

# ***STUDENT AND PARENT HANDBOOK*** ***2009-2010***

This Student Handbook is provided to guide students and parents toward their academic and career goals at the Morris County School of Technology. It contains information such as graduation requirements that are vital to your success.

It is the obligation of students and parents/guardians to become familiar with all of the information in this Student Handbook. The rules and regulations have been formulated to make Morris County School of Technology an outstanding facility for students to receive an education. Students make a significant contribution toward this goal by following the rules and showing respect for fellow students and staff members.

## **BOARD OF EDUCATION**

Barbara Dawson, President

Honorable Reginald Stanton, Vice President

Mr. Lawrence Colasurdo

Mr. John P. Hyland

Dr. Kathleen Serafino, Acting Executive Morris County Superintendent of Schools

Mr. Scott Moffitt, Secretary



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**Disclaimer**

## **PHILOSOPHY**

Each student is recognized as an individual and should be provided with a stimulating, safe environment that results in positive learning experiences. The administration, faculty and staff strive to provide each student with an atmosphere conducive to learning, and demonstrate concern for the student's personal, social, and educational needs.

In daily interaction with students, the administration, faculty and staff should help each student to:

1. Acquire the skills necessary for a lifetime of continuous learning, and learn to enjoy the process of learning.
  - a) Acquire the basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
  - b) Acquire the information concerning the principles of physical, biological and social sciences, the historical record of human achievements and failures and current social issues.
  - c) Acquire the knowledge, skills and understanding consistent with the needs of the total environment that permits him/her to play a satisfying and responsible role as both producer and consumer.
  - d) Acquire the knowledge, habits and attitudes that promote personal, physical, mental, social and emotional health.
  
2. Appreciate the aesthetic expressions of other people and to acquire the ability and/or the desire to express himself/herself creatively in one or more of the arts.
  - a) Become an effective and responsible contributor to the decision making process of the political and other institutions of the community, state, country and world.
  - b) Acquire the ability to form satisfying relationships with a wide range of people, including those with social, economic and cultural characteristics different from their own and develop respect for other people and property.
  - c) Acquire the capacities for playing satisfying and responsible roles in family life.

## **MISSION STATEMENT**

The Morris County Vocational School District, the source for state-of-the-art professional and technical education, will provide all students with academic and technical skills, civic responsibility and exploration in partnerships with business, labor, industry and post-secondary institutions.

### **2NDFLOOR New Jersey's Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!



## **SECURITY PERSONNEL**

Frank Cerelli  
John Knapp  
Rich Leggiardo  
Manny Preolo

## **FACULTY**

Lisa Adams	English
Gayle Adler	Physical Education
Laura Alexander	Mathematics
Sheila Arakelian	Mathematics
Christine Bacolas	Biology
Cheryl Barrientos	Science
Dale Bendsak	Networking Academy/Digital Design
Thomas Biasi	Networking Information Tech.
Tina Bibbo	School Social Worker
Matt Beck	Social Studies
Emily Bohn-Drake	Social Studies
Jeffrey Giesberg	Electrical Trades
Carolyn Branch	English
Kevin Brophy	Physical Education
Herbert Browne	Welding
Leo Bussiere	Auto Body/Collision Repair
Jeffrey Chase	Auto Service Technology
Ruth Clark	Dance Instructor
Gary Colucci	Social Studies
Jean Constantine	Child Related Careers
Sandra Costa	French
Dana Dandino	Adult Cosmetology
Gloria Davison	Guidance Counselor
Kimberly Delesky	Retail/Supermarket
John DeMarco	HVAC
Laura Dessel	Mathematics
Marilynn Donahue	Academy for Health Care Science
Robert Doran	Social Studies
Melissa Eckoff	Special Education Instructor
Bruce Feakins	Building Construction
Irene Fitzpatrick	Theater Arts
Diane Gironda	Guidance Counselor
Timothy Gordon	Mathematics
Jessica Griffin	Spanish
Amanda Hamm	Guidance Counselor

## FACULTY

Kathleen Harrington	Mathematics
Robert Havas	Special Education Instructor
Paul Hye	Automotive Service Technology
Eric Johnson	Building Grounds & Maintenance
Dave Kiedel	Internships and CIE
Yani Koch	Chinese
Thomas Koehler	Animal Technology
Nancy Kucinski	Child-Related Careers
Angela LaMorte	Cosmetology
Lori Landsberg-Chang	Mathematics
Andrew Latincsics	Physics/Chemistry
TBD	Cosmetology
Michael LeRose	Special Education Instructor
Randy Lovgren	Cisco Academy/Networking Info.Tech.
Leonardo Malave	CADD
Regina McNeill	Culinary Arts
Mark Menadier	Social Studies
Jessica Murphy	Physical Education
Robin Mutter	School Psychologist
Joan Naegele	English
Ray Nutkis	Media Specialist
David Palladino	Social Studies
Dorothy Parker	Business & Finance
Stacy Pendergrast	Learning Consultant
Jennifer Pien	Physics
Albert Prentice	Physical Education
Michael Quaglio	Special Education Instructor
Edward Quinonez	LPN
James Reidy	Guidance Counselor
Ann Marie Remillard	LPN
Stephen Remillard	Food Services
Mary Rooney	Culinary Arts
Ruben Rosado	Spanish
Jill Ross	Biology
Louis Rosso	Auto Body/Collision Repair
Josephine Sanchez	LPN
Boris Semeniw	Plumbing
Melissa Sevola	Spanish
Jennifer Schriever	English
Barbara Stasiak	Multi Media
Scott Weems	Carpentry
Debra Weigel	English

**I NEED HELP!!**  
**Where to find the assistance you need...**

<b>Help with your schedule</b>	Guidance Office, Building 4
<b>Incident Report</b>	Mr. Torino, Building 1
<b>Job Placement Assistance</b>	Job Placement, Building 2
<b>Late Pass/Early Dismissal</b>	Mr. Torino, Building 1
<b>Lost and Found</b>	Mrs. Trautmann, Building 1
<b>Student Activities</b>	Mr. Torino, Building. 1
<b>Student Parking</b>	Mr. Torino, Building 1
<b>Transcripts</b>	Guidance Office, Building 4
<b>Transportation WBL</b>	Mrs. Mercurio, Building 1
<b>Transportation</b>	Mr. Torino, Building 1
<b>Free or Reduced Lunch</b>	Mr. Finck, Building 1
<b>Affirmative Action Officer</b>	Director of Student Personnel Svcs., Building 4
<b>Student Assistance Counselor</b>	



IMPORTANT SCHOOL NUMBERS

**Morris County School of Technology:  
(973) 627-4600**

**To report a student absence call (973) 627-4600 x 298. Please leave your name, student name, date of absence and reason for absence.**

<b>Director of Curriculum &amp; Instruction, Mary Anne Regan</b>	(Building 1)	<b>222</b>
Patricia Mercurio, Secretary	(Building 1)	<b>260</b>
<b>Supervisor/Vocational Technical Careers, Fred Finck</b>	(Building 1)	<b>202</b>
Denise Trimmer, Secretary		<b>226</b>
<b>Supervisor of Humanities, Scott Shaw</b>	(Building 1)	<b>224</b>
Carol Knapp, Secretary		<b>225</b>
<b>Supervisor of Math/Science, Shari Castelli</b>	(Building 1)	<b>206</b>
Nancy Perkalis, Secretary		<b>223</b>
<b>Director of Instructional Support Services, Kenneth Williams</b>	(Building 1)	<b>243</b>
Mary Anne Meyer, Secretary		<b>269</b>
<b>Supervisor of Grants &amp; Program Mgmt., Miriam Faber</b>	(Building 1)	<b>244</b>
Rosemary DeCagna, Secretary		<b>258</b>
<b>Director of Student Personnel Services</b>	(Building 4)	<b>229</b>
Linda Rideout, Guidance Secretary		<b>238</b>
Donna Picciuto, Guidance Secretary		<b>230</b>
<b>Guidance:</b>	(Building 4)	
Gloria Davison, Counselor		<b>228</b>
Diana Girona, Counselor		<b>221</b>
Amanda Hamm, Counselor		<b>205</b>
Jim Reidy, Counselor		<b>220</b>
<b>Child Study Team:</b>	(Building 1 & 2)	
Robin Mutter, School Psychologist		<b>203</b>
Stacy Pendergast, Learning Consultant		<b>124</b>
Tina Bibbo, School Social Worker		<b>204</b>
<b>Director of Athletics and Student Affairs, Neil Torino</b>	(Building 1)	<b>207</b>
Ronnie Taperino, Secretary		<b>189</b>
Dorothy VanHouten, Attendance Secretary		<b>246</b>
<b>Nurse, Lisa Kelly</b>	(Building 4)	<b>241</b>
<b>Structured Learning Experience Coordinator, Dave Keidel</b>	(Building 2)	<b>242</b>

### **RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect of the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Superintendent/Principal [or appropriate school official] a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Superintendent/Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task [such as an attorney, auditor, medical consultant, or therapist]; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Morris County Vocational School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### ADDITIONAL FERPA INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Morris County Vocational School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MCVSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing in accordance with District procedures. The primary purpose of directory information is to allow the Morris County Vocational School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Morris County Vocational School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2009. Morris County Vocational School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name	Grade level, Dates of attendance
Address	Major field of study
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Weight and height of members of athletic teams
Photograph	Degrees, honors and awards received
Date and place of birth	The most recent educational agency or institution attended

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

It is the policy of Morris County School of Technology not to discriminate in its education programs, activities, employment practices or admission policies and practices on the basis of age, race, color, national origin, gender, disability, religion or sexual orientation. Lack of English language skills will not be a deterrent to admission at Morris County School of Technology.

