor Society should involve the submission of a written statement by the resigning member that is dated and signed by both the pupil and their parent(s)/guardian(s). This letter must be submitted to the advisor.

b. Those pupils who resign from the National Honor Society will never again be eligible for membership or its benefits.

c. The member must surrender the NHS certificate, pin, and membership card to the chapter advisor.

VI. INDUCTION CEREMONY

National Honor Society induction ceremony shall be scheduled during the school year.