



Morris County

Vocational School District

**STUDENT & PARENT
HANDBOOK
2022 - 2023**

This is a “living” document. This handbook will be revised as Governor Murphy, the New Jersey Department of Education, health officials, and/or our Board of Education make important decisions impacting our daily operations. Revisions will be communicated as quickly as possible. Thank you.

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BOARD OF EDUCATION

Ms. Barbara Dawson, President
Mr. John P. Hyland, Vice President
Mr. Roger A. Jinks, Sr., Morris County Interim Executive Superintendent of Schools
Mr. Lawrence Colasurdo, Board Member
Ms. Hanna Roth Starr, Board Member
Mr. James Rollo, Board Secretary

ADMINISTRATION

Scott Moffitt, Superintendent
James Rollo, School Business Administrator
Shari Castelli, Assistant Superintendent for Curriculum & Instruction
Lynne Jackson, Principal
Mark Menadier, Assistant Principal
Athena Borzeka, Director of Student Services & Special Education
Kerry Eberhardt, Director of Programs
Michael Gowdy, Grants & Satellite Program Manager
Lisa Adams, Instructional Supervisor
Scott Shaw, Instructional Supervisor
Keith Azzolina, Network Administrator

SCHOOL PERSONNEL PHONE EXTENSION LIST

Please reference the staff directory on the school website for staff phone extensions, email addresses, room numbers, and instructor websites.

SCHOOL CALENDARS

[2022-2023 District Calendar](#)

[2022-2023 A/B Calendar with Marking Period Dates](#)

[2022-2023 Athletics and Club Calendar](#)

DISCLAIMER

To ensure continued compliance with all federal, state, and/or local regulations, for the routine operation of the school all policies, procedures, guidelines and rules published in this handbook are subject to change. 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.

PURPOSE

The Student and Parent Handbook is provided to guide students and parents toward their academic and career goals at the Morris County School of Technology. It is the obligation of students and parents/guardians to become familiar with all of the information in this Student Handbook that was developed based upon policies and procedures established by the Board of Education. To request a copy of any policy, please visit our [website](#).

MISSION STATEMENT

The mission of the Morris County Vocational School District is to provide vocational and enrichment programs that inspire and prepare students to succeed in today's world and pursue tomorrow's opportunities.

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.

REQUIRED DISCLOSURES

DIVISION OF CHILD PROTECTION AND PERMANENCY (FORMERLY DYFS)

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 Child Protection & Permanency (DCP&P), 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 DCP&P in the reporting and investigation of child abuse cases in accordance with New Jersey statutes and Board of Education policy. For additional information, please refer to [Policy 5141.4](#).

EQUAL EDUCATIONAL OPPORTUNITY

The Morris County Vocational School district shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity and expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, or disability. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1, and 6121) contribute to this legally required equality of educational opportunity.

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.

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, parents, students, and certain other persons in accordance with Board of Education policy and state regulations. Records are secured by procedures that 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.

Go to <http://www.state.nj.us/education/code/current/> for additional information.

A record shall be kept indicating the legal custodian of each student. Such custodians shall be responsible for informing the board of any change in the student's custodian.

RIGHTS UNDER the 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 to 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 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 to the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Principal 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 of each school year. 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

UPDATING STUDENT PROFILES

It is essential for the district to maintain updated student profiles. We ask that any change to a student's address, phone number, email address(s), legal guardianship, and primary and/or emergency contact information be reported immediately to the guidance department at X230 or X238.

A record shall be kept indicating the legal custodian of each student. Such custodians shall be responsible for informing the district of any change in the student's demographic record.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

The Morris County Vocational School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation. Lack of English language skills will not be a deterrent to admission at Morris County School of Technology.

Affirmative Action Officer: Athena Borzeka, Director of Student Services and Special Education
Title IX Coordinator, ADA/504 Coordinator: Athena Borzeka, Director of Student Services and Special Education.

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 postsecondary 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**.

2ND FLOOR NJ 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 2ND FLOOR 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 for more information and try the message board!

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Morris County Vocational School District (MCVSD) has adopted an Integrated Pest Management (IPM) policy and implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy # 3510, revised annually, [included with this notice](#).

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for MCVSD is:

Name of IPM Coordinator:	William Mickley, Supervisor of Buildings & Grounds
Phone Number:	973-627-4600, Ext. 227
School Address:	400 East Main Street, Denville, NJ 07834

The IPM Coordinator maintains the pesticide product label and the Safety Data Sheet (SDS, when one is available) of each pesticide product that may be used on school property. The label and SDS are made available for review by a parent, guardian, staff member or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school. No pesticides have been used in the past 12 months on school property.

All pest-related issues at MCVSD are referred to a licensed certified contractor.

As part of a school pest management plan MCVSD may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible; persons who are potentially sensitive, such as pregnant women, infants and young children should avoid unnecessary pesticide exposure.

AHERA ANNUAL NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed), and rated according to condition and potential hazard.

As required by the federal AHERA law, every three years, the Morris County Vocational School District (MCVSD) has conducted a reinspection and every 6-months a walkthrough to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and appropriate response actions recommended.

The law further requires an asbestos management plan to be in place by July 1989. MCVSD developed a plan, as required, which has been [continually updated](#). The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials, and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of MCVSD to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the school's asbestos management plan in the administrative office of the school during regular business hours.

Please contact the Business Office at 973-627-4600, Ext. 219 to schedule an appointment.

JANET'S LAW

The Administrative Emergency Action Plan for Sudden Cardiac Events establishes guidelines for the use of an AED. This plan contains detailed procedures on responding to a sudden cardiac event including, but not limited to the identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event, calling 911, starting cardiopulmonary resuscitation, retrieving, and using the defibrillator, and assisting emergency responders in getting to the individual experiencing a sudden cardiac event. The plan is board approved under Policy 5141 Health.

AED Locations:

There is a working Automated External Defibrillator (AED) in multiple locations throughout the school district. Each AED is identified and kept in an unlocked, wall-mounted, container. Signage is available in every building identifying the locations of an AED.

1. The High School has an unlocked AED available outside the school nurse's office in building 4.
2. There is an AED device in Building 6 near the vending machines. This unit is available for activities in the Gymnasium as well as building 2 and 3.
3. There is an unlocked AED available in the corridor near the Assistant Superintendent's office in building 1. This corridor is open to building 1 and 6, 3, and 2.
4. There is an AED in Building 3 in the corridor near rooms 303, 304, 305, and 306. This provides access to student departure areas and the staff and student parking lots.
5. There is an AED at the main entrance to Building 2 (Entrance to Adult Education.)
6. All AED locations are marked by directional arrows and signs.
7. All our athletic fields and facilities will have access to either an AED or transportable AED for the trained coaches to use. A detailed emergency response plan identifying the emergency response team members at each athletic field and facility is included in our coaches' manual.

Every athletic team coach, our school nurse, and our SRO is trained and certified in both cardiopulmonary resuscitation (CPR) and the use of the AED. This is in accordance with the provisions of section 3 of P.L.1999, c.34 (C.2A:62A-25).

The Denville Rescue Squad, Fire Department and Police Department have all been notified of the types of defibrillators we have as well as where they are located in each of our school buildings.

Administrative Emergency Action Plan for Sudden Cardiac Events

The MCVTS Medical Emergency Response Experienced Team (MERT) will be contacted, and the following procedures will be enacted. The responsibilities and procedures of the Sudden Cardiac Experience Team members are as follows. In the absence of any one of our Medical Emergency Response Team members, we have identified an alternate (substitute) in cases requiring an immediate 2nd responder.

RESPONDER 1	ROLE	RESPONDER 2
Kristian Sandman	Activates code AED brings defibrillator	Substitute officer
Carol Maffei	CPR	Rebecca Reinfeld
AJ Prentice	CPR	Kristen Maday
Mark Menadier	CPR	Shari Castelli
Ashley Brooks	Recorder/timekeeper	Jen Katz
Jennifer Geuther	Directs students/staff to the area. Provides counseling/support to students/staff witnessing the event	Robin Ravotto
Lynne Jackson	Main office communications. Advises secretary to call modified lockdown and all clear. Communicates with Scott Moffitt.	Lisa Adams
Scott Moffitt	Communicates with police /EMT Liaison	James Rollo
Athena Borzeka	Contacts student’s parents, emergency contacts as needed, and/or siblings in MCVTS and other schools.	Scott Shaw

Emergency Action Plan Responders:

NOTE: The first responder SRO/School Nurse/Athletic Trainer to the sudden cardiac event will determine what actions need to take place. Other staff members who are, or have been certified in CPR and AED are listed below.