Affirmative Action Officer, Director of Student Personnel Services, (Bldg. 4), ext. 229  
Title IX Coordinator, ADA/504 Coordinator, Director of Student Personnel Services, (Bldg. 4),  
ext. 229

**Inquiries regarding compliance may be directed to the Affirmative Action Officer or Title IX Coordinator:**

Morris County School of Technology  
400 East Main Street  
Denville, New Jersey 07834  
Phone: (973) 627-4600

## **BOARD OF EDUCATION POLICIES AND PROCEDURES:**

*\*\* Legal Statement: This handbook was developed based upon the policies and procedures established by the Morris County Vocational School District Board of Education. To request a copy of any Board of Education policies, please contact the Superintendent/Principal's Office.*

### **ADMISSION TO SECONDARY PROGRAM POLICY**

All students who are legal residents of Morris County and have completed at least eighth grade in a program of studies shall be eligible to apply for admission to the Morris County School of Technology. Such students will be considered for admission upon submission of the required application materials and adherence to established school policy guidelines. Morris County Vocational School District is an equal opportunity educational system. We do not discriminate on the basis of race, color, creed, sex, age, sexual orientation, handicap, national or ethnic origin in the administration of employment, contract practices, educational policies, student enrollment and admission policies, scholarships, loans, grants, and other school administered programs.

### **STUDENT TRANSFER POLICY**

Transfers from out-of-state will be considered individually. Satisfactory results are required on the State Early Warning Test and the District's Admissions Test. Transfers from other technical schools will be considered individually. Students will participate in a parent/guardian and student conference with technical high school personnel and must satisfy all requirements related to High School Proficiency Assessment (HSPA) competencies. Students wishing to transfer in their senior year must have 120 credits in their previous years in high school or an equivalent conversion. These credits must be in areas that allow a student to complete the requirements for high school graduation within the framework of a technical high school setting.

## MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT

POLICY NUMBER: 501 - G

### TRANSFER OF STUDENTS INTO ACADEMY PROGRAMS

#### Transfer Process

- Academy program must be comparable in curriculum content and sequence to Morris County Vocational School District Academy program curriculum and sequence.
- Transfer into the Academy for Mathematics, Science and Engineering and Law & Public Safety will be considered **only** through the end of ninth grade.
- Transfer requests will be considered on a case-by-case basis.
- Evaluation of the transfer documentation will be conducted by the Director of Student Personnel Services, an appropriate administrator and the academy program supervisor.
- All official documentation must be received before evaluation and final decision will be rendered.

#### Transfer Criteria

- Transfer request must include the following documentation:
  1. Official transcripts from sending district of all high school and middle school progress reports, grades, attendance and discipline records.
  2. Scores from all high school and middle school standardize tests.
  3. Descriptions of the technical/career course content taken in each high school grade.
  4. Program of study or curriculum guide from sending district.
- Official transcripts of the student must reflect successful academic attainment, attendance and discipline consistent with Morris County Vocational School District requirements.
- Transfer students must meet all of the same admissions criteria as required for all incoming freshmen students.

## **GRADUATION REQUIREMENTS**

### **MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT (MAIN CAMPUS)**

Students who desire an Academy endorsed diploma will be required to achieve a minimum of 160 credits and meet all graduation requirements in accordance with New Jersey Administrative Code 6A:8-5.1.

#### **Required Courses:**

- Four years of English (20 credits)
- Three years of Mathematics (15 credits)
- Three years of Science (15 credits)
- Four years of Social Studies (20 credits)
- Four years of Physical Education/Health (20 credits)
- Two years of World Language (10 credits)
- One year of Visual or Performing Arts (5 credits)
  - \*for 10<sup>th</sup> graders – 10 credits
  - \*acquired through approved electives
- Electives (2 per year – 20 credits)
- Academy Program (60 credits)
  - \*including technical internships and mentoring

In addition, proficiency **must** be demonstrated on the New Jersey High School Proficiency Assessment (HSPA) administered in March of the junior year.

## **SECONDARY SCHOOL ATTENDANCE POLICY**

The purpose of Morris County School of Technology is to provide students with an education. In order for learning to take place students must be in attendance. The student's ability to meet high attendance standards is one-step toward attaining success in high school. Excessive absenteeism diminishes a student's ability to succeed; often resulting in poor grades, loss of a Certificate of Completion, loss of credit, as well as jeopardizing future employment opportunities. To address these concerns, Morris County School of Technology has adopted the following attendance policy:

### **NONCUMULATIVE ABSENCES**

The only absences considered excused which do not count either for loss of a certificate or credit but may limit your progress in class or skill development include:

1. Religious holidays which have been approved by the Commissioner of Education and have been documented by the parent or guardian.
2. Suspension from Morris County School of Technology for discipline.

## **CUMULATIVE ABSENCES**

Students will be permitted to accumulate the following absences without affecting credit for a course or Certificate of Completion:

**Full year course** - no more than nine days (9) per semester, eighteen days (18) for the year.

**Semester course** – no more than nine days (9) for the semester.

**Share time Program** – no more than nine (9) for the year.

A student who accrues more absences than indicated above will be considered as not having completed the prescribed requirements for the course as approved by the Board of Education. They may be withdrawn from the course after an appeal process (This may affect the student's graduation).

Parent(s)/guardian(s) will be kept informed of a student's attendance as follows:

When a student reaches six (6) and eight (8) days of absences during the first semester and, fifteen (15) and seventeen (17) during the second semester a letter will be sent to the parent(s)/guardian(s) indicating the number of accumulated absences.

## **ATTENDANCE APPEAL PROCEDURES**

Upon the tenth (10) student absence in the first semester and nineteenth (19) in the second semester, a letter will be sent informing the parent/guardian that the student has lost credit. The parent will be directed to contact the attendance secretary to schedule an attendance appeal meeting.

**A student will be permitted only one attendance appeal meeting a year.** At the discretion of the Appeals Committee a student may be provided an attendance contract. If the student is able to successfully meet the expectations noted in the contract then credit will be restored upon the last day of school. Should the parent/guardian or student fail to attend the appeal meeting then the pupil will forfeit the opportunity to regain the credit. In addition, should the student fail to successfully complete the contract the student and parent/guardian will be informed and must make arrangements with the guidance counselor to reschedule the course or schedule a summer school session.

The Attendance Secretary will schedule all Attendance Appeals within five (5) school days after the student has accumulated absences as indicated above.

## **APPEAL PROCESS**

- Students may appeal their loss of credit only once per school year.
- A letter of appeal is to be submitted to the Director of Athletics and Student Affairs within five school days. The letter shall provide an explanation for the excessive absences and an outlined plan for how the student will address the concern.
- Students submitting an appeal will be permitted to remain in the course pending the result of the appeal process.

- Immediately following the appeals meeting a decision will be communicated to the student and parent/guardian.
- The Superintendent/Principal has the authority to review any extenuating circumstances.
- A student must attend and complete a course in order to qualify for summer school.

### **REPORTING AN ABSENCE**

A student's parent/guardian shall contact the attendance office to report student absences. **To report a student absence call 973-627-4600 x298** prior to 8:00 AM on the morning of the absence.

When a student is absent from school, the attendance secretary or other designated school staff will place a phone call to the student's home for the purpose of informing and confirming the student's absence with the parent(s)/guardian(s).

As per New Jersey Law, a note from a parent/guardian or physician indicating the reason for each absence must be submitted within five school days. Unless the note is received, the absence will be considered truancy.

### **MAKE-UP WORK**

Make-up work and tests are expected of all students who are absent for any reason. All work missed during an absence must be made up within a teacher-specified time period after a student returns to school. The general practice is one day extension for each day of absence. **The responsibility for making up work rests with the student.** The student must go to the teacher to get make-up assignments. No credit will be given for make-up work not completed on time.

### **TARDINESS**

Five (5) cumulative tardy days equals one absence. (Being tardy means not being in the classroom when the second bell rings.) Excessive tardiness will jeopardize a student's chance for success and may result in disciplinary action. One half day late will constitute an absence. Five lates will constitute one absence. Students will not be penalized for arriving late on the bus.

### **TARDINESS/DRIVING**

Driving is a privilege and carries additional responsibilities as follows:

1. Students who have permission to drive to school and are late more than five (5) times will have their driving privileges revoked.
2. Transporting students is prohibited unless parent permission slips are received by the Director of Athletics and Student Affairs from both the driver and passenger.
3. No student with permission to leave early may transport another student.

### **EARLY DISMISSAL**

All requests for permission to leave school early must be approved by the Director of Athletics and Student Affairs upon the student's arrival to school. Requests must be in writing from parent/guardian and will be confirmed with a call to the parent when deemed appropriate. The reason must be clearly stated and considered unavoidable. Students, 18 years old or older, who

live with parents, must submit written permission from parents in order to leave early. An early dismissal which results in a student missing one-half of the class period will be considered an absence. Students must sign out in the main office in Bldg #1 before leaving.

*\* NO STUDENT WITH PERMISSION TO LEAVE EARLY MAY TRANSPORT ANOTHER STUDENT.*

### **CODE OF CONDUCT**

Students, parents, school administrators, teachers and Board of Education members all agree that positive student commitment and behavior are essential to effective learning. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of all school personnel and parents, all students have the capacity to demonstrate actions that contribute to the effectiveness of schools and the worth of their learning experiences. Consistent with their maturational levels and individual abilities, all students can act in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we, the teachers, administration, and Board of Education, believe that you, the student and parents, expect all students to fulfill the behavioral expectations of the school community, and prepare mentally and physically for the learning process. We expect that students will abide by the Code of Student Conduct New Jersey Administrative Code 6A; 16-7.1 in the following ways:

- ◆ Demonstrate respect for people and property.
- ◆ Take responsibility for behavior and learning.
- ◆ Maintain a safe and healthy school environment
- ◆ Use time and other resources responsibly.
- ◆ Share responsibility when working as members of a group.
- ◆ Meet the unique requirements of each class.
- ◆ Monitor student progress toward objectives.
- ◆ Communicate with parents and school personnel about school-related matters.
- ◆ Monitor and abide by all school policies, rules and regulations.

### **DISCIPLINE, SUSPENSION AND WITHDRAWAL POLICY**

Rules and regulations outlined in this manual are designed to supplement the routine classroom management techniques of the teacher. It is the responsibility of the classroom teacher to implement effective classroom management strategies that promote learning. Students are reminded that all administrators, teachers, security personnel and other staff in the building have the authority to enforce the rules and regulations associated with the discipline policy. Teacher

authority is not in any way limited to the classroom or particular students. Morris County School of Technology students are also reminded that they are to show respect to all district employees regardless of their position.

