

# **Student/Parent Handbook**

**Monmouth County Vocational School District  
Academy of Law and Public Safety**

## **DISTRICT PHILOSOPHY**

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

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

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

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

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

The Adult Evening School Program serves the immediate and long- term needs of the county's adult population as well as those of business, industry and labor. Programs are designed primarily for entry-level training, upgrading of skills and vocational/technical interests. Programs are continuously reviewed, revisions implemented and new programs designed as necessary. An important aspect of the Adult Evening Program is the apprenticeship-training class. The District is committed to the annual review of educational programs offered by soliciting information and data through various studies, surveys, follow-up studies, self-evaluations and recommendations of advisory committees in order to serve the vocational/technical needs of Monmouth County.

The Monmouth County Vocational School District assures that benefits, services, activities, programs and employment opportunities are available to all persons regardless of race, religion, color, national origin, ancestry, sex, handicap, and marital or veteran status. Lack of English language skills is not a barrier for admission to and participation in our programs.

Further information regarding our nondiscriminatory policy can be obtained from:

Affirmative Action Officer

**Dr. Charles Ford, Jr.**

**Telephone: (732) 431-7942**

**Visit our website**

[www.mcvsd.org](http://www.mcvsd.org)

### ***MESSAGE TO STUDENTS***

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

*- MCVSD Administrative Staff*

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

*- MCVSD Instructional Staff*

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

*- Superintendent's Office*

**Monmouth County  
BOARD OF CHOSEN FREEHOLDERS**

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Patrick Impreveduto  
Deputy Director

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Gerard P. Scharfenberger, Ph.D.  
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Timothy McCorkell	<i>Superintendent of Schools</i>
Charles Ford, Jr., Ed.D.	<i>Assistant Superintendent</i>
Collette Flatt	<i>Business Admin/Bd Secretary</i>
Joseph Senerchia	<i>Director of School Counseling Services and Special Education</i>

**ACADEMY OF LAW AND PUBLIC SAFETY**

Joseph Diver	<i>Principal</i>
Jenna Sauer	<i>School Counselor</i>

<b>SCHOOL TIME SCHEDULES</b>
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ALPS

7:40 – 2:10

**EMERGENCY SCHOOL CLOSING**

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

**PLEASE DO NOT CALL THE SCHOOL**

Emergency School Closings will be announced on the following:

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

News 12 NJ, CBS, ABC, NBC, and FOX (local)

**On the Internet at [www.mcvsd.org](http://www.mcvsd.org)**

**Delayed Opening Procedure**

1. Emergency school closing decisions will be made by 5:30 AM. Staff will be notified via the district phone messaging system.
2. Delayed opening announcements will be aired as early as possible on the designated radio/TV stations and web site listed below:

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

[www.mcvsd.org](http://www.mcvsd.org) (click the link in the homepage and you will be taken directly to Cancellations.com).

3. The delayed opening plan will be as follows:

Staff will report at 8:30 AM.

Students will report at 9:00AM

Building principals are responsible for designing appropriate abbreviated class schedules.

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 via the district phone messaging system.

5. All field trips will be cancelled.

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

7. Lunches will be served at the usual time.

8. Dismissal will be at the usual time.

(Effective Date- December 6, 2005)

### **Early Closing Procedure**

1. The decision will be made by 9 AM.

2. The One Call system will be used to notify parents and transportation companies.

3. Students will be dismissed at noon.

4. Lunch will not be served.

5. Schedule will be modified.

## **AFFIRMATIVE ACTION**

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

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

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

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

Dr. Charles Ford, *Assistant Superintendent*

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

### **Definition**

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

Students are permitted only ten (10) absences per semester. Students are expected to submit an absence note after each absence.

Excused absences will be for the following reasons:

- a. College visit
- b. Personal illness
- c. Death in the family
- d. Observance of pupil's religion on a day approved for that purpose by the State Board of Education
- e. The pupil's suspension from school
- f. Examination for a driver's license

- g. Additional reasons approved by the principal such as medical appointments, family emergencies, court appearances, etc. It is expected that the pupil will return to classes after the appointment;
- h. School sponsored educational activities or external educational activities sanctioned or approved by the principal
- i. Where appropriate, conditions as set forth in the pupil's Individualized Education Program, accommodation plan, and/or individualized health care plan pursuant to N.J.A.C. 6A:16-2.3(b)2ix; or
- j. Take your child to work day.

Unexcused absence is generally defined, as any reason not listed above. Schoolwork missed because of an unexcused absence may not be made up.

The total number of student absences (excused or unexcused) will be scrutinized regularly and notification to students and parents will be made.

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

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

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



## **RELIGIOUS HOLIDAYS**

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

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

## **BUS ARRIVAL**

### **ENTRANCE & DISMISSAL PROCEDURES**

Home school districts provide bus transportation for all vocational students. Students may not drive to or from the vocational school without permission. Only Structured Learning and work placed seniors may drive with special permission.