- | | | |
|-------------------------|-------------------------|------------------------|
| Cathy Bienkowski | Athena Borzeka | Kevin Brophy |
| Kevin Conover | Shari Castelli | Gina DiDomenico |
| Kerry Eberhardt | Tim Gordon | Mike Harriott |
| Mike Harriott | Lynne Jackson | Kristen Maday |
| Carol Maffei | Mark Menadier | Stephen Petonak |
| AJ Prentice | Jessica Prentice | Mike Quaglio |
| Rebecca Reinfeld | Kristian Sandman | |

GENERAL RULES, REGULATIONS, AND PROCEDURES

STUDENT DRESS/PERSONAL APPEARANCE

Morris County School of Technology is a Career and Technical Education school where our mission involves preparing you for your future endeavors in the workplace. Workplace compliance is a critical component to your continued employment and success.

Students are not to wear the following items:

- Any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, a pro-alcohol message, and/or a tobacco and/or drug-related message
- Skirts, dresses, or shorts that do not extend beyond the fingertips fully extended and/or reach mid-thigh
- Camisoles (with spaghetti straps), tube, or halter tops and strapless dresses and backless dresses
- Transparent nylon tights, leotards, or underwear **worn as outer garments** unless part of the dance program required attire
- Transparent tights, such as fishnet stockings or pantyhose covered by jackets, shirts, or tops that do not extend beyond the fingertips fully extended and/or reach mid-thigh; apparel that exposes the midsection of the body below the armpits
- See-through or transparent shirts or bottoms
- Pants or shorts worn below the intended waistline
- Cut-off shorts and pants with rips or holes
- Jewelry or accessories that may be used as a weapon including, but not limited to, two or three-finger rings that are joined, have fanged teeth, and etc..
- Slippers, and/or bare feet or any other footwear not permitted in labs or shops
- Any item that may be considered disruptive to the educational process
- Any item not allowed in individual shops or labs by instructors

If an item is deemed inappropriate, male students will be referred to the Assistant Principal's office, female students will be referred to the Principal's Office.

Students will abide by uniform requirements for each academy, Physical Education or CTE program.

BEHAVIOR ON THE SCHOOL BUS

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

FOOD IN THE BUILDINGS

Unless otherwise approved by the Principal, there must be no food in classrooms. A cafeteria is provided for student use. Students are to eat all the food in the cafeteria and designated areas outside of MCST buildings. **Students are not permitted to order food for delivery from outside vendors.** Any group (club, team, class, etc.) wishing to bring food into MCST must get prior permission from the Principal. If an order is placed without permission the student(s) who placed the order will be responsible for costs incurred. There is never to be any food or drink at any computer station.

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 areas must be cleaned before students are permitted to leave. No food or drink is to be removed from the cafeteria and taken anywhere in the school building. Weather permitting, students are allowed to use the outdoor patio during their lunch period.

- Students must report to the cafeteria during their assigned lunch period.
- Lunchtime attendance is mandatory; students are only permitted to leave the cafeteria by obtaining a pass from the lunchroom proctor. Please be sure to sign in and out.
- Students are to keep their respective tables and eating area clean and are to deposit trays and refuse in proper receptacle upon completion of the meal.
- Students without Open Campus privileges may not leave school grounds during lunch.
- It is mandatory; students with open campus privileges must sign in and sign out. Failure to do so may result in suspension or loss of privileges.
- No student may eat in the parking lot.
- Students may only purchase food from the cafeteria, no outside vendors.

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. The school will not be responsible for lost or stolen items.

Please note: Security cameras are in use throughout the MCST campus.

SAFETY DRILLS

As mandated by law, MCST will conduct fire and school security preparedness drills during the course of the year. Emergency exit routes have been posted in each classroom and shop. It is important that students familiarize themselves with the exit routes.

- Fire Drill Procedures
 - Students must follow the instructions of a staff member immediately supervising students.
 - At the sound of the alarm, leave the building as quickly and quietly as possible and go to the designated area.

- o All shop machinery should be turned off. Instructors shall see that all doors and windows are closed and the lights turned off before leaving the room. Student attendance sheets are to be carried to the designated area and attendance shall be taken.
- o Return to the classroom immediately upon the "all clear" signal.
- School Security Preparedness Drill Procedures
 - o Students must follow the instructions of a staff member immediately supervising students.
 - o Follow all procedures outlined in school safety and security plan pertaining to the specific situation (i.e. Modified Lockdown, ALICE Lockdown, School Evacuation and Reunification, Severe Weather, etc.)

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.

As a courtesy to parents & guardians, the district carries a blanket accident insurance policy that covers all students and athletes while participating in school-sponsored and supervised activities. That coverage is limited and is secondary to your own insurance.

If your child is injured while participating in a school-sponsored or supervised activity, the injury should be reported immediately to school personnel. Your personal insurance will be responsible for the initial claim. Any outstanding balances (including deductibles) that were not covered through your primary insurance can be submitted through the school's blanket insurance policy. A completed claim form, copies of all itemized bills, as well as any EOB (explanation of benefits) forms must be submitted in order for your claim to be processed in a timely fashion.

Depending on your personal medical insurance situation, you may want to consider obtaining, at your cost, an optional secondary student accident insurance policy. If you would like information on obtaining such a policy, please contact the District Business Office at 973-627-4600 X217.

GUEST APPLICATION & VISITATION REGULATIONS

MCST students can request to host a guest by completing the MCST Guest Application (available upon request) and submitting it to the Assistant Principal's office one week in advance of the scheduled visit. The guest is required to be with his/her host student at all times and the guest is subject to all rules and regulations outlined in the Student & Parent Handbook. If a guest does not abide by the rules and regulations of MCST he/she may be required to leave the campus under the supervision of the parent/guardian of the hosting student. While students are free to request to host a guest, the primary objective of MCST is to provide a safe and conducive learning environment. To ensure this goal is met, MCST staff reserves the right to deny any application.

BELL SCHEDULE

Time	Full Time A Day	Full Time B Day	Duration
7:47 am & 7:55 am	Warning Bell for Block I	Warning Bell for Block I	Warning Bell for AM Session
8:00 – 9:20	Block I	Block I	80 minutes
9:24 – 10:44	Block 2	Block 2	80 minutes
10:48 – 11:24	Lunch 3A	Lunch 3A	36 minutes
10:48 – 11:28	Electives 3A Block 3 Classes	Electives 3A Block 3 Classes	40 minutes
11:32 – 12:08	Lunch 3B	Lunch 3B	36 minutes
11:28 – 12:08	Electives 3B Block 3 Classes	Electives 3B Block 3 Classes	40 minutes
12:12 – 12:48	Lunch 4A Block 4 Classes	Lunch 4A Block 4 Classes	36 minutes
12:52 – 1:32	Electives 4B Block 4 Classes	Electives 4B Block 4 Classes	40 minutes
1:36 – 2:56	Block 5	Block 5	80 minutes
5:15 pm	Late Bus Bell to signal 15 minutes until buses depart		

Share Time Schedule:

AM Session: 8:00 – 10:40

PM Session: 12:10 – 2:50

ARRIVAL/DEPARTURE

- Student drop off begins at 7:40am. Students must be dropped off at the high school main entrance and report to the cafeteria in Building One.
- No student may be in a classroom, locker room or shop until the instructor is present.
- Students who arrive at school late must report to the Attendance Office in Building One.
- Students waiting for late buses must wait in the cafeteria in Building One.
- Students who miss their bus must report immediately to a staff member.
- Share time students who are either waiting for an AM bus or who arrive via bus early for the PM session must wait in the cafeteria in Building One. Share time students are permitted to purchase food from the cafeteria.
- Students who drive themselves and passengers of student drivers are not permitted to park on campus prior to 20 minutes before the start of their academic session (7:40am for ST AM & FT; 11:50am for ST PM) unless an appointment with a staff member is made in advance. Loitering in the parking lot is prohibited and may result in disciplinary action. Students who do arrive prior to the aforementioned times will be required to exit their vehicles and wait in the cafeteria.
- Once students have entered the school grounds, they are prohibited from leaving prior to dismissal, unless administrative permission has been granted. Any such incident will be addressed as an unauthorized departure from campus.