Rules of conduct relate to students when they are present in the school building, on school grounds, while they are being transported to and from school, and school-sponsored trips, after-school related activities, practices, meetings, etc. Each individual student is expected to exhibit high standards of conduct and show evidence of self-discipline. Students are, at all times, expected to respect the rights of others, to take care of school property, and to be courteous and thoughtful.

New Jersey School Law Decision 51 NJ 230, 23A.2 (1066), Jackson v. Lankinson states that, "The relationship between child and school authorities is not a voluntary one but is compelled by law; a child must attend school and is subject to school rules and discipline." The district administration maintains a system of detentions and out-of-school suspensions as consequences for unacceptable student behavior. Detentions are issued for less serious offenses. Out of school suspensions are usually the result of those infractions as identified under Title 18A:37-2 or violations of NJDOE reportable offenses under the violence, vandalism, weapons, and drug abuse laws although these are not the only offenses for which out-of-school suspension will be given.

The Morris County School of Technology Discipline Policy is designed to achieve these ends. This system has been developed to establish a more consistent and a more uniform method of dealing with disciplinary situations.

Please Note: The seriousness, frequency, and aggravating circumstances of an infraction will be taken into consideration in the application of these rules. If warranted, additional steps, points and more severe discipline may be applied to any infraction.

### **Point System Consequences**

1. When twenty (20) points are accumulated from infractions, a one (1) day out of school suspension will result.
2. When thirty (30) points are accumulated from infractions, a two (2) day out of school suspension will result.
3. When forty (40) points are accumulated from infractions, a three (3) day out of school suspension will result.
4. Whenever a student is suspended, a parent conference **will be required** with an administrator before the student may return to school.
5. The district disciplinarian will determine consequences for inappropriate student behavior in order to maintain the integrity of the learning environment.
6. After school detention and Saturday detention will be administered where appropriate as determined by the disciplinarian.
7. For students not having any disciplinary infractions they can participate in all school functions, activities and awards programs. Accumulated disciplinary infraction may result in loss of privileges from participating in these activities.

## **Point System**

*The Disciplinary Notification Form (see next page) indicates infractions and resultant points. This list is not all-inclusive and the building Administrator may use his/her discretion in determining the appropriate disciplinary action and the number of disciplinary points regarding a student's violation of rules and regulations. Furthermore, depending on the severity of the infraction, students may lose privileges to participate in co-curricular and extracurricular activities.*

## **DUE PROCESS AND SUSPENSION POLICY**

Any student who is suspected of committing a breach of discipline will have a conference prior to the decision of whether or not to suspend the student. The only exception is for emergency situations when the Superintendent/Principal or Director of Athletics and Student Affairs determines that the student's continued presence is an immediate danger to persons or property or may physically disrupt the school's orderly operation. Whenever an emergency suspension occurs, the parent/guardian or emergency contact person must be notified immediately.

The following infractions will result in one to ten (1 – 10) day **immediate suspension** (number of days to be determined by administrator):

- A. Major safety violation/endangering the well being of others
- B. Open defiance of authority and insubordination to a staff member
- C. Fighting
- D. Theft
- E. Physical/Sexual harassment
- F. Smoking/chewing tobacco
- G. Profanity directed at a staff member
- H. Physical harm or threat of physical harm to a staff member
- I. Alcohol/drug use, possession, and/or distribution (Board of Education Policy)
- J. Any other infraction that may be imposed by the N.J. Law that may be grounds for suspension or expulsion.

### **The following steps must be taken to follow due process procedures regarding suspension:**

1. The Superintendent/Principal or Director of Student Athletics and Student Affairs must attempt to notify the student of the offense(s).
2. If the student admits the offense(s), the administrator shall determine the appropriate disciplinary action.
3. If the student denies the offense(s), the school administrator:
  - a. Shall give the student an explanation of the evidence resulting in the offense(s).
  - b. Has the authority to decide if the evidence will include the names of witnesses.
  - c. Shall give the student a reasonable opportunity to state the student's side of the story.

After reviewing the evidence, the school administrator will determine if the offense(s) is supported by the evidence. If the student is found innocent, the incident is closed. If the student is found guilty, the administrator shall determine the appropriate disciplinary action in

accordance with school district policies and administrative guidelines.

Suspension becomes effective after the informal suspension hearing, after notification of the parent/guardian emergency contact person, or at the end of the school day.

MCST will notify the student and the parent (guardian/emergency contact person) of the suspension and the reasons for the action before a student is sent home during the day. A suspension notice will be mailed to the parent/guardian and sent home with the student.

The notice will contain the following information:

1. The time, date, and specific reason(s) for suspension.
2. The procedures to be followed by the student and parent/guardian for reinstatement.
3. The length of the suspension if there is no other administrative action.
4. A request that the parent/guardian contact the school administrator to arrange a mutually agreeable time for a conference prior to the reinstatement date.
5. Notice to the parent/guardian and student that suspension means the student cannot participate in any school-related activities during or after school or on weekends. The student is not to enter any Morris County School of Technology property without prior authorization of the Superintendent/Principal or his/her designee.

Student suspensions will be listed on his or her attendance records. Faculty members, administrators, and counselors will have access to these records.

### **DISMISSAL POLICY**

A student may be dismissed from MCST and returned to his/her home school district if it is determined that the student's continued presence in the program will:

1. Seriously jeopardize the safety and welfare of the student, or other students in the program and/or the instructor.
2. Seriously disrupts the educational process as to deny fellow students a "thorough and efficient education."

When a student has reached ten (10) days of suspensions, a conference with the parent and sending district personnel will be held to determine the student's continued enrollment at MCST. The Superintendent/Principal or his/her designee must approve any student dismissal.

**MORRIS COUNTY SCHOOL OF TECHNOLOGY**  
**DISCIPLINARY POINT NOTIFICATION FORM**

**Student's Name** \_\_\_\_\_ **Teacher** \_\_\_\_\_ **(AM/PM) Date** \_\_\_\_\_

Dear Parent/Guardian:

Your child has been issued disciplinary points for the following reason:

<u>INFRACTION</u>	<u>MINIMUM POINTS</u>
_____ Unexcused tardiness to class .....	2
_____ Leaving class without permission.....	3
_____ Absent from class without permission/cut.....	5
_____ Disruptive behavior.....	5
_____ Abusive/unacceptable language.....	5
_____ Disrespect to teacher or staff member .....	To Be Determined
_____ Misconduct with substitute teacher.....	To Be Determined
_____ Violation of program regulation .....	2
_____ Misuse of classroom supplies/equipment/internet.....	4
_____ Misconduct anywhere on campus.....	3
_____ Misconduct on bus.....	5
_____ Driving/Parking Violation.....	10
_____ Refusal to follow directive of instructor.....	4
_____ Class disruption/horseplay.....	4
_____ Improper attire/no uniform/violation of dress code .....	5
_____ Smoking/tobacco possession on campus.....	To Be Determined
_____ Throwing snowballs.....	5
_____ Being in an unauthorized area .....	5
_____ Profanity against another student.....	5
_____ Defacing school property.....	To Be Determined
_____ Theft/Possession of Stolen Property.....	To Be Determined
_____ Verbal Threat to staff or other students.....	5
_____ Harassment/Coercion.....	5
_____ Fighting.....	To Be Determined
_____ Weapon Possession/Use.....	To Be Determined
_____ Possible Substance Abuse/Confirmed Substance Abuse.....	To Be Determined
_____ Any miscellaneous offense .....	To Be Determined
_____ Cyber bullying.....	To Be determined

**Teacher Signature**

**Student Signature**

**Explanation:** \_\_\_\_\_

**Action taken prior to referral:** \_\_\_\_\_Held Conference With Student \_\_\_\_\_Student Contract \_\_\_\_\_Sent Report Home

\_\_\_\_\_Telephoned Parent \_\_\_\_\_Held Conference With Parent \_\_\_\_\_Consulted Counselor \_\_\_\_\_Detention: \_\_\_\_\_ISS \_\_\_\_\_OSS

\_\_\_\_\_Other Discipline \_\_\_\_\_

Saturday

**Parents/Guardians are reminded that suspension will result when a student has accumulated the following:**

1. 20 Points = One (1) day out of school suspension with parent conference required.
2. 30 Points = Two (2) days out of school suspension with parent conference required
3. 40 Points = Three (3) days out of school suspension with parent conference required

If you have any questions, call the MCST Office of Student Affairs at (973)627-4600 X207.

Additional Action Taken by Administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

## **USE OF MEDICATION POLICY**

### **Students requiring medicines during school hours must:**

- a. The parent or guardian shall provide a written request for the administration of the prescribed medication at school. This letter must include: name of student, name of medication, name of doctor, medical problem, amount to be administered, dosage, time to be administered, number of days medication will be required, with dates, date, and signature of parent or guardian. The parent or guardian shall relieve school district and its employees of liability for administration of medication. This document shall be kept on file in the office of the school nurse.
- b. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects, number of days medication will be required, with dates and signature of physician. This document shall be kept on file in the office of the school nurse.
- c. 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.
- d. When there is a question regarding medication, the school physician shall review and approve, in writing, the orders of the private physician.
- e. The school shall provide a secured, locked space for safe storage of medication. Medication will be stored in the original labeled container. Parent or guardian will be responsible for picking up unused medication when it is no longer needed. If not picked up by parent or guardian by the last day of school the school nurse will appropriately discard medication on the last day of school.
- f. The records or documentation for administering medication to students shall be maintained by the school nurse.

**GRADING SYSTEM AND QUALITY POINTS**

		<b><u>Honors</u></b>	<b><u>General</u></b>
97-100	A+	4.8	4.3
94-96	A	4.5	4.0
90-93	A-	4.2	3.7
87-89	B+	3.8	3.3
84-86	B	3.5	3.0
80-83	B-	3.2	2.7
77-79	C+	2.8	2.3
74-76	C	2.5	2.0
70-73	C-	2.2	1.7
67-69	D+	1.8	1.3
64-66	D	1.0	1.0
60-63	D-	.7	.7
Below 60	F	0.0	0.0
I = Incomplete A = Audit M=Medical Exemption		WP = Withdrawn Passing WF=Withdrawn Failing P = Passing S = Satisfactory	

**GRADE POINT AVERAGE**

A cumulative grade point average (GPA) is maintained on all students beginning with the freshman year based on final grades in each course. It is essential that all students recognize the importance of GPA in the college admissions process. At Morris County School of Technology, transcripts contain a student’s class rank as well as his/her grade point average (GPA). In calculating GPA, the converted quality points are multiplied by the number of credits assigned to the course. The resultant course quality points are totaled and divided by the total credits attempted by the student. Thus, the following formula is used:

$$\frac{\text{Total Course Quality Points}}{\text{Total Credits Attempted}} = \text{GPA}$$

In computing rank, grades of all subjects are included. This system of determining class rank is recommended by the National Association of Secondary School Principals and approved by the board of education.