### **ENTRANCE PROCEDURES**

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

### **DISMISSAL PROCEDURES**

1. Please walk to the bus.
2. Students will board assigned bus only.
3. Students are to board buses from curb only. If a bus is parked elsewhere, students must wait until it comes curbside.
4. Students may not ride on buses from other districts due to insurance restrictions.
5. Students may not leave in private cars for any reason.
6. Students may be signed out by their legal parent/guardian only.
7. Parents should call the school with special requests.

## SCHOOL CLUBS & ORGANIZATIONS

### **SkillsUSA**

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

### **National Competitions Eligibility Criteria**

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

### **Student Government**

### **Yearbook Club**

### **Fundraising**

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

Students participating in SkillsUSA are responsible for paying for their own membership registration dues.

## **DRIVING PRIVILEGES**

Monmouth County Vocational students are expected to use the buses provided by the home school district. Driving permission forms may be obtained from the administrator. MCVSD is not responsible for any damage or theft to vehicles parked in our parking lot.

## **FIELD TRIP GUIDELINES**

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

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

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

## **SAFETY/FIRE DRILLS**

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

## GRADING PROCEDURES

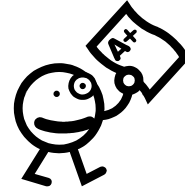
It is recognized by the Board of Education that a uniform system of assessing student growth and achievement is necessary in providing a thorough and efficient education.

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

1. Report cards are issued after each marking period.

2. Grades are reported as:

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



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

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

**Final Grade** = The average of the two marking periods

3. The following types of student assessment can determine marking period grades:

- Daily assignments/competencies
- Participation
- Major and minor assessments
- Notebook checks
- Homework

1. **Unexcused** absences earn a failing grade for the day with no makeup work permitted.

2. All junior students must achieve a minimal grade of 77% in all theme-based courses in order to be automatically admitted as seniors.

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

## GRADING PROCEDURE CONTINUED

4. Interim reports may be issued during each marking period to share important information about student progress. It is strongly advised all parents/guardians monitor their child's progress through the MCVSD-Power School Portal and contact their teacher(s) with questions or concerns regarding their progress.
5. Individualized intervention plans are implemented for all students in need.
6. Parents desiring to discuss student progress with teachers should arrange for parent/teacher conferences by contacting the school office.

## GRIEVANCE POLICY

It is recognized by the Board of Education (Policy #510) of the Vocational Schools of Monmouth County that open lines of communication between students and the school administration must be maintained.

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

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

## **Academy of Law and Public Safety: Student Appearance**

Appearance Requirements for Students are based on traditional, standard law enforcement attire and grooming to maintain professionalism and uniformity. ALPS staff reserves the right to make decisions on how our students represent us professionally at all school functions.

**Pants:** Trousers are to be khaki color cargo type pants or khaki color work pants ( i.e. Dickies, 511-BDU, or other brand). Shorts, sweatpants, running pants, joggers and capris are not permitted. Undergarments should not be seen while in uniform. Trousers should not be overly form-fitting, tight, or baggy. Shirts must be tucked into the trouser. The trouser must have a black belt. Trousers should meet and not extend beyond the laces. The trouser shall not be tucked into shoes/sneakers.

**Shirt:** A plain black collared golf style shirt (no pocket will be on shirt or have more than three buttons) may be worn. The shirt may be long or short-sleeved. A plain black crew neck sweatshirt (no hood) can be worn in place of the black collared shirt. All shirts will not have any zippers, strings, pockets, designs or logos. Any garment worn underneath the uniform shirt/sweatshirt should be black in color.

**Hygiene:** Only bobby pins or a thin black hair tie may be worn to hold hair back. Necklaces must be concealed underneath the uniform shirt. No wristbands or bracelets are to be worn unless they are for medical reasons. No visible facial piercings, other than studs in ears, are allowed. Students' fingernails should be neat and trimmed so they do not interfere with fingerprinting, searching, dispatching, and handcuffing.

**Footwear:** Sneakers or shoes may be worn. Boots and high top sneakers are not allowed. Students will wear an all-black colored low-top sneaker or shoe. Sneakers and shoes, including laces and soles, should not have any other colored markings/logos/indicia other than black. Shoe sole should not be higher than 1/2 inch. Students will wear all black socks.

**Grooming:** The uniform should be neat and clean. Students are expected to arrive and depart in uniform. Male students should maintain clean-shaved facial hair. Male students' hair must be above the eye brows, ears and shirt collar. For all students, only natural hair colors are permitted; colors considered extreme, faddish or artificial (purple, pink, etc) will not be permitted.

**Cell Phones:** Cell phones, tablets, or smart watches cannot be displayed, activated or used during the school day. All such devices must be turned off and secured in a school locker.

## STUDENT CONDUCT GUIDELINES

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

### Conduct Expectations

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

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

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





- c) Students listen to the points of views of others.
- 6. Meet the unique requirements of each class.
  - a) Students participate actively in class work.
  - b) Students follow class rules and procedures.
  - c) Students bring to class textbooks, clothing and other materials necessary for participation.
  - d) Students observe rules for handling of classroom equipment and materials.