STUDENT IDs and HALL PASSES

School issued student ID cards will be used on a daily basis using the Genesis Turnstile system. ID cards will be “swiped” at Kiosks to sign in and sign out of common areas like the health office, the Library Media Center, and the Guidance Office. Student IDs will also be used to purchase meals and for taking attendance at after-school clubs and activities. All students must have their school issued ID on their person all day, every day. Student ID cards will be issued each year when school pictures are taken. If a student loses their ID, a replacement will be issued in the Library Media Center located in Building Four. A fee of \$5 will be charged to the student’s Genesis account.

SUPPORT SERVICES

- The offices of the Principal, Assistant Principal, Director of Curriculum & Programs, the Supervisors of Instruction, Lost & Found, and Student Recruitment and Community Relations are located in Building One.
- The offices for Director of Student Personnel Services and Special Education, Guidance Counselors, and the Health Office (School Nurses) are located in Building Four. Career, education, personal and group guidance and counseling, is available to all students.
- The Child Study Team is available to support students in a variety of ways. The School Psychologists and the School Social Worker provide school-based counseling and support for students experiencing stress. Child Study Team members are located in the main office in Building One.

WORKING PAPERS AND EMPLOYMENT

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 another licensed physician must complete the physician certificate section. **All working papers are handled through the guidance office in building 4.** See the

Structured Learning Experience Coordinator in Building Two, for assistance with part-time employment related to a student's education and program. Students seeking employment opportunities may also reference the Jobs Bulletin Board located in Building One.

USE OF PRESCRIBED MEDICATION

Students requiring medicines during school hours must adhere to the following stipulations:

- The parent or guardian shall provide a written request from the Health Care Provider 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 the 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.
- The medication must 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.
- When there is a question regarding medication, the school physician shall review and approve, in writing, the orders of the private physician.
- The school shall provide a secure, 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.
- The school nurse shall maintain the records or documentation for administering medication to students.

HEALTH OFFICE PROCEDURES

Upon entering and exiting the Health Office, students must check in and check out using the Genesis Turnstile program. While in the Health Office students must follow the directives given by the school nurses.

Students who are requesting to drive themselves home due to illness must provide written consent from a parent/guardian. If written consent cannot be provided, a parent/guardian must provide verbal consent to a school nurse and a school administrator.

LACTATION POLICY & PROCEDURES

Per the State of New Jersey Department of Education Fair Labor Standards Act and the New Jersey Law Against Discrimination the Morris County School of Technology has provided a Lactation Room for faculty and students. The lactation room is located in Building Six. Please refer to the following policies on our website.

5134 Married, Pregnant, Lactating Students

411.1, 4211.1 Nondiscrimination, Affirmative Action Breastfeeding

SCHOOL CLOSINGS

When it is necessary to close school or to delay the start of school because of weather or other emergency conditions, the following sources will be able to provide information:

Students, parents and guardians shall be notified of delayed school openings, early closings or school cancellations through the district's automated **Honeywell Instant Alert** emergency notification system.

TV/Cable Stations: News 12 New Jersey, WABC TV, WNBC TV, Fox 5 News

Websites: WWW.NEWS12.COM, <http://www.mcvts.org>

Phone: After 6:30 AM, the MCST main number (973-627-4600) will play a recorded message of the delay/closing information.

MODIFIED SCHOOL DAY DUE TO INCLEMENT WEATHER

Delayed Opening: 10:00 AM start for all full-time; AM SHARE TIME SESSIONS ARE CANCELED

Early Dismissal: 12:00 PM dismissal for all full-time students; PM SHARE TIME SESSIONS ARE CANCELED

DELAYED OPENING BELL SCHEDULE

(10:00 AM Start of School Day)

Delayed Opening Schedule for FULL TIME STUDENTS*			
Block	Start	End	Length of Block
Block 1	10:00	10:52	52 minutes
Block 3A	10:56	11:26	30 minutes - Lunch
Block 3B	11:30	12:00	30 minutes - Lunch
Block 4A	12:04	12:34	30 minutes - Lunch
Block 4B	12:38	1:08	30 minutes
Block 5	1:12	2:02	50 minutes
Block 2	2:06	2:56	50 minutes
*AM Share-Time classes canceled			
*PM Share-Time classes from 12:10pm - 2:50pm			

EARLY DISMISSAL BELL SCHEDULE

(12:00 PM Dismissal)

Early Dismissal Schedule for FULL TIME STUDENTS*			
Block	Start	End	Length of Block
Block 1	8:00	8:40	40 minutes
Block 2	8:44	9:24	40 minutes
Block 5	9:28	10:08	40 minutes
Block 4B	10:12	10:36	24 minutes
Block 4A	10:40	11:04	24 minutes - Lunch
Block 3A	11:08	11:32	24 minutes - Lunch
Block 3B	11:36	12:00	24 minutes - Lunch
*AM Share-Time classes from 8:00am - 10:40am			
*PM Share-Time classes & after-school activities canceled			

ATTENDANCE

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to encourage good attendance; discourage unexcused absences; identify patterns of absence, tardiness and early departures from school and intervene to prevent and correct problems with attendance.

A day in session for purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.

Student Absences

Students shall be permitted eighteen (18) absences: nine (9) absences on an A Day and nine (9) absences on a B Day. Please review the chart below for detailed clarification. *Please note that Physical Education attendance is based on three marking periods and Health attendance is based solely on one marking period.

Course Type	Number of Allowed Absences
Full Year (FY) Course Meeting Every Day	18
Full Year (FY) Course Meeting Every Other Day	9
Half year (Semester) Course Meeting Every Day	9
Half year (Semester) Course Meeting Every Other Day	4
Physical Education Class (FY) Meeting Every Day	13
Physical Education Class (FY) Meeting Every Other Day	6
Health Class (One Marking Period) Course Meeting Every Day	5
Health Class (One Marking Period) Course Meeting Every Other Day	3

Excused and Unexcused Absence

An absence shall be considered an “excused absence” for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the reasons listed below. Administration may request documentation supporting the stated reason for the absence prior to considering an absence “excused.”

- The student’s illness;
- Requirements of a student’s individual health care plan;
- A death or critical illness in the student’s immediate family, or of others with permission of principal;
- Quarantine;
- Observance of the student’s religion on a day approved for that purpose by the State Board of Education;
- The student’s suspension from school;
- Requirements of the student’s individualized education program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- The student’s required attendance in court;
- Interviews with an admissions officer of an educational institution;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Such good cause as may be acceptable to the appropriate program director.

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

An “unexcused absence” is a student’s absence for all or part of a school day for any reason other than

those listed as excused absences above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

- Family travel;
- Performance of household or babysitting duties;
- Other daytime activities unrelated to the school program;
- Leaving school without permission when school is still in session;
- Leaving class because of illness and not reporting to the school nurse as directed; or
- Being present in school but absent from class without approval. Such absence from class is a "class cut."

Illness

Student illness notes must be submitted to the attendance office within one week of an absence. All medical notes must be the original. Photocopies will not be accepted. Students whose medical notes are received in the attendance office later than one (1) week after the absence(s) may not be considered excused and may be referred to the Attendance Appeals Committee.

For a student who is absent due to illness that does not result in a visit to the doctor or physician, a parent must write a note and submit it to the attendance office. All notes will be kept on file for the purpose of attendance appeals.

A student who is absent for five (5) or more consecutive days due to illness must present a doctor's note or certificate, which will be verified by the school nurse and will indicate that he/she is fit to return to school. A doctor's note for absences of less than five (5) consecutive days will be kept in the student's attendance file. These notes will be reviewed during attendance appeals. Only original doctor's notes or notes faxed directly from the doctor's office will be accepted.