## **HONOR ROLL**

To be distinguished as a High Honor Roll student, one must have a numerical average of at least 91% with no grade lower than a “B+.”

To be distinguished as an Honor Roll student, one must have a numerical average of 84% and have no grade lower than a “B-.”

## **VALEDICTORIAN – SALUTATORIAN**

Valedictorian and Salutatorian will be determined based on a total cumulative average at the conclusion of the third marking period in senior year. The student(s) with the highest academic average will be declared the valedictorian(s) for the class. The second highest academically averaged student(s) will be declared the salutatorian for the class. In the event of a tie for the highest cumulative average, the student that has elected the most credits in the highest level courses will be declared the valedictorian. To be declared the valedictorian or the salutatorian, the student must have completed the required number of credits for graduation in mainstreamed courses and be compliant with district attendance requirements.

## **MARKING PERIOD DATES**

**The 2009-2010 calendar of marking period timelines is as follows:**

1<sup>st</sup> marking period: September 8, 2009 – November 13, 2009

Mid –point October 6, 2009

2<sup>nd</sup> marking period: November 16, 2009 – January 29, 2010

Mid-point December 14, 2009

3<sup>rd</sup> marking period: February 1, 2010 – April 14, 2010

Mid-point March 1, 2010

4<sup>th</sup> marking period: April 15, 2010 – June 17, 2010

Mid-point May 13, 2010

*\*Subject to change depending upon number of days used for inclement weather.*

## **STUDENT GRIEVANCE POLICY**

Any student who wishes to present a grievance shall make it known to the Director of Athletics and Student Affairs (Bldg. 1) who shall seek a solution which is mutually acceptable and which lies within the scope and provisions of Board of Education Policy. Should the student be unable to achieve satisfaction or redress as the result of appeal to the Director of Athletics and Student Affairs as appropriate, the matter may be appealed to the Superintendent/Principal, and if resolution cannot be achieved at that level, then the matter may be appealed and presented to the

Board of Education for consideration.

While the Administration realizes that no list of offenses will ever be complete, the list of penalties as outlined in the Discipline Policy will be applied to violations of rules and regulations. The Administration reserves the right to alter a prescribed penalty due to the circumstances and/or severity of the offense or to affix other penalties for matters not listed.

All students who are suspended will be accorded the Right of Due Process.

### **SUBSTANCE ABUSE POLICY**

The Board of Education is charged with the responsibility of providing a safe and healthful atmosphere in which students may learn and develop. To this end, the Board prohibits the use, possession and distribution of any controlled dangerous substances by students, staff or other persons on school property or at any school related function.

When it is suspected or it appears that a student is under the influences of, in possession, or using a dangerous drug, narcotic, alcohol or chemical compound that releases vapors or fumes including but not limited to solvents not prescribed by a licensed physician in the state of New Jersey, at any time while he or she is at any school function, under the jurisdiction of the school, on school property, or over a weekend outside of school and not at a school function, he or she shall be subject to the following procedure which is consistent with NJSA 18A: 40-12(et. Seq.).

When it shall appear to any teaching staff member, school nurse, or other educational personnel that a pupil “may be under the influences of substances” as defined, the employee shall report the matter as soon as possible to the Superintendent/Principal or Director of Athletics and Student Affairs. The Superintendent/Principal, or Director of Athletics and Student Affairs shall notify the parents and arrange for an immediate medical examination of the pupil including an alcohol/drug screen. The examination may be performed by physician selected by the family at the family’s expense or a physician at one of the hospital emergency rooms referred by MCST at MCST’s expense. A written report on the MCST Physician Chemical Screening Report form must accompany the student upon his/her return to school certifying the student is physically and mentally able to return to school. Upon receipt of alcohol/drug screen results, a determination based upon Board Policy 5131.6 will be made regarding further assessment, discipline and student placement.

### **NO SMOKING POLICY**

There is absolutely **NO TOBACCO** or similar products permitted in the buildings or anywhere on school grounds. **This includes use in student vehicles.** The “No Tobacco Policy” applies while on any field trip or off campus function. This policy also includes the use of smokeless tobacco. Violation of this policy will result in immediate suspension. The number of days will be determined by the Director of Athletics and Student Affairs. In addition we will abide by the following:

*This policy complies with NJ Education Code: N.J.S.A. 26:3D-58*

## **STUDENT RIGHT-TO-KNOW POLICY**

The Morris County School of Technology adheres to the firm belief that students have basic rights and responsibilities in pursuing their educational experiences in schools. Basic student rights include:

- the right to due process
- the right to a safe environment
- the right to freedom from discrimination
- the right to educational opportunities
- the right to inquiry and expression

The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive, physical or verbal expression infringing on the rights of others. Therefore, the privileges of rights carry with them the task of responsibility. All students have the responsibility to adhere to school rules.

## **EFFECTIVE COMMUNICATIONS FOR HEARING IMPAIRED STUDENTS**

Morris County Vocational School District will provide communication aids, auxiliary aids and services for effective communication to all secondary and post secondary prospective and current students with hearing impairment, at no cost to the student being served **in accordance with the student's educational plan or section 504 plan.**

Request for deaf and hard of hearing secondary students are to be directed to:  
Director of Student Personnel Services at ext. 229.

# **MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT**

## **Policy Number: 524D**

### **Effective Communications for Hearing Impaired Students**

The Morris County Vocational School District Board of Education recognizes its responsibility to ensure that all students have a meaningful opportunity to apply for, receive and participate in educational services offered. To that end, the Board of Education directs the Superintendent of Schools or designee to initiate approved administrative procedures for effective communication for hearing impaired secondary and post secondary prospective and current students.

Morris County Vocational School District will provide communication aids, auxiliary aids and services for effective communication to all secondary and post secondary prospective and current students with hearing impairment, at no cost to the student being served in accordance with the student's individual educational plan or section 504 plan.

Morris County Vocational School District will take such steps as are necessary to ensure that all qualified secondary and post secondary students with impaired hearing receive notice by written material or other communication all information pertaining to their educational services. The steps are as follows:

1. Provide auxiliary aids and services for effective communications with students with hearing impairment as specified in their individual educational plan (IEP).
2. Provide auxiliary aids and services for effective communication with adult learners enrolled in adult education programs.
3. Publicly post in appropriate areas a "Notice to the Deaf & Hard of Hearing Students"
4. Establish a procedure for staff and administrators to follow when auxiliary aids or services are required for effective communication with hearing impaired secondary and post secondary students.

Reference: N.J.A.C. 6A:14-3.5(1.i., ii.)

Adopted: June 10, 2008

## **Effective Communications for Hearing Impaired Students**

### **Administrative Guidelines: Procedures**

1. At time of any interview, registration or meeting with prospective secondary student, the staff will consult with parent/guardian and student and document his/her communication needs.
2. At time of any interview, registration or meeting with prospective post -secondary student, the staff will consult with the student and document his/her communication needs
3. MCVSD will provide a sign language interpreter at the request of any hearing impaired student for registration, interviews, conferences, classes, discussions with teachers, assemblies, and presentations given by guest speakers.
4. When an interpreter is required, the staff will make immediate, good faith, affirmative efforts to obtain a certified sign language interpreter.
5. Interpreters will be contacted from New Jersey Division of the Deaf, Interpreter Referral Service, Northern Educational Interpreter Professional Development Center, Southern Educational Interpreter Professional Development Service, or other referral services as available.
6. Staff and administration will be provided with training in understanding of the policy and procedure.
7. Procedure and appropriate forms will be included in faculty handbook, student handbook and the adult education faculty handbook.

## **HARASSMENT, INTIMIDATION AND BULLYING POLICY**

The Morris County Vocational School District Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil school environment is necessary for students to learn and perform at the highest level to which they are capable. Harassment, intimidation and bullying are disruptive and violent behaviors that interfere with a student's ability to learn and the school's ability to educate students in a safe environment. The Morris County Vocational School District expects that all members of the school community (students, teachers, administrators, faculty, staff, parents and volunteers) will treat each other with civility and respect and will refuse to tolerate harassment, intimidation or bullying.

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 the internet, or on a school bus and that: is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory disability; or, by any other distinguishing characteristic; and a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school.

The Board of Education expects students to conduct themselves in keeping with their level of development, maturity and demonstrated capabilities with a proper regard for the welfare of their peers and school staff.

Acts of harassment, intimidation or bullying are to be reported to the school administration to determine whether an alleged act constitutes a violation of this policy. The Superintendent/Principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. Consequences and appropriate remedial action may range from positive behavioral intervention up to and including suspensions and expulsion as permitted under N.J.S.A. 18A: 37-1. Some acts of harassment and intimidation, or bullying may be so serious that they require response by law enforcement officials.

**MORRIS COUNTY VOCATIONAL SCHOOL**  
**Denville, New Jersey**

**FILE CODE: 5131.2**

**X** **Monitored**

**X** **Mandated**

**X** **Other Reasons**

**Policy**

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HARASSMENT, INTIMIDATION AND BULLYING PREVENTION  
REPORTING AND GRIEVANCE PROCEDURE

In accordance with N.J.S.A. 18A:37 and N.J.A.C. 6A:16-7, the Morris County Vocational School District (MCVSD) recognizes that bullying, intimidation and harassment of members of the school community\* have a negative effect on school climate. Students who are bullied, intimidated and/or harassed are less able to devote full attention to their education. Every student has the right to an education and to be safe in and around school. It is the policy of the Morris County Vocational School District to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, disability, or other such condition or state that would likely produce a harmful effect on an individual.