**SEXUAL HARASSMENT (as per MCVSD policy # 5751)**

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

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

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

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

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

## BEHAVIOR COUNSELING

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

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

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

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

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

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

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

Authorized to administer medication to students in schools:

1. School physician
2. Certified or noncertified school nurse
3. Substitute school nurse employed by the District
4. Student's parent or guardian
5. Student approved to self-administer for a life threatening illness pursuant to N.J.S.A. 18A: 40-12.3 and 12.4
6. The school nurse shall have the primary responsibility for the administration of epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene
  - a. The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services.
  - b. The parents or guardians of the pupil consent in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees.
7. No medication can be administered to a student, including over-the-counter products such as Advil/Tylenol, unless the student's physician has completed the MCVSD medication forms. The completed forms and a supply of the medication MUST be delivered to the School Nurse/Vocational building by a parent/guardian. Please contact the School Nurse at 908-692-4480 with any questions or concerns.
8. The school nurse shall have the primary responsibility for the administration of Glucagon. The school nurse shall designate, in consultation with the Board, and in accordance with N.J.S.A. 18:A40-12.11-21; additional employees of the school district who volunteer to administer Glucagon to a student in a diabetic emergency when the nurse is not physically present at the scene.
  - a. The designees have been properly trained in the administration of Glucagon, recognizing the signs and symptoms of hypoglycemia and diabetic management in accordance with the training protocols established by the Department of Education.
  - b. The parent/guardian of the student consent in writing to the administration of the Glucagon by the trained designee(s).

## **COMMUNICATION DEVICES, PAGERS, CELLULAR TELEPHONES AND OTHER DEVICES**

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

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

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

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

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

## **DISCIPLINARY ACTION(S)**

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

### **SUSPENSION**

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

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

### **TERMINATION**

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

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

### **DUE PROCESS**

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

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

## **CAUSES FOR DISCIPLINARY ACTION**

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

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

## **STUDENT RECORDS**

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

## **STUDENT LOCKERS**

The administration reserves the right to search student lockers at any time with or without the presence of the student.



## **CHANGE OF ADDRESS**

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

## **ABUSED CHILDREN**

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

## **Internships**

Structured Learning (workplace learning) is available to qualified students who demonstrate a 'B' average in all classes, maintain good attendance, and have the endorsement of their law enforcement instructors and principal. Structured Learning extends classroom learning into the worksite. In all placements students will be expected to attend classroom lectures and complete all teacher assignments and tests. Students must have their own transportation.

## **VISITORS**

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

## ACCEPTABLE USE – STUDENT

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

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

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

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

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

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

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

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

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
2. To transmit obscene, abusive, sexually explicit, or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable the property of another individual or organization.
5. To access another individual's materials, information, or files without permission.



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

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

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

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

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

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

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

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

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

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

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

Adopted August 26, 1999  
Amended August 20, 2002

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Student Signature

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Print Student Name

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Parent/Guardian Signature

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School

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Date

**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT  
2019-2020 CALENDAR  
(10 MONTH)**

Monday	September 2, 2019	Labor Day
Tuesday-Wednesday	September 3-4, 2019	Staff Days
Thursday	September 5, 2019	First Day of School
Monday	September 30, 2019	School Closed
Wednesday	October 9, 2019	School Closed
Monday	October 14, 2019	Staff Day
Thursday-Friday	November 7-8, 2019	NJEA
Thursday-Friday	November 28-29, 2019	Thanksgiving
Monday-Wednesday	December 23, 2019-January 1, 2020	Winter Holiday
Monday	January 20, 2020	Martin Luther King Birthday
Friday-Monday	February 14-17, 2020	President's Day
Friday-Friday	April 10-17, 2020	Spring Break
Friday-Monday	May 22-25, 2020	Memorial Day
Thursday	June 18, 2020	Last Day for Students
Friday-Monday	June 19-22, 2020	Staff Days
Total Days for Students	180	
Total Days for Staff	185	

NOTE #1      Any additional days when schools are closed for emergency purposes will be made up in this order:  
February 14, May 22, June 19, June 22, June 23, June 24, June 25, April 17, April 16, April 15, April 14

NOTE #2      Should certificated staff absent themselves for scheduled day(s) for State holiday(s), they will make up the days as assigned during winter or spring breaks or end of school year in June.

## MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

### Annual Public Notice of Nondiscrimination

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

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

### Grievance Policy - Title IX

1. A written statement of the grievance shall be presented to the Affirmative Action Officer stating the alleged violation of the law. The Affirmative Action Officer will hold a meeting, within ten (10) school days to resolve the matter. If the matter cannot be resolved or if the Affirmative Action Officer fails to act within the ten (10) days, the grieving person will proceed to the Superintendent.
2. The Superintendent will attempt to resolve the matter within twenty (20) school days. If the matter cannot be resolved at this level or the Superintendent fails to act within the twenty (20) school days, the grievance may be filed with the Board Secretary.
3. The matter will then be placed on the agenda and a decision reached by the Board at its next regularly scheduled meeting. The decision will be communicated to the grievant in writing within five (5) school days following the meeting.

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