Whenever possible, appointments for students should be made outside of school hours. If appointments during school time are unavoidable, students should return to school, time permitting, in order to minimize the loss of class time and the accumulation of class absences.

Family Vacation

Students who anticipate an absence from school due to a family vacation should notify the attendance office at least two (2) weeks prior to the student's absence. Nevertheless, these absences will be considered unexcused and will contribute to the loss of credit for a student.

College Visitations

Students who plan to attend college after high school are encouraged to visit the colleges and universities to which they are going to apply. Most colleges offer Saturday Open House programs and are also in session on many of the days that Morris County Vocational School District is closed. Students are encouraged to make arrangements for non-mandatory college appointments and tours during these times. If a junior or senior chooses to visit a college, university, or other form of career education (technical schools, military, etc), students should meet the following conditions for the day to be excused:

- A Junior or Senior may request up to three (3) college visits per school year. Any absences beyond this will be recorded as an unexcused absence.

- Visitations requiring airfare will be reviewed on a case by case basis and must include extenuating circumstances to exceed the allowable three (3) days per year.

Students should abide by the following procedures:

- Attendance should be notified at least two (2) weeks prior to the student absence with a parent note and appointment confirmation from the college or university.
- Within one week after your visit, please bring in written proof stating the date and time of your visit on college letterhead.
- Failure to follow this procedure will result in the days being recorded as an unexcused absence.

Tardiness

Students who report up to 10 minutes late to class without a pass shall be considered tardy. Every five (5) tardies in a course shall result in one (1) unexcused absence.

All lateness exceeding ten (10) minutes without a pass, with the exception of the late arrival of a district school bus, will be considered a cut from class and result in disciplinary action.

Consequences for accumulated occurrences of tardiness may include detention, loss of credit, and an unexcused school day absence.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments which cannot be scheduled outside of school hours;
- Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
- Requirements of the student's individualized education program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- Medical disability;
- Motor vehicle driver's test;
- Interview for college entrance or employment;
- Family emergency;
- Court appearance;
- Participation in an athletic competition (administrative pre-approval required)
- Such good cause as may be acceptable to the administration.

No pupil in grades nine through twelve shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian, or a person authorized by the parent/guardian to act on his/her behalf.

Students who are 18 may sign themselves out with verbal or written approval by parent/guardian.

Tardiness not covered by the causes listed shall be cumulative and may affect course credit.

Attendance and Instruction

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A student shall be considered absent from class for tardiness in excess of one-half of the total class period.
- A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school in writing of the reason for the absence.

Make-up work when a Student is Absent

In the event that a student must be absent from school, all work must be made up. Work missed due to a short absence must be made up by the second class meeting (after the absence). This provision does not apply to long-term assignments. In all but the most unusual cases, make-up work must be completed before the next grading quarter begins.

Students who are absent from class for reasons such as truancy, cutting or unauthorized departure from school will not be granted make-up work provisions.

Parent/Guardian Notification of Student Absences

Quarterly report cards will provide parents and students with the pupil's attendance status by noting the total absences a pupil has accrued. This may be counted toward loss of credit in a course. Parents can view their student's attendance record at any time through the Genesis parent portal.

Attendance Appeals

If a student loses credit in a course, parent/guardian(s) will be notified of their right to appeal the student's loss of credit in a class or classes. Parents must request an appeal within five (5) days of notification of loss of credit.

The Attendance Appeals Committee will meet on an as needed basis throughout the year to fulfill its assigned function. Consisting of teachers, guidance counselors and administrators, the basic purpose of this committee will be to make recommendations to the building principal on all appeals resulting from the implementation of the attendance policy.

The Attendance Appeals Committee may require documentation in the form of doctor's notes, court appearance notes or other pertinent data. This information should be made available to the committee upon request, with the understanding that said data will be considered, but not necessarily accepted, as reason for granting an appeal.

All attendance appeals are to be made through the Guidance Office.

District Procedures for Persistent Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day; determine the cause of the unexcused absence, including through contact with the student's parents; identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; follow all procedures according to law and board policy 5142 Safety 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected; cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day; determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously; evaluate the appropriateness of action taken as identify in consultation with the student's parents; develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall make a determination regarding the need for a court referral for the truancy; make a reasonable attempt to notify the student's parents of the mandatory referral; continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance; cooperate with law enforcement and other authorities and agencies, as appropriate; follow all procedures required by [N.J.S.A. 18A:38-28 through 31](#), Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

Discipline

All discipline and remediation regarding the attendance of students shall be consistent with the board policy [5131 Conduct and Discipline](#) and the Board of Education's code of student conduct. Consequences for absences may include but are not limited to:

Students may be denied participation in co-curricular activities/athletic competitions if their attendance fails to meet the standards set forth herein.

- Loss of partial or total course credit;
- Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students and parents/guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- Individualized Education Program (IEP);
- The Individuals with Disabilities Act (IDEA)
- Procedural protections set forth in N.J.A.C. 6A:14;
- Alternate short or long term accommodations for students with disabilities as required by law;
- Requirements of a student's individual health care plan and individualized emergency healthcare plan.

District Sending and Receiving Relationships

The principal will notify parents/guardians, students and the home district of infractions of board policy 5110 Attendance and 5113 Attendance, Absences and Excuses. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending district's board attendance policy and procedure. Repeat infractions of any student may result in loss of course credit and/or expulsion from the vocational program and return to the home district.

Notification of School Closing

Students, parents and guardians shall be notified of delayed school openings, early closings or school cancellations through the district's automated notification system.

Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. The principal or his or her designee may take such steps as seem necessary to ensure that the student is released only to the proper legal custodian.

Potentially Missing Students

If daily attendance records indicate a student is absent, and the parent/guardian has not called, a designated person shall attempt to contact them. If no telephone contact can be made within three (3) days, the attendance officer shall investigate. If the attendance officer cannot locate the student, he/she shall inform the principal or his or her designee, who shall inform the appropriate local authorities.

If a student who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Student's School Record

Whenever the principal receives notice from the Missing Persons Unit that a student has been reported missing, he/she shall mark the student's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing student. If a copy of a marked school record is requested, the principal shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to the provisions in code and statute on accessing student records (see policy 5125 Student Records). After the principal has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing student to the Missing Persons Unit.

Regulations

The principal shall develop procedures for the attendance of students which:

- The expectations and consequences regarding students' timely arrival of students to school and classes;
- The expectations and consequences regarding attendance at school and classes;
- A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
- School staff responses for unexcused absences for:
 - Cumulative absences up to four;
 - Cumulative absences of between five and nine;
 - Cumulative unexcused absences of 10 or more; and referral to court.

Dissemination and Implementation

The principal shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/Guardians and students shall be notified annually of the attendance policy.

The principal shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process. The board shall review the attendance policy on a regular basis.

ACADEMIC INFORMATION

MARKING PERIODS

1st Marking period: September 9, 2022 – November 11, 2022
Mid –point October 7, 2022

2nd Marking period: November 14, 2022 – January 27, 2023
Mid-point December 9, 2022

3rd Marking period: January 30, 2023 – April 6, 2023
Mid-point March 3, 2023

4th Marking period: April 17, 2023 – June 20, 2023
Mid-point May 19, 2023

Dates are subject to change depending upon the number of days used for inclement weather.