Definitions

“Members of school community” means school and community members, including parents and guardians, students, school employees, such as: instructional staff, students support service personnel, school administrators, school support staff, bus drivers, custodians, coaches, cafeteria workers, school volunteers; community organizations such as faith-based, health and human services, business and law enforcement.

“Harassment, intimidation or bullying” means unwelcome language, gestures, written or verbal, or physical conduct or electronic communication based on a student’s actual or perceived race, religion, creed, color, national origin, marital status, sex, sexual orientation, disability or other such condition which has the effect of substantially undermining and detracting from, or interfering with, the victim’s educational performance or access to the school’s resources and activities, or creating a hostile, offensive or intimidating school environment, that takes place on school property or at any school-sponsored function or event. Such conduct includes derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of cyber messages, written materials or pictures when such conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes

with, the victim's educational performance or access to the school's resources and activities.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager takes place on school property, at any school-sponsored function or on a school bus.

"Cyber-bullying" means when a student or school employee uses information and communication technologies such as email, cell phone and pager text messaging, instant messaging, computers, cameras, defamatory personal Web sites and defamatory online personal polling Web sites to harass, humiliate, intimidate and/or threaten other students or employees on the Internet.

Further, a reasonable person, under the circumstances, should know that such conduct would have the effect of harming a student or placing him or her in reasonable fear of harm, physically or psychologically, or has the effect of insulting or demeaning any student or group of students.

"Racial or color harassment" means unwelcome verbal, written or physical conduct, directed at a person's race or color, such as, racial slurs, taunts, or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- B. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- C. The conduct has the effect of substantially undermining and detracting from, or interfering with, a student's educational performance or access to the school's resources and activities, or creating an intimidating, hostile or offensive environment.

Sexual harassment includes unwelcome verbal, or physical conduct of a sexual nature, such as

sexual gossip or personal comments of a sexual nature, sexually suggestive language, sexual jokes, comments or anecdotes, offensive touching, pinching or grabbing, or restraining someone's movement when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from or interferes with, the victim's educational performance or access to the school's resources and activities.

"Religious or creed harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of person's religion or creed, such as religious slurs, taunts or insults when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performances or access to the school's resources and activities.

"National origin harassment" means unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as ethnic slurs, insults or taunts when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Marital status harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as taunts, insults or slurs regarding pregnancy or the status of being an unwed mother or father when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Sexual orientation harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as ridicule, taunts, insults or slurs when the conduct creates a hostile, offensive or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the school's resources and activities.

"Disability harassment" means unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling mental or physical condition, such as intimidation, ridicule or insults based on manner of speech or movement, cognitive ability, receipt of educational services outside the general education environment, or other manifestation of a person's disability when the conduct creates a hostile, offensive or intimidating school environment or

substantially undermines and detracts from or interferes with, the victim's educational performance or access to the school's resources and activities.

Appropriate Student Behavior (N.J.A.C. 6A:16-7)

The board of education expects students 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 students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, and staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the board of education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and these rules shall appear in publications of the school district's comprehensive rules, procedures and standards of conduct, including the student handbook.

The policy shall:

- A. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- B. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.
- C. Explain student rights; and
- D. Identify disciplinary sanctions and due process.

Reporting - New Jersey Recommended Guidelines for School Personnel for the Management of Student Misconduct in Schools (N.J.A.C. 6A:16-7.1(a) and 7.9 (a1))

Any student who believes that s/he has been harassed by a person subject to this policy, or who witnesses conduct that s/he believes might constitute harassment, may report the conduct to a person designated under this policy as a complaint officer, or to any other school employee. A member of the school community who witnesses conduct that s/he believes might constitute harassment under this policy is required by law to report the conduct to a complaint officer. A complaint or report may be made orally, in writing or anonymously.

Formal disciplinary action may not be based solely on the bases of an anonymous report. Any member of the school community who witnesses conduct, or otherwise has reasonable cause to believe that conduct which, either as a single incident or if continued or repeated, could constitute harassment shall take action to stop the conduct and to prevent its recurrence. When a student reports such conduct to a school employee, the person to whom the conduct is reported shall refer the report to a complaint officer for informal or formal resolution in accord with the procedures related to this policy. A person to whom conduct has been reported under this policy may consult informally with a complaint officer to determine whether informal resolution should be attempted.

In the event that the school employee is unable to take appropriate and prompt action after witnessing or receiving a complaint about conduct that could constitute harassment, the employee must report the incident or complaint to a complaint officer designated by this policy. The following are the designated complaint officers:

- A. Principal
- B. Affirmative Action Officer

If one of the designated complaint officers is the person alleged to be engaged in the conduct complained of, the complaint shall be filed with the principal, Affirmative Action Officer, or other complaint officer, or, if the allegation is against the principal, with a complaint officer other than the principal.

#### Informal Procedure

If possible to resolve a complaint through a conversation between the complainant and the respondent, an informal resolution of the complaint may be attempted by a school employee or designated complaint officer acceptable to the complainant and the subject of the complaint.

When informal resolution is attempted, and the complaining student, or the student about whom a complaint is made, is under the age of 18, his/her parent(s) or guardian shall be notified in accord with the school's disciplinary policies. Any complaint against a school employee shall be handled through the formal procedure.

#### Formal Procedure

If the complainant chooses not to utilize the informal procedure, the school employee to whom the complaint was brought shall assist the complainant in contacting a designated complaint officer.

The formal procedure shall also be initiated when a school employee, either before or after informal resolution is attempted, other adult responsible under this policy for forwarding complaints to a complaint officer, or a person about whom a complaint has been made, refers the complaint to a complaint officer. The superintendent or his or her designee may develop administrative procedures governing the formal complaint process as long as those procedures are consistent with the following minimum requirements.

- A. The complaint officer shall complete a harassment complaint form based on the written or verbal allegations of the complainant. This complaint form shall be maintained by the complaint officer in a locked file, and shall not be revealed to any unauthorized person.
- B. The complaint shall detail the alleged facts and circumstances of the incident or pattern of behavior.
- C. If a student under 18 years of age is involved, his/her parents shall be notified by the complaint officer as soon as is practical under the circumstances.
- D. The complaint officer shall initiate an investigation of the allegations which shall include interview with the complainant, the accused, and with any other individuals who may have

information bearing on the incident in question.

- E. Within five working days of completing the investigation, the complaint officer shall submit a written report to the superintendent/ principal. The report shall include a statement of the conclusions of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of this policy.
- F. In the report, the complaint officer shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires consideration of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student, or employee conduct or decorum, harassment will not be reported by the complaint officer when the subject of a complaint is a single incident that is not shown to have substantially interfered with the victim's educational performance, to have created a hostile, offensive or intimidating environment, or to have substantially limited the victim's access to the school's resources and opportunities.
- G. When a complaint officer concludes that a student has engaged in harassment, the superintendent/principal shall use his or her discretion to initiate disciplinary or other appropriate action in accord with the school's policies and procedures.
- H. When a complaint officer concludes that an employee has engaged in harassment against a student, the superintendent/ principal shall use his or her discretion to initiate disciplinary or other appropriate action in accord with the school's policies and procedures, the employee's contract of employment and applicable state or federal law.
- I. The superintendent and/or school principal shall maintain the written report of the investigation and results in a locked file for at least six years after the report has been completed. When an investigation is conducted by the school district, the superintendent shall be given a copy of the investigation report and results by the school principal.
- J. The privacy of the complainant, the individual against whom the complaint is filed, and the witnesses shall be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. Subject to any limitation imposed by law, the complainant, complainant's parents if the complainant is under 18 years of age, the person against whom the complaint was made, and his or her parents if he or she is under the age of 18, shall be informed in writing by the complaint officer of the results of the investigation.

#### Consequences and Remedial Actions for Violations (N.J.S.A.18A:37-15, N.J.A.C. 6A: 16-7.9)

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Students.

Consequences, for students who bully others shall depend on the results of the investigation and

may include but are not limited to counseling; a parent conference; detention; suspension and/or expulsion; or placement in an alternative educational setting. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student and staff safety. These may include but are not limited to implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement (as appropriate); and developing a supervision plan with the parents.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidents or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, and school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

#### Consequences, Reprisal, Retaliation, False Accusation Prohibited

It shall be a violation of this policy for any person to retaliate against a person who alleges harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment allegations. Retaliation may take the form of intimidation, reprisal or harassment, and shall be subject to the reporting, investigation, and enforcement procedures set forth in this policy. A person who knowingly makes a false report of harassment shall be subject to disciplinary action in accord with school discipline policies and procedures. The Morris County Vocational School District expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Retaliation against any person who reports, is believed to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of his policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Consequences and appropriate remedial action for a student 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, as permitted under N.J.S.A. 18A:37-1, Discipline of Students.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials

Establishment of Bullying Prevention Programs (N.J.S.A.18A:37-17, N.J.A.C. 6A:16-7.9.)

An informative in-service program regarding the school districts policy against harassment, intimidation or bullying shall be incorporated into the employee handbook.

Other Remedies Unaffected (N.J.S.A.18A:37-18)

This policy does not replace or prevent a victim from seeking redress under any other available law either civil or criminal.

Notice and Publication (N.J.S.A.18A:37-15)

The board shall provide notice of this harassment policy and procedures to students, custodial parents or guardians and school employees and members of the school community. Notice to students shall be in age-appropriate language and shall include examples of harassment. Notice of this policy shall also appear in the faculty handbook, student parent handbook and on school website. The board shall develop and initiate age-appropriate programs it believes to be appropriate to effectively inform students and school employees about the substance of the policy and procedures in order to help prevent harassment, and to inform the public that this policy applies to student participation in school-sponsored functions and events on or off school property.

**STUDENT USE OF MOTOR VEHICLES POLICY**

Students must have a Morris County School of Technology parking permit. Applications for parking permits may be picked up in the Main Office of Building #1. Parking permits are vehicle specific and the exchange of tags between cars is not permitted. Cars not having a current permit are subject to being towed at the owner's expense. Student vehicles parked in areas other than the student parking lot are subject to being towed at the owner's expense. Motorcycles are not allowed. All drivers must observe the 10 mph maximum speed in the parking lot.

**NOTE:** Speed bumps are placed throughout the parking areas. The school does not accept any responsibility for damages to any motor vehicle.

*If you have a parking permit, you are expected to be present and on time for class each day school is in session. Any absence, even if your home district is closed, will count as an unexcused absence unless it is waived by the Morris County School of Technology Administration.*

The parking permit is valid for the vehicle and driver only. There is no authorization implied to permit the driver to transport other students. Students wishing to ride with authorized drivers must complete a Rider Permit Application, which can be obtained from the Director of Athletics and Student Affairs. All vehicles must have the parking ID displayed in the designated location in the vehicle. Students are to exit the vehicle and proceed to their classes or other authorized area as soon as the vehicle is parked. Students are not permitted to go to their cars anytime during the school session.

Cars cannot be left on campus after 2:52 p.m. unless special clearance is given by the Director of Athletics and Student Affairs.

All offenses involving the operation of motor vehicles on school premises will be subject to disciplinary action as per the Discipline Policy.

### **DISCRIMINATION POLICY**

No married or pregnant student may be excluded from any educational program or activity including class or co-curricular activity; however, the school may require a pregnant student to provide a physician's note certifying that she is able to participate in the normal career program without jeopardizing her personal health or safety. Any student who believes that he or she has been discriminated against should immediately see the Affirmative Action Officer.

### **DYFS POLICY**

In an effort to prevent and intervene in instances of child abuse or neglect including institutional child abuse, Morris County School of Technology will cooperate with the Division of Youth & Family Services (DYFS), local law enforcement agencies and Department of Human Services in the early identification and reporting of suspected child abuse cases whether or not corroborative evidence is available. All school employees shall cooperate with the DYFS in the reporting and investigation of child abuse cases in accordance with New Jersey statutes and Board of Education policy.

### **VIOLENCE AND VANDALISM**

The Morris County School of Technology has the obligation to ensure the physical safety and well being of teachers, staff, and students on its premises. Violent and threatening behavior will not be tolerated and will be dealt with in accordance with established disciplinary procedures and law. Students who involve themselves in such activities as violence, threats of violence, coercion, vandalism, possession of weapons and other dangerous and disruptive activities will be subject to disciplinary action including but not limited to suspension and possible termination from MCST. In addition to any penalties which the school might impose, such students may also risk criminal charges being brought against them under the law for any wrongful act which they may have committed.

### **DISTRICT INTERNET POLICY**

The Morris County Vocational School District provides internet access to staff and students. All students and parents will be required to sign the MCST internet use agreement. This privilege is to be used in accordance with school and Board of Education policy. Inappropriate use of the internet will result in disciplinary action and, if deemed necessary, with a referral to law enforcement authorities.

## **GENERAL RULES & REGULATIONS**

### **ACCIDENTS IN SCHOOL**

The Board of Education of the Morris County School of Technology is not liable, unless negligent, for accidents that occur on school property or while students are participating in school activities. *All injuries, no matter how small or insignificant, must be reported immediately to the school nurse.* It is suggested that all students carry accident insurance.

### **BEHAVIOR ON THE SCHOOL BUS**

All students are required to follow the rules of behavior established for riding on the school bus. Students are reminded that the bus driver has a responsibility for passenger safety. Misbehavior on buses or at bus stops may result in suspension of bus privileges. Students will still be required to attend school. Students may not ride on buses from other towns or districts. Pupils are requested to be at their pick-up spots before the arrival of the bus. Horseplay, littering, throwing things on the buses will not be tolerated.

### **ENTRANCE INTO THE SECOND YEAR OF A PROGRAM/RETURN TO MCST FOR SHARE-TIME STUDENTS**

Students will be allowed and encouraged to enter the second year of a two (2) year program providing they have:

- a. Maintained acceptable attendance as described
- b. Obtained a final grade of 75 in the first year
- c. Maintained a satisfactory record of behavior
- d. Shown an interest in the program by completing assignments and adhering to class rules and procedures.
- e. Passed the final examination for the first year of the course.

### **COMPLETER EXAMINATIONS**

Each student must participate in a national competency examination that has been approved by the New Jersey State Department of Education. The examination contains both a performance and a written section. In some programs this exam is used as the final exam.

### **CERTIFICATE OF COMPLETION : Share Time Students**

To receive a Certificate of Completion a student must:

- a. Successfully complete the course requirements
- b. Receive a minimum final average grade of 75
- c. Receive a passing mark (60 or better) on the course Final Examination
- d. Have no more than 10 unexcused absences
- e. Have met all financial obligations to the school \*

Students who complete only one year of a two-year program may receive a certificate upon recommendation and prior approval of the Superintendent/Principal.

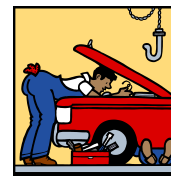
*\*A student must satisfy all obligations to the school before grades, transcripts or references will be released.*

## **WORK-BASED LEARNING FIELD TRIPS**

All approved work-based learning trips are an integral part of the curriculum and, as such, are mandatory trips that are considered a class session. Students with special circumstances prohibiting their participation must make provision with the instructor for an alternate assignment. Otherwise those not attending the trip may receive a failing grade for the day. Some trips are all day events. Students must complete and submit the "Field Trip Permission Slip" as instructed on the form.

## **REPAIRS TO CARS/VEHICLES**

1. No vehicles may be worked on in any auto shop without prepayment of shop fees and a work authorization order completed in advance. This authorization requires permission of the instructor.
2. Students bringing vehicles in for work in the shops will not transport other students.
3. Payment must be made prior to work being done.



## **FIRE DRILLS**

We will conduct fire exit drills during the course of the year. Emergency exit routes have been posted in each classroom and/or shop. Become familiar with them.

1. At the sound of the bell, leave the building as quickly and quietly as possible and go to the designated area.
2. All shop machinery should be turned off. Instructors shall see that all doors and windows are closed and lights turned off before leaving the room. Student attendance sheets are to be carried to the designated area and attendance shall be taken.
3. Return to your classroom immediately upon the "all clear" signal bell.

## **DRESS CODE AND STUDENT APPEARANCE**

It is the purpose of the Board of Education in the matter of student dress and grooming to enhance the health and safety of students and to avoid distractions to the educational process. To maintain a safe environment and one this is conducive to learning:

1. Students must wear uniforms in program areas where they are required. Individual teachers will explain the safety gear and/or uniform requirements of their shops to students during the first weeks of school. Repeated "unpreparedness" will be considered as a lack of interest in the program.
2. Students cannot wear clothing that is unsafe in a classroom or shop situation. "Safety clothing" is a topic that will be addressed in the safety rules drawn up by your teacher for use in your classrooms.
3. Any style which creates or may create a classroom disturbance or potentially unsafe

condition is not permitted. These include, but are not necessarily limited to: certain types of body piercing, extreme hair color, mini skirts, fish nets, spandex pants, bathing suits, cut off shirts, halter or tube tops or any garment displaying printed messages which may be considered obscene or inappropriate.

4. Articles of clothing which cause excessive wear or damage to school property are not permitted.
5. Individual programs have specific dress code requirements which are reviewed at the beginning of the school year.

### **SAFETY**

Maintaining a safe environment and an educational process conducive to learning is essential. The expectation is that students adhere to the Code of Conduct. Items that represent a safety hazard will be confiscated and returned to the owner at the end of the school day for the first offense. (This confiscation becomes extended with added offenses.) Personal music devices such as *MP3 players* or *I-Pod's* may be used before and after school and during lunch in the cafeteria. During all other times these devices are not to be visible. The school will not be responsible for lost or stolen items.

### **PASSES**

All students must have a signed hall pass when traveling from their class to another location.

### **ARRIVAL /DEPARTURE FROM SCHOOL**

- Upon arrival at school, students will report to the cafeteria located in Building 1.
- No student may be in a classroom, locker room, shop or bathroom until the first bell rings and the instructor is present.
- Students waiting for late buses must wait in the gazebo of Building # 1.
- Students who miss the bus must report immediately to the security guard on duty.
- Students who arrive to school late must report to the Cafeteria for a late pass before 8:30 AM. After 8:30 AM students will report to the office of The Director of Athletics and Student Affairs in Building 1.

### **STUDENT RECORDS**

The Board of Education has primary responsibility in this district for the compilation, maintenance, access to and security of student records. These records include personal data detailed in the administrative guidelines, attendance, progress and grades, grade level and program, certificates earned and other records required. Student records are available to the resident district, parent, students and certain other persons in accordance with Board of Education policy and state regulations. Records are secured by procedures which limit access. N.J.A.C. 6A:16-7.10 Upon a student's transfer to another public school district the student's academic and disciplinary records follow the student. The records shall be provided within two weeks of the date the student enrolls in the receiving district with notice to the parent, but without the need for parental consent. Upon a student's transfer to a private school the student's academic and disciplinary records shall be provided upon the written request of the private school with notice to the parents, but without the need for parental consent.

## **LOCKERS AND THE RIGHT TO PRIVACY**

Lockers and locks are provided whenever possible to allow students to store personal possessions. Lockers are the property of the school. Locks are restricted to those issued by the school. All other locks will be removed by the student upon request or removed by the school. Should it be suspected that an imminent danger exists or that a student has or will violate school rules or local/state/federal law, an administrator may search lockers. All searches will be conducted according to guidelines established by law and Board of Education policy. Students who abuse/destroy lockers will not be assigned another locker and will be assessed damages.

### **\*THE SCHOOL IS NOT RESPONSIBLE FOR LOST ARTICLES.\***

Students are encouraged not to bring valuables to school. Lost and Found is located in Bldg. #1. It is expected that lockers will be periodically cleaned by students. Teachers or the administration may require and schedule periodic cleanings.

## **SCHOOL CLOSINGS**

When it is necessary to close school or to delay the start of school because of weather or other emergency conditions, the Morris County School of Technology utilizes the Honeywell Instant Alert for Schools system. Please follow the instructions below to the parent user interface:

### **Honeywell Instant Alert for Schools**

#### **Parent Interface**

Website URL: <https://instantalert.honeywell.com>

#### **Minimum Requirements**

##### **Register and create your account**

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

##### **View and check details about yourself and your family members**

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

### **Configure alert settings for yourself**

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

### **Additional Functions**

#### **View History of Alerts**

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

#### **Identify key contacts for your children**

1. Click on 'Other Contacts.'
2. Click on 'Add New Contact' and complete the form.
3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

**For Assistance:** <https://instantalert.honeywell.com>

When it is necessary to close school or to delay the start of school because of weather or other emergency conditions, the following stations will announce information:

#### **TV/Cable Stations**

News 12 New Jersey

WABC TV

WNBC TV

Fox 5 News

Or logon to [www.News12.com](http://www.News12.com)

Parents are advised to call the school's main number 973-627-4600 for a recorded message anytime after 6:00 AM, or visit the district website ([www.mcvts.org](http://www.mcvts.org)).