**Deadline for elective changes: Fall - Friday, September 23, 2022
Spring - Monday, February 13, 2022**

IMPORTANT TEST DATES

Start Strong Assessments in ELA 9,10, Algebra, Geometry, Algebra II, and Science 9, 12	Testing Window August 31- September 30, 2022
PSAT 11 (11th grade only)	Wednesday, October 12th and October 25th 2022
PSAT 10 and PSAT 9 (optional)	Spring 2023, dates TBD
NJGPA (11th grade only)	Testing Window March 13 -17, 2023
NJSLA (Grade 9 only)	Testing May 1 - 26, 2023
AP Exam	2023 AP Exam Dates
Completer Exams	Spring 2023 (dates TBD)

GRADING SYSTEM AND QUALITY POINTS

<u>Numerical Grade</u>	<u>Letter Grade Equivalent</u>	<u>Honors</u>	<u>General</u>
97-100	A+	5.3	4.3
94-96	A	5.0	4.0
90-93	A-	4.7	3.7
87-89	B+	4.3	3.3
84-86	B	4.0	3.0
80-83	B-	3.7	2.7
77-79	C+	3.3	2.3
74-76	C	3.0	2.0
70-73	C-	2.7	1.7
67-69	D+	2.3	1.3
64-66	D	1.0	1.0
60-63	D-	0.7	0.7
Below 60	F	0.0	0.0
I = Incomplete A = Audit M=Medical Exemption		WP = Withdrawn Passing* WF=Withdrawn Failing* P = Passing S = Satisfactory	

*Students who drop courses after the designated add/drop period will receive a WP or WF on their transcript

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 weighted and unweighted 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:

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

RANK

Because of the great number of students who excel, we do not believe that reporting class rank fairly communicates our student's achievement and abilities. Therefore, beginning with the class of 2018, the Morris County School of Technology has eliminated class rank. Weighted GPA's are included in a GPA distribution chart which is supplied for each student college and universities for admissions purposes.

HONORS COURSE ELIGIBILITY AND EXPECTATIONS

Honors Programs

Honors Courses are available for **10-12 graders** in specific disciplines: English, Social Studies, Mathematics and Science. These courses offer enrichment in the scope of material presented, in the depth of exploration and in the expectation of student performance.

Entrance Requirements for Sophomore, Junior, and Senior Year

To qualify for honors-level course placement, students enrolled in a non-honors course must achieve an "A" average (90%) through marking periods 1-2, as well as scoring an 87% or above each marking period. If a student meets this criterion, he/she will be scheduled for honors-level coursework. Each student's placement will be revisited at the conclusion of the school year. Any student who fails to maintain an "A" average or score below an 87 during the 3rd & 4th marking periods may forfeit his/her eligibility to enter an honors class.

Students who do not meet the grade requirements but wish to apply for an honors-level course, must complete an Honors Program Appeal Form for each discipline. The window for submitting the form will be open at the beginning of May of each school year. (The exact appeal due date and the appeal form will be sent to students via email.) In addition to several student-generated responses, the Honors Program Appeal Form also consists of a teacher recommendation. When recommending students, teachers consider classroom behavior and attitude, student motivation and work ethic, reactions to setbacks, and the student's acceptance of responsibility.

Students' Rights and Responsibilities in the Honors Program

If it becomes evident that a student is unable to achieve at least a "**C**" average, as evidenced by marking period one and two grades, the placement will be reviewed. Communication between the teacher, parent, student, and school counselor will occur. If the recommendation is that the student be re-assigned to the regular academic program, a conference with the student, parent, teacher and school counselor may be scheduled. Decisions regarding reassignment will be made on a case-by-case basis.

Students receiving a final grade of "**C**" or lower will automatically lose the opportunity to continue in the Honors program within that discipline during the next school year.

Should the student be moved to a non-honors class for any reason during the school year, the student will not be eligible for Honors the following school year.

If a student is removed from an honors section, their cumulative grade will be determined based on the general scale.

HONOR ROLL

To be distinguished as a High Honor Roll student, one must have a numerical average of at least 95% with no grade lower than a 90% (A-).

To be distinguished as an Honor Roll student, one must have a numerical average of 90% and have no grade lower than an 87% (B+).

***** Incomplete grades, or change of grades after honor roll has been run, can affect eligibility. *****

ADDRESSING FAILING GRADES

As soon as a FULL-TIME student's average dips below a 59, the teacher must notify the parent(s)/guardian that the student is in danger of failing. At that point, the teacher, student, parent(s)/guardian and guidance counselor will put into place strategies to help the student pass for the marking period.

If despite attempts to help the student pass, the student earns below a 50 in the course for the marking period, the percentage grade may be entered on the report card. At this point, the teacher, guidance counselor, student and parent(s)/guardian will develop a contract for future academic or CTE performance. If the student meets the terms and conditions of the agreed upon contract, the below-50 marking period grade will be changed to a 50. If the student does not meet the terms and conditions of the contract, the below-50 grade will remain on the report card and be used to determine the final grade for the course.

As soon as a SHARE-TIME student's average dips below a 75, the teacher must notify the parent(s)/guardian that the student is in danger of non-returner status. At that point, the teacher, student, parent(s)/guardian and guidance counselor will put into place strategies to help the student pass for the marking period.

If despite attempts to help the student earn a grade of 75 or more for the marking period, the percentage grade may be entered on the report card. At this point, the teacher, guidance counselor, student and parent(s)/guardian will develop a contract for future CTE performance. If the student meets the terms and conditions of the agreed upon contract, the below-75 marking period grade will be changed to a 75. If the student does not meet the terms and conditions of the contract, the below-75 grade will remain on the report card and the student will not be asked to return the following year.

PERSONALLY OWNED ELECTRONIC DEVICES - BRING YOUR OWN DEVICE (BYOD)

The school administration understands the benefits of wireless technology for enhancing learning and maintaining family communication. In addition, wireless communication devices provide a level of security for students. For these purposes, students are invited to bring personal electronic devices to Morris County Vocational School District. Students may possess, display, and use personally owned electronic devices in accordance with Board policy for Internet Safety and Technology. All students must

also agree to the Bring Your Own Device (BYOD) Student User Agreement (below). Evidence of unauthorized use will result in disciplinary action in accordance with the school's discipline policy 5131 Student Conduct and Discipline.

Personally owned "electronic devices" include but are not limited to cellular telephones, smart phones, laptops, Chromebooks, tablets, walkie-talkies, personal digital assistants, iPads, iPods, MP3 players and other hand-held computing devices. This definition will also include any new technology developed for similar purposes.

BRING YOUR OWN DEVICE (BYOD) – STUDENT AGREEMENT

As stated above, students are invited to bring personal electronic portable communication devices to Morris County Vocational School District (MCVSD). Any student who wishes to use a personally owned electronic device within the Morris County Vocational School District must agree to the following terms:

1. The student takes full responsibility for his or her device. MCVSD will assume no responsibility in any circumstances for the loss/destruction/damage or theft of personally owned electronic devices or for any communication bill associated with the authorized or unauthorized use of said devices. Students will be responsible for locating such lost/stolen items.
2. MCVSD reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, the Code of Conduct or has engaged in other misconduct while using his or her personal device.
3. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in consequences outlined in the Code of Conduct. Unauthorized use and any illegal, destructive, harmful, or inappropriate activities, including, but not limited to computer hacking, cyber-bullying, accessing offensive/obscene materials, cheating, etc. will not be tolerated and will result in confiscation of the device as well as other disciplinary actions deemed necessary by the Director of Athletics and Student Affairs and/or reporting to law enforcement authorities.
4. Any staff member may direct a student to put away his or her electronic device if it interferes with instruction, causes disruption, or poses a safety concern. Students are responsible to ensure that their devices are turned off and out of sight when not being used for educational purposes. The student must comply with teacher requests to shut down a personally owned device.
5. Personal devices shall be charged prior to bringing it to school. Recharging devices is not the responsibility of the MCVSD.
6. The student may not use devices to record, transmit or post photos or video of a person or persons on campus. Images or video must not be recorded at school or be transmitted or posted at any time without the express permission of the staff member.
7. Students and guests using personally owned electronic devices on MCVSD campus must use the MCVSD student wireless network. Personal hotspots or any other alternative connections are prohibited.

INTERNET USE POLICY

The Morris County Vocational School District provides internet access to staff and students. All students and parents will be required to sign-off on the MCST internet use agreement via Genesis. 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, a referral to law enforcement authorities.

Please refer to Procedures for the Internet for important additional information. [Policy 6142.10](#) (Technology Policy) can be found on the school website.

TEXTBOOKS / MATERIALS / SUPPLIES

Textbooks, materials and supplies that are distributed to the student 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. 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.

PHYSICAL EDUCATION/HEALTH PARTICIPATION

If a student is medically unable to participate in physical education for an extended period of time, the student must submit a doctor's note to both the instructor and the school nurse. The student will receive alternate instruction instead of participating in physical education class.

Pursuant to N.J.S.A. 18A:35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in health, family life education or sex education is in conflict with his conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course.