## **CELL PHONES**

The school administration understands the benefits of cellular telephones for maintaining family communication. In addition, cell phones provide a level of security for students. While students are allowed to possess cellular phones, they are to remain out of sight and turned off during school hours. Cell phones may be used before and after school hours. Students discovered using cell phones during school hours shall have the device confiscated by school personnel and released to the parent/guardian of the student.

## **PLAGIARISM**

Presenting the work of another person as one's own is not only unethical but also illegal. Students caught plagiarizing will face disciplinary action including but not limited to loss of credit, failure of assignment, loss of membership in honor societies, disciplinary action and parent notification.

The plagiarism policy is as follows:

### **PLAGIARISM POLICY**

Plagiarism is a serious academic offense and students are responsible for educating themselves about it. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet.

Morris County Vocational School District distinguishes between four levels of academic dishonesty: cheating, fabrication, facilitating academic dishonesty, and plagiarism. Procedures for the different levels of offenses are laid out in this policy.

#### **Levels of Plagiarism**

**Level I** occurrence would involve the student's use of phrases or a few lines of text or a paragraph without proper citation. Most of the student's work is still his or her own.

**Level II** plagiarism is more serious. It involves the student's use of multiple paragraphs of someone else's work, and/or the use of someone else's ideas without the proper attribution, and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own.

**Level III** plagiarism most, if not all, of the work has been copied from another source.

**Level IV** plagiarism occurs when the student has plagiarized, in any way for the second time.

### Range of Consequences For Plagiarism

- A. A grade reduction on the assignment in question.
- B. A grade of zero (0) for the assignment in question with no opportunity to make up that work in any way, including extra credit work.
- C. If the severity of the situation merits it, the student shall be given a grade of F for the quarter of the course in which the plagiarism has occurred. An F may equal zero to 59 points and shall be determined by the Integrity Review Committee.
- D. In unusual situations, where the gravity of the infraction is so great, the Integrity Review Committee reserves the right to administer consequences beyond the identified range.

### Procedure

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

#### A. Teacher Action – Option 1

The teacher will investigate the matter with the student(s) involved.

1. The teacher will communicate the outcome of his/her investigation to the immediate Supervisor.
2. The teacher, in consultation with the Supervisor, may decide to issue a consequence, and will communicate this decision in writing to the student and his/her parents as well as the guidance counselor. This letter will be placed in the student's file. If a parent/student wishes to appeal the teacher's consequence, the Academic Integrity Panel may be convened to review the matter.

#### B. Teacher action – Option 2

The teacher, in consultation with the Supervisor, exercising their professional judgment, may refer the incident to the Academy Integrity Committee for the following reasons:

1. The student denies the charge of plagiarism.
2. Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
3. Other criteria warrant a broader investigation of the charge.

The teacher will forward copies of all information and written work pertinent to the Integrity Review Committee prior to the hearing. A written request for a hearing, specifying the scope of the investigation, will be submitted and forwarded to the head of the Integrity Review Committee.

### C. Integrity Review Committee

1. Upon receiving a referral, the Integrity Review Committee will hold a hearing and investigate the charges of plagiarism/cheating.
2. In order to assure a student's due process rights, the counselor and parents of the student/subject of the plagiarism charge will be informed prior to the hearing.
3. The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
4. The panel will interview other staff or students related to the inquiry.
5. The disciplinary consequences and outcome of the hearing will be delineated in writing to the student, counselor, and parents by the Chairman of the Integrity Review Committee.
6. In all cases where a student has been found to have plagiarized, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s) meted out by the school.
7. The due process rights of students will always be ensured.

The Integrity Review Committee will make the final decision concerning consequences on any case brought forward. The Committee may affirm the teacher's consequence or institute consequences with lesser or greater severity.

### **CAMPUS SECURITY**

All students will be made aware of classroom rules and regulations and locker security by their classroom teachers. We have Campus Security Personnel who represent the administrative effort to maintain a safe learning environment for all.

Any student who observes any illegal activity and/or an emergency situation on campus should report the incident immediately to a Security Guard, or an Administrator. Documentation and statistics involving campus security issues are available via the District's Annual Violence, Vandalism and Substance Abuse Report and is on file in the Superintendent/Principal's office. Any student wishing to be apprised of or view statistics involving on-campus breaches or violations of security should petition the Superintendent/Principal's office in writing. An appointment will be scheduled for the student to review that information.

### **STUDENT OF THE MONTH**

Each month an outstanding student is selected from nominations made by teachers and the guidance staff. A picture and biography of the student are showcased in student publications, home school notification, and/or press release.

## **SUPPORT SERVICES**

1. Structured Learning Experience and Cooperative Industrial Education for students seeking working papers or part-time employment in a trade related to their education may make an appointment with the Structured Learning Consultant. Hours will be posted.
2. All students between the ages of fourteen and eighteen must have working papers to be employed. Students must have a promise of employment before they can obtain working papers from their counselor. The student's primary care provider or other licensed physician must complete the Physician certificate section. See the Structured Learning Experience Coordinator for paperwork.
3. The offices of the Director of Curriculum & Instruction, and Director of Athletics & Student Affairs, are located in Building 1.
4. The offices for the School Nurse, and four Guidance Counselors are located in Building 4. Career, education, personal and group guidance and counseling are available to all students.
5. The Child Study Team is located in Bldgs. 1 and 2.

## **FOOD IN THE BUILDINGS**

Unless otherwise approved by the Superintendent/Principal, there should be no food in classrooms. A cafeteria is provided for student use. Students are to eat all food in the cafeteria and designated areas outside of MCST buildings. Any group wishing to bring food into the classroom must get prior permission from the administration. There is NEVER TO BE ANY FOOD OR DRINK at any computer station or in the hallways.

## **PHYSICAL EDUCATION PARTICIPATION POLICY**

If a student is medically unable to participate in fitness for an extended period of time, the student must submit a doctor's note to the instructor and to the School Nurse. The student will receive an alternate assignment to complete instead of participating in fitness class.

## **TEXTBOOKS / MATERIALS / SUPPLIES / CALCULATORS**

Textbooks, materials, supplies and calculators that are distributed to the student by the teachers at the beginning of a course must be returned at the end of the course or at the time a student withdraws from the school. A student must pay for any of these items that have not been returned to the teacher. Teachers will keep records regarding the distribution and condition of textbooks, materials, supplies and calculators. No diplomas, transcripts, or official recognition of attendance will be issued until all financial obligations are fulfilled.

## **CAFETERIA GUIDELINES**

The school cafeteria is in operation during each regular school day. Students may purchase a complete lunch, or may bring their lunches and purchase milk, snacks, or dessert. Free and reduced lunch prices are available for students who qualify. It is important that each student realize that the cafeteria is used each day by the entire student body, and must be kept neat and clean. **Students are responsible for the area around their lunch table and all trash must be disposed of properly regardless of its source.** Teachers and lunch monitors supervising the cafeteria will require that your area must be clean before you are permitted to leave. No food or drink is to be removed from the cafeteria at any time and may not be consumed in the classroom. Weather permitting, students are allowed to use the outdoor patio during their

lunch period.

1. Lunch time attendance is mandatory; students are only permitted to leave the cafeteria by obtaining a pass from the lunch room proctor. Please be sure to sign in and out.
2. Students are to keep their respective tables and eating area clean and are to deposit trays and refuse in the proper receptacle upon completion of the meal.
3. Students may not leave school grounds for lunch, or eat in the parking lot or on outside school grounds.
4. Students failing to comply are subject to disciplinary action.

## **LATE BUSES**

Morris County School of Technology provides limited transportation for those students who remain after-school for sports, school-sponsored co-curricular activities and tutorial instruction. In order that students' lives are not placed in jeopardy, an atmosphere of safety must constantly be maintained on school buses. Students are expected to conduct themselves in an orderly manner while waiting for and riding their bus. In order to ride the late bus, students must obtain a late pass from the coach/advisor/instructor.

The use of the late bus is a privilege granted by the Board of Education and may be denied by the Director of Athletics and Student Affairs for improper behavior. Inappropriate behavior in the bus waiting area or on the bus may result in disciplinary action.

**MORRIS COUNTY SCHOOL OF TECHNOLOGY**  
**LATE BUS DATES & ROUTES - 2009/2010 SCHOOL YEAR**  
**5:30 PM PICK UP IN FRONT OF BUILDING #1 – GAZEBO AREA**  
**PER CALENDAR (179 DAYS) & 4 ROUTES LISTED:**

<b>Sept.</b>	<b>8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 29, 30</b>	<b>16 Days</b>
<b>Oct.</b>	<b>1, 2, 5, 6, 7, 8, 9, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30</b>	<b>21 Days</b>
<b>Nov.</b>	<b>2, 3, 4, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30</b>	<b>16 Days</b>
<b>Dec.</b>	<b>1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23</b>	<b>17 Days</b>
<b>Jan.</b>	<b>4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29</b>	<b>19 Days</b>
<b>Feb.</b>	<b>1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 17, 18, 19, 22, 23, 24, 25, 26</b>	<b>18 Days</b>
<b>Mar.</b>	<b>1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26</b>	<b>20 Days</b>
<b>Apr.</b>	<b>5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 27, 28, 29, 30</b>	<b>19 Days</b>
<b>May</b>	<b>3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28</b>	<b>20 Days</b>
<b>June</b>	<b>1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17</b>	<b>13 Days</b>

**Lincoln Park/Butler (LPB01)** - Educational Services Commission of Morris County

- Contact: Frank Romano – 201-274-6146 (cell)

- 1<sup>st</sup> Stop: Myrtle & Main Street, Boonton  
2<sup>nd</sup> Stop: Towaco Train Station (across from 634 Main Road)  
3<sup>rd</sup> Stop: Riverdale Square (Route 23 North off 287)  
4<sup>th</sup> Stop: Kiel Avenue, Route 23 (Stop & Shop) (Kinnelon Ave.)

**Roxbury/Mount Olive (RMO01) –Winsale/Atlantic Express**

Contact: J. R. Silva –or- Jackie, Btwn 6 am & 5 pm – 973-351-8666 Business

After 5 pm: J.R.Silva 908-966-6988 (cell); Jackie 201-873-4674 (cell)

- 1<sup>st</sup> Stop: Route 10 & Center Grove Rd., Randolph (A&P)
- 2<sup>nd</sup> Stop: 160 Route 10 (Next to Morris Sussex Pet Supply, just before Hillside Ave.)
- 3<sup>rd</sup> Stop: Budd Lake Diner – Route 46, Woodland
- 4<sup>th</sup> Stop: 382 Route 46, Smithtown Road (Valley National Bank)
- 5<sup>th</sup> Stop: Route 46, Naughtright (Burger King, A&P Mall)
- 6<sup>th</sup> Stop: Tinc Road School, Tinc Road, Flanders, NJ

**Dover/Wharton (DW01) - Winsale/Atlantic Express**

- 1<sup>st</sup> Stop: 109 Route 46 West, Rockaway (Self & Drop Laundromat)
- 2<sup>nd</sup> Stop: Route 46, Mercer (Garden State Diner)
- 3<sup>rd</sup> Stop: Route 46, Canfield Ave. (Ferromonte Plaza, Valley National Bank)
- 4<sup>th</sup> Stop: Main St., Central Ave. (Wharton Town Clock)
- 5<sup>th</sup> Stop: 900 Berkshire Valley Road
- 6<sup>th</sup> Stop: 5266 Berkshire Valley Road (Casa Bianca)

**Parsippany/Morristown (PM01) - Winsale/Atlantic Express**

- 1<sup>st</sup> Stop: 1100 Parsippany Blvd., Route 46 (Tivoli Gardens)
- 2<sup>nd</sup> Stop: 1219 Route 202 (Young Deli)
- 3<sup>rd</sup> Stop: Route 202 (Malapardis Road)
- 4<sup>th</sup> Stop: 158 Speedwell Ave. (Brennan’s Pharmacy)
- 5<sup>th</sup> Stop: Madison Ave., Normandy Parkway (Friendly’s)
- 6<sup>th</sup> Stop: Madison Train Station

## **SPORTS**

Morris County School of Technology sports offered for 2009/2010 are as follows:

### **Fall Sports**

Varsity Boys & Girls Cross Country  
Varsity Boys & Girls Soccer  
JV Boys Soccer  
Varsity Girls /JV Volleyball

### **Winter Sports**

Varsity Boys & Girls Basketball  
JV Girls Basketball  
Varsity/JV Bowling  
Varsity Cheerleading

### **Spring Sports**

Varsity Baseball  
Varsity Golf  
Varsity Softball

## **SPORTS ELIGIBILITY GUIDELINES**

Morris County School of Technology is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA). As members of NJSIAA, all students must abide by the following rules regarding eligibility for sports:

“To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) required by the State of New Jersey for graduation (110), during the immediately preceding academic year.”

“To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (13.75) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.”

“If a Vocational/Technical High School Public Academy does not offer the particular sport in which one of its full-time students desires to participate, that student may participate in that sport at his/her sending school upon agreement of both Principals, regardless of the number of sports programs offered at the Vocational/Technical High School Public Academy.”

## **STUDENT ORGANIZATIONS**

As part of your MCST experience, you are encouraged to take advantage of the student activities program. MCST offers a full range of student activities both extra-curricular and co-curricular. Extracurricular activities are under the direct leadership and supervision of interested members of the faculty who take pride in providing a meaningful high school experience. While the student activities program attempts to develop students' interests and round out their high school experience, the program also has several specific objectives. Student organizations and activities serve to:

1. Provide experiences that meet and develop the academic, physical and social needs of the student body;
2. Provide leadership opportunities for students;
3. Help build a better sense of community and the need to serve in the community;
4. Help develop the value of cooperation and responsibility;
5. Help develop interests in activities that become lifelong pursuits.

### **Student Government/Class Officer**

Our student government is a group of student leaders who coordinate and organize class activities and fundraisers, work for school improvement, and are the student body's voice in our school. Some of the activities sponsored by our student government are spirit week, school dances, and various school community events.

### **Skills USA**

SkillsUSA offers all students the opportunity to sharpen their career and technical skills, as well as develop leadership abilities by participating in many of the competitions sponsored by SkillsUSA throughout the year. MCST students have consistently demonstrated their expertise by winning state competitions. Each year many of our medal winners participate in the national competition held in Kansas City, Missouri.

### **Yearbook**

Memories are forever. Morris County School of Technology's yearbook is produced, written, and arranged by a group of dedicated club members. Club members write copy, crop pictures, design creative spread layouts, and detail events to capture the most memorable moments of the school year. The Yearbook Club meets regularly during the school year; however, when a deadline comes near, Yearbook Club meets as often as needed. Teamwork, responsibility, and fun are key components of producing an unforgettable Yearbook.

## **National Technical Honor Society & National Honor Society**

The National Technical Honor Society recognizes students for outstanding scholarship in their academic and career/technical area, character, leadership, and community service. Selection to the National Technical Honor Society represents the highest honor that can be bestowed upon a student. Any shared or full time student in his or her sophomore, junior or senior year may apply for membership. A cumulative academic average of 85, and a minimum average of 90 in the area of vocational concentration is required. Two individual recommendations, one from the career/technical teacher and one from an academic instructor or administrator, will be required to accompany the application. Selection for membership is by a faculty council, and based on outstanding scholarship, character, leadership, and service.

## **Health Occupations Students of America**

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of ACTE. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in Health Care Sciences program. HOSA is 100% health care! Students participate in state and national competitions.

## **Key Club**

Sponsored by Kiwanis International, the Key Club is a great community service organization. The club teaches leadership through serving others by being involved in both community and school related service projects. Students will learn the importance of volunteerism to the individual, family, school, agencies and society. Activity projects are coordinated with the local Kiwanis group.

## **American Welding Society**

AWS provides students with a variety of resources and opportunities unparalleled in the industry. Student Chapter meetings are designed to exchange information and tips, nurture professional contacts, and interact with other welding and fabricating industry professionals who have common interests. The MCST Student Chapter can provide valuable experience for career and personal development for our Student Members. Students will have the opportunity to take the AWS certifying examination and earn the nationally recognized American Welding Society Certificate.

## **Drama**

Drama Club is open to any student interested in the performing arts. Members may audition to perform on stage in our high school musicals and plays, and/or work as behind the scenes stage technicians. Participants learn all about theatre craft and work through scene study, improvisation and movement exercises to improve performance skills. The Club presents a spring production ranging from small musicals to drama and comedy.

## **Poetry**

Poetry Club explores a variety of styles while encouraging students to further their own writing. *Lost in Translation* is Morris County School of Technology's annual publication of club members' original poetry. All club members are encouraged to submit their creative works to the magazine, and share in this opportunity to reflect on the written and spoken word. The Poetry Club collaborates with other for live performances throughout the year.

## **Jazz Band**

The Jazz Band is designed to introduce many different genres of jazz music and basic improvisational techniques. This performing group will meet for rehearsals, and will perform at two concerts as well as events throughout the year. The band explores a wide variety of jazz literature and is open to all students.

## **Chorus**

The Chorus club offers students varied opportunities in the study and performance of choral music of many styles. The choir is very active both in school and in competition. Members enjoy unique musical and social experiences that include two performances each year with the Jazz Band and Poetry Club as well as performing the National Anthem at school events.

## **Weightlifting**

Weightlifting training is available to all students who would like to learn a safe, effective way to reach their own personal fitness goals through a variety of weight training exercises. It is also a great opportunity for our athletes to maintain fitness levels in the off season.

**Student Organizations, Clubs and Advisors 2008-2009**

<b>Club or Student Organization</b>	<b>Advisor</b>
Class Advisor 2010 (Senior Class)	C. Barrientos
Class Advisor 2011 (Junior Class)	R. Doran D. Weigel
Class Advisor 2012 (Sophomore Class)	L. Adams J. Schriever
Class Advisor 2013 (Freshman Class)	L. Dessel J. Griffin
Skills USA	TBD
Yearbook Advisor	R. Doran D. Weigel
National Technical Honor Society National Honor Society	J. Schriever
Health Occupation Student Association	P. Porash M. Donahue
Key Club	T. Bibbo
American Welding Society	H. Browne
Drama Club	I. Fitzpatrick
Poetry Club	S. Pendergrast
Jazz Band	M. LeRose
Chorus	D. Stasiak
Ski Club	TBD
Weightlifting Club	TBD
Students for Environmental Awareness	TBD

**STUDENT ACTIVITY ATTENDANCE REQUIREMENTS**

Students must be counted present in school before 11:00 a.m. to be permitted to participate in the activity or event that day. Exceptions may be made for extenuating circumstances, such as, doctor/dentist appointments, or illness and must be approved by the Director of Student Affairs.

## **STUDENT ACTIVITY CODE OF STUDENT CONDUCT**

Student participation in the Morris County School of Technology Student Activities Program is a privilege and will be governed by the rules and regulations set forth in the high school discipline code as well as rules and regulations established by the club advisor. Any violation of the established rules of conduct may result in a suspension or expulsion from the activity.

## **STUDENT ACTIVITY STUDENT ELIGIBILITY**

- Club advisors are responsible for monitoring the eligibility of all students involved in their respective clubs and organizations.
- The Superintendent/Principal, upon recommendation of the club advisor, will be responsible for denying eligibility to students.
- Any student who fails two courses during the marking period immediately preceding the start of the club or organization will be denied eligibility.
- Any student failing his/her academy major at any time during the club or organization will be removed immediately.
- Students who violate school regulations ex: substance abuse, the use of tobacco/dip, and smoking will face disciplinary action and may be removed from student clubs/activities.
- All appeals concerning eligibility will be brought to the Director of Athletics and Student Activities and/or the.

## **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted into a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.