FIELD TRIPS

Field trips are an integral part of the curriculum and, as such, 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. Students are responsible for making up any missed assignments or assessments due to participating in a field trip. Students must complete and submit the "Field Trip Permission Slip" as instructed on the form.

ACADEMY SCHOLARS

In an effort to establish greater parity in recognizing student achievement, MCST has eliminated Valedictorian and Salutatorian and created Academy Scholars. Each Academy will have a designated Academy Scholar which recognizes outstanding achievement within each academy area of study.

In the fall, the top 4 grade 12 students in each academy will be invited to apply for the distinction of Academy Scholar. The application process consists of a resume, letters of recommendation and a short video submission. Submitted applications are evaluated by the Academy Scholars Committee. Two students from each academy are selected to move forward to interview with an administrative panel. One Academy Scholar will be chosen for each academy based on a cumulative score from the application and interview process. Academy Scholars have the opportunity to carry their academy banner during graduation and submit a speech to be selected as the commencement speaker.

GRADUATION REQUIREMENTS

(Morris County Vocational School District – Main Campus)

Students who desire an Academy endorsed diploma will be required to achieve a minimum of 155 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)
- Four years of Physical Education/Health (20 credits)
- Three years of Mathematics (15 credits)
- Three years of Science (15 credits)
- Three years of Social Studies (15 credits)

- Have no more than 18 unexcused cumulative absences per year
- Have met all financial obligations to the school *
- Cosmetology students-please see your program handbook for important information

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

* A student must satisfy all obligations to the school before grades, transcripts or references will be released. Prior to the fourth marking, any first-year student who is in danger of not meeting the minimum standard to return must be notified by the guidance counselor. The student's parents are also to be notified. Notification should be copied and documented.

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:

- Maintained acceptable attendance as described
- Obtained a final grade of 75 in the first year
- Maintained a satisfactory record of behavior
- Shown an interest in the program by completing assignments and adhering to class rules and procedures

STUDENT PRIVILEGES

STUDENT USE OF MOTOR VEHICLES

Students must have a Morris County School of Technology parking permit. Applications for parking permits will be available online. The link will be sent to students' MCST email and posted on the school website. Permits are available to students who possess a driver's license, an insured vehicle, and a valid registration. 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. All drivers must observe the posted driving regulations while driving on the MCST campus.

The parking permit is valid for the vehicle and driver only. All vehicles must have the parking ID displayed in the designated location in the vehicle. Upon entering campus, 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, unless administrative permission is granted.**

Driving is a privilege and carries additional responsibilities as follows:

- No student with parking privilege may transport another student without a rider permit. All Graduated Driver's License laws apply.
- A parking permit grants an individual access to parking on campus; it does not guarantee a student a parking space. Parking spaces are limited and will be available on a first-come, first-served basis.
- Several days per year, events will be held on campus which will severely limit parking. Parking on campus will be voided on these days, you will be informed by email prior to the event. Please arrange alternate transportation.

- Parking is a privilege, and your permit could be revoked if the rules as outlined in the MCST Student/Parent Handbook are not followed.

NOTE: Speed bumps and light poles are placed throughout the parking areas. The school does not accept any responsibility for damage to any motor vehicle.

OPEN CAMPUS PRIVILEGE

Full-time seniors with classes on the MCST Denville campus are permitted to apply for Open-Campus, which allows students to enter and exit campus during non-credit bearing courses (e.g. lunch, study hall).

The senior privilege is extended to Grade 12 students to encourage responsible behavior while maintaining an academic atmosphere conducive to the education of all students. To qualify for this privilege, a student must uphold certain academic standards and maintain a fine citizenship record at Morris County School of Technology. By meeting these standards, a student becomes eligible for open campus privileges during the school day. Applications for senior open campus will be available online. The link will be sent to students' MCST email and posted on the school website.

The rules governing the use of a Senior Open Campus Privilege Pass are:

- Students must have a weighted GPA of 2.5 or higher to be eligible for the privilege pass.
- Students must not have failed or lost credit in any classes during junior year. Furthermore, if a student fails a class for a marking period during their senior year, their pass may be revoked.
- Students must carry the Senior Open Campus Privilege Pass and display it upon entering and exiting the building.
- Students must submit a contract form signed by the student and his or her parent/guardian for the Senior Open Campus Privilege Pass.
- Students must comply with the Morris County School of Technology Code of Conduct – **Disciplinary infractions may result in the loss of Open Campus privileges.**
- Students must adhere to the Morris County School of Technology Attendance Policy – **Class cuts or excessive tardies may result in the loss of Open Campus privileges.**
- Seniors must abide by the laws and regulations set forth by the New Jersey Division of Motor Vehicles.
- Students **MAY NOT** transport any student who does not have a Senior Open Campus Privilege Pass. This includes any underclassman.
- Students must **SIGN OUT** at the Attendance Office when leaving campus and **SIGN IN** at the Attendance Office when returning to campus.
- On A Days, if a student is on campus and not at an internship, they will report to the designated area for Senior Self-Directed Learning.
- **Any violations of these rules may result in the suspension of the senior privilege for a MINIMUM of 30 school days.**

EXTRACURRICULAR ACTIVITIES

STUDENT CLUBS AND ACTIVITIES

As part of the MCST experience, students are encouraged to take advantage of the clubs and activities program. MCST offers a full range of student activities both extracurricular 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:

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

The clubs and student activities of MCST are categorized by objective. The designated objective serves as the basis for club activity. The club categories are as follows:

- **Awareness & Support**
Awareness & Support clubs are responsible for developing, planning and executing in-school activities to promote awareness for a cause or a concept.
- **Community Service**
Community Service clubs are responsible for identifying, promoting, planning, and executing opportunities to serve the community. The overall objective should be to volunteer time and effort for the betterment of society.
- **Competition**
Competition clubs function to prepare students to participate in career and technical skills competitions at various levels.
- **School Culture**
School Culture clubs plan school activities for the purpose of enhancing the student experience by improving culture and climate.
- **Skills Enrichment**
Skills Enrichment clubs offer students the opportunity to hone their skills in a respective field. Skill Enrichment clubs are encouraged to share their work with the school community.

ELIGIBILITY REQUIREMENTS FOR CLUBS AND ACTIVITIES

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. Violation of the established rules may result in revocation of the privilege to participate.

- 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, and must be approved by the Assistant Principal prior to attendance at the event.
- A student is eligible to participate in a club or activity if he or she has demonstrated satisfactory attendance by maintaining a record of 90% attendance in the marking period preceding the activity.
- 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 may be removed immediately.
- Students who violate certain school regulations ex: substance abuse, the use of tobacco will face disciplinary action and may be removed from student clubs/activities.

- Advisors may establish additional requirements based upon the activity.
- The Assistant Principal, upon recommendation of the club advisor, will be responsible for denying eligibility to students.
- All appeals concerning eligibility will be brought to the attention of the Assistant Principal.

STUDENT CLUBS/ORGANIZATION AND ADVISORS

Club/Organization	Advisor
Art and Photography (Skills Enrichment)	Mr. Ruben Rosado
Chorus (Skills Enrichment)	Mr. Michael LeRose
Civic Engagement Club (Awareness & Support)	Ms. Colleen Pascale
Class of 2023 (School Culture)	Ms. Samantha Shane
Class of 2024 (School Culture)	Ms. Kathleen Turnbull
Class of 2025 (School Culture)	Ms. Megan Petrucelli
Class of 2026 (School Culture)	Ms. Marisa Levis
DECA (Competition)	Ms. Kim Delesky
DECA Assistant (Competition)	Ms. Deirdre Romero
Environmental Action Club (Awareness & Support)	Ms. Lauren Martin
ERASE Club (School Culture)	Ms. Samantha Shane
FIRST Robotics Club (Competition)	Mr. Keymar Botero & Mr. Chung Yi Lin
Fitness Club (Skills Enrichment)	Mr. Kevin Brophy & Ms. Kristen Maday
Gender Sexuality Alliance (Awareness & Support)	Ms. Ashley Brooks & Ms. Jennifer Katz
Health Occupations Students of America (Competition)	Ms. Cathy Bienkowski & Mr. Justin Jacobs
Jazz Band (Skills Enrichment)	Mr. Michael LeRose
Key Club (Community Service)	Ms. LaToya Evans
Literary Club (Skills Enrichment)	Ms. Christine Hietanen
Model United Nations	Ms. Kathleen Turnbull & Mr. Adam Wirjosemito
Multicultural Club (School Culture)	Ms. Rocio Felix
National Honor Society (Community Service)	Mr. Adam Wirjosemito
National Tech. Honor Society (Community Service)	Ms. Deirdre Romero
Peer Leadership (School Culture)	Ms. Cathy Mohrle & Ms. Samantha Shane
Red Cross Club (Awareness & Support)	Mr. Stephen Petonak
Skills USA (Competition)	Ms. Kim Delesky & Mr. Kevin Conover
STEM Club (Competition)	Mr. Allesandro Pizzo
Student Ambassadors (School Culture)	Ms. Jessica Short

STUDENT CLUBS/ORGANIZATION DESCRIPTIONS

Art and Photography Club

In the Art & Photography Club students explore, create, and share art in a variety of media. Through photography, painting, drawing (and everything between!), students have the opportunity to pursue and develop their artistic styles, while learning from peers. No experience or equipment needed—just passion!

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.

Civic Engagement Club

The mission of Civic Engagement Club (CEC) is to educate the youth on the benefits of political knowledge and discussion, engage in learning activities that nurture growth through career pathways, and expose students to current events that pertain to their utmost academic interests. By joining CEC, students from all academies will gain valuable leadership, debating, and public speaking experience as well as resume-building opportunities.

Class Officer/Student Government

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

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, applying learning in the context of business, connecting to business and the community and promoting competition. Our student members leverage their DECA experience to become academically prepared, community oriented, professionally responsible, experienced leaders.

Environmental Action Club

The purpose of this club, first and foremost, is to spread awareness. Awareness is the first step to change, and change is what this Earth desperately needs, now more than ever. It is important that students become aware of the positive and negative issues involving the environment, the benefits a healthy environment provides, and the logistics of our planet's natural functions so that educated opinions can be formed and an appreciation and awe of nature can be developed. By providing a platform, such as an environmental club, through which students can discuss and learn about environmental issues and topics, there is a greater likelihood of these same students becoming motivated to go out and enact change in their communities.

ERASE Club

E.R.A.S.E., which stands for Ending Racism And Sexism Everywhere, is designed to give our students the opportunity to combat discrimination in our school community through meetings, programs and planned

events which will be used to encourage students to recognize the problems we encounter and seek possible solutions.

ERASE has four goals: To help eliminate racism and sexism by addressing instances of discrimination in our community; To alert all high school students to the signs of prejudice and discrimination and the negative effects they have on individuals and society; To conduct community awareness programs; To provide a continual outlet for victims of discrimination to vent their feelings and to seek constructive solutions to the problem.

FIRST Robotics Club

The *FIRST* Robotics Competition combines the rigors of science and technology into academic competition. *FIRST* teams of students are challenged to raise funds, design a team "brand," hone teamwork skills, and build and program industrial-size robots to compete in a real-world engineering challenge. Volunteer professional mentors lend their time and talents to guide each team. Each season concludes with a *FIRST* Championship.

Fitness Club

Fitness Club provides students with an open opportunity to develop and engage in physical activities that will promote lifelong personal, mental, social and emotional health. Fitness Club provides a safe and judgment-free environment to all students who are developing and exploring various forms of physical activity. Students learn the basics of proper nutrition and explore a wide variety of workout styles ranging from Tabata, Circuit, Body Weight, HIIT, Insanity, etc. Students are provided a weekly/monthly fitness challenge that they can pursue at their own pace. Signed parent/student waivers are available in the fitness center and MUST be signed at home PRIOR to the students first day in Fitness Club. Waivers are openly accepted from September-June.

Gender Sexuality Alliance (GSA)

The Gender Sexuality Alliance promotes tolerance and equality among students of all sexual orientations and gender identities by helping to create a school environment free of homophobic and all other types of harassment through educational efforts and awareness-building. Meetings will include time for students to socialize, discuss issues, and plan events.

Health Occupations Students of America (HOSA)

HOSA is a national career and technical student organization endorsed by the U.S. Department of Education and the Health Science Technology Education Division of ACTE. Its mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA provides a unique program of leadership development, motivation, and recognition for students enrolled in HSE programs.

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.

Key Club

Sponsored by Kiwanis International, the Key Club is a 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.

Literary Club

Literary Club explores a variety of styles of literature while encouraging students to further their own writing. Students critique their original works using a peer review process. The club emphasizes spoken word poetry through participation in the Poetry Out Loud Program and a Coffee Café Poetry Slam produced in cooperation with the jazz band. Creative work is exhibited in an annual journal.

Model United Nations

Model United Nations prepares today's students to be leaders in the world by introducing them to the world's biggest problems in peace and security, human rights, and sustainable development, and inspiring them to find global solutions. Model UN gives students a chance to learn about different countries, foreign policies, and most importantly to critically think about issues from multiple perspectives and points of view different from their own. Model UN teaches students critical 21st century leadership skills that are valuable for college, careers, and lifelong learning. Participants in Model UN will have the opportunity to attend conferences and demonstrate their public speaking, negotiation, research, and teamwork skills while debating about global issues.

Multicultural Club

The Multi-Cultural Club is a fun, safe haven for deepening the understanding of one's own personal values and traditions while exploring and gaining an understanding of the customs and traditions of others. The mission is both educational and social with monthly meetings and activities student-designed and led.

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since their beginnings in 1921. Morris County School of Technology' chapter of the National Honor Society identifies students in the class of 2019 or later who have a weighted cumulative GPA of 3.85% or better. Any full time student in his or her junior, or senior year that meets the academic requirements may be invited to complete a membership packet within the first two months of a given school year. Selection for membership is by a faculty council vote, and based on outstanding scholarship, character, leadership, and community service.

National Technical 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 full time student in his or her junior or senior year that meets the academic requirements may be invited to apply for membership within the first two months of a given school year. Students in the classes of 2019 or later must have a minimum cumulative weighted GPA of 3.5%, with a requirement of a minimum average of 90% in the area of vocational concentration. Selection for membership is by a faculty council, and based on outstanding scholarship, character, leadership, and service.

National Dance Honor Society

The National Honor Society for Dance Arts promotes and honors outstanding dance achievement in high school students and encourages well-rounded dance artists to become leaders in their communities after

graduation. The MCST chapter supports dancers, expands opportunities for dance-related workplace learning, and enhances program visibility and recruitment. Further information regarding eligibility and activities may be obtained from the advisor.

Peer Leader

At the conclusion of sophomore year, students are invited to apply to the Peer Leadership program. The MCST Peer Leader Program is an opportunity for 11th grade students to work closely with the freshmen class. The Peer Leader Program is focused on helping incoming students transition into MCST and for creating and contributing to a positive school environment. Peer Leaders will serve as mentors, student support, and positive role-models for their fellow students. Peer Leaders are responsible for coordinating an orientation program and monthly meetings based on topics that address student concerns.

Red Cross Club

American Red Cross school clubs are school-based service groups that help the Red Cross fulfill its humanitarian mission. Working closely with the local Red Cross unit, club members participate in Red Cross service projects that impact their community and the world. Student members will discover many new opportunities for self-development and be encouraged to choose activities that will most effectively fulfill the community's greatest needs. Red Cross school clubs are a team effort, where Red Cross units, schools and students all work together to make their communities and the world a better place and where young people develop leadership skills

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA provides educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.

STEM Club

The MCST STEM Club will afford students the opportunity to explore topics in science, technology, engineering, and math (STEM), interact with guest speakers, explore STEM-related career opportunities, and bring new and innovative events to the MCST community through participation in the Technology Student Association (TSA). TSA enhances personal development and leadership, whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

Student Ambassadors

At the conclusion of sophomore year, students are invited to apply to the Student Ambassador program. MCST Student Ambassador Program is an opportunity for 11th grade students to represent their respective academies and Morris County School of Technology at Advisory Council meetings, Back to School Night, Incoming Freshmen Reception, and other school-based activities. Student Ambassadors work closely with Academy teachers and MCST Administration to communicate positive and accurate information about MCST and our programs to a variety of audiences (large, small, business partners, parents, prospective students, etc.).

SPORTS OFFERINGS AND ELIGIBILITY REQUIREMENTS

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 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.”

“To be eligible for athletic competition during the second semester (February 1 to June 30), a pupil must have passed the equivalent of 12.5% of the credits (15) required by the State of New Jersey for graduation (120) 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.”

Beyond the aforementioned NJSIAA requirements, the Morris County School of Technology expects all student-athletes to maintain passing grades while participating in the athletic program. If a student-athlete's grade in a class falls below 60% during a competitive season the student-athlete will be prohibited from participating until the grade has been brought up above 60%.

CLEARANCE TO PARTICIPATE IN ATHLETICS

In order to participate in athletics, students must obtain a sports physical. The Annual Athletic Pre-Participation Physical Examination Forms (Parts A&B) are available on the [athletics page](#) of the school website.

The Morris County School of Technology does not conduct physical examinations. Student-athletes are required to have a physical examination conducted and the necessary forms completed by their personal physician within the specified deadlines.

SPORTS OFFERINGS

Morris County School of Technology sports offered are as follows:

SPORTS	COACHES
Cross Country - Boys Varsity	Mr. Louis Rosso
Cross Country - Girls Varsity	Ms. Coleen Pascale
Soccer - Boys Varsity	Mr. Tim Gordon
Soccer - Boys JV	Mr. Mike Quaglio
Soccer - Boys Asst	Mr. Justin Jacobs
Soccer - Girls Varsity	Mr. Michael Harriott
Soccer - Girls JV	Mr. David McBride
Soccer - Girls Asst	Ms. Jessica Prentice & Ms. MaryJo Anzano
Volleyball - Girls Varsity	Ms. Kathleen Turnbull
Volleyball - Girls JV	Mr. Stephen Petonak
Basketball - Boys Varsity	Mr. AJ Prentice
Basketball - Boys JV	TBD
Basketball - Girls Varsity	Mr. Tim Gordon
Basketball - Girls JV	Mr. Kevin Brophy
Bowling - Varsity	Mr. Lou Rosso
Bowling - Asst	Ms. Coleen Pascale
Baseball - Varsity	Mr. Kevin Brophy
Baseball - JV	Mr. Stephen Petonak
Baseball - Asst	Mr. Allen Kaye
Golf - Boys Varsity	Mr. Tim Gordon
Golf - Girls Varsity	Mr. AJ Prentice
Softball - Varsity	Mr. Mike Harriott
Softball - JV	Mr. Dave McBride & Ms. Kathleen Turnbull
Softball - Asst	Ms. Jessica Prentice

LATE BUSES

The late bus schedule is contingent on current circumstance and can be altered at any time

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. 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. The use of the late bus is a privilege granted by the Board of Education and may be denied for improper behavior, and inappropriate behavior in the bus waiting area or on the bus may also result in disciplinary action.

**MORRIS COUNTY SCHOOL OF TECHNOLOGY
LATE BUS DATES & ROUTES – 2022-23 SCHOOL YEAR**

**EACH BUS CAN ACCOMMODATE 54 PASSENGERS
5:30 PM PICK UP IN FRONT OF BUILDING #1**

MONDAY, TUESDAY, WEDNESDAY & THURSDAY-PER CALENDAR (139 DAYS) & 5 ROUTES LISTED:

Sept.	6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22, 27, 28, 29	14 Days
Oct.	3, 4, 6, 11, 12, 13, 17, 18, 19, 20, 24, 25, 26, 27, 31	15 Days
Nov.	1, 2, 3, 7, 8, 9, 14, 15, 16, 17, 21, 22, 28, 29, 30	15 Days
Dec.	1, 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22	13 Days
Jan.	3, 4, 5, 9, 10, 11, 12, 17, 18, 19, 23, 24, 25, 26, 30, 31	16 Days
Feb.	1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 21, 22, 23, 27, 28	15 Days
Mar.	1, 2, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30	17 Days
Apr.	3, 4, 5, 6, 17, 18, 19, 20, 24, 25, 26, 27	12 Days
May	2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 30, 31	17 Days
June	1, 5, 6, 7, 8	5 Days

All five (5) late buses routes will be provided per above schedule by the Rockaway Township Board of Education

Lincoln Park/Butler (LPB01)

- 1st Stop: Myrtle & Main Street, Boonton
- 2nd Stop: Towaco Train Station (across from 634 Main Road)
- 3rd Stop: Riverdale Square (Route 23 North off 287)
- 4th Stop: Meadtown Shopping Center (Rt. 23 & Kiel Avenue)

Roxbury/Mount Olive (RM001)

- 1st Stop: Roxbury Public Library, 103 Main Street, Succasunna, NJ
- 2nd Stop: Budd Lake Diner, 120 Route 46, Woodland Avenue
- 3rd Stop: Burger King (A&P Mall) 399 Route 46 & Naughtright

Dover/Wharton (DW01)

- 1st Stop: Rt 46 Laundromat, 109 Route 46 West, Rockaway
- 2nd Stop: Rockaway Borough Public Library, 82 Main St., Rockaway
- 3rd Stop: A Better Deal, Route 46 & Mercer Street
- 4th Stop: Ferromonte Plaza, Route 46 & Canfield Avenue
- 5th Stop: Wharton Town Clock, Main Street & Central Avenue
- 6th Stop: Casa Bianca, 5266 Berkshire Valley Road
- 7th Stop: Taphouse 15, 75 State Highway 15

Parsippany/Morristown (PM01)

- 1st Stop: Troy Hills Village, Troy Hills Village Road
- 2nd Stop: Tivoli Gardens, 1100 Parsippany Boulevard, Route 46
- 3rd Stop: Rita Drive & Route 202
- 4th Stop: NJ Transit Bus Stop US 202 North of Briarcliff Road (near Dunkin Donuts)
- 5th Stop: Morris Plains School District, 500 Speedwell Ave, Morris Plains
- 6th Stop: 158 Speedwell Avenue, Morristown
- 7th Stop: Friendly's, Madison Avenue & Normandy Parkway

- 8th Stop: United Methodist Church, 24 Madison Avenue, Madison
9th Stop: PNC Bank, Ridgedale Avenue (172 Ridgedale Avenue, Florham Park)

Randolph/Chester/Mendham (RCM01)

- 1st Stop: Alexis Diner, 3130 Route 10, Denville
2nd Stop: Weis Market, Route 10 & Center Grove Road, Randolph
3rd Stop: Chester Shopping Mall, 23 West Main Street, Chester
4th Stop: West Morris Mendham High School, 65 East Main Street, Mendham

CODE OF CONDUCT

Positive student commitment and behavior are essential to effective learning. It is important that students realize that their 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 maturation and individual abilities, all students can act in ways that enhance the social relationships of the school and facilitate learning. Therefore, we expect that students will abide by the Code of Student Conduct [New Jersey Administrative Code 6A; 16-7.1](#) and [MCVTS Policy 5131](#) 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 their progress toward objectives.
- Communicate with parents and school personnel about school-related matters.
- Monitor and abide by all school policies, rules and regulations.

STUDENT RIGHT-TO-KNOW

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.

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. Please refer to MCVSD [Policy 5145.12](#) Search and Seizure, which is located on the school website. Students who abuse/destroy lockers will not be assigned another locker and will be assessed damages.

Students are encouraged not to bring valuables to school. Lost and Found is located in Bldg. #1. It is expected that students will periodically clean lockers. Staff may require and schedule periodic cleanings.

***The School is not responsible for lost articles.**

ACADEMIC INTEGRITY-(INCLUDES VIRTUAL SETTINGS)

ACADEMIC INTEGRITY

It is expected that all assignments submitted by students at the Morris County Vocational School District be their own product and a result of their own efforts. Engaging in academically dishonest activity is not only unethical, but also illegal. Students caught acting in an academically dishonest manner may face disciplinary action, including, but not limited to, the reduction of a grade, loss of credit, failure of an assignment, loss of membership in honor societies, loss of eligibility for enrollment in honors courses, loss of eligibility for leadership positions, loss of eligibility for senior-year college option, loss of eligibility for graduation privileges, detention(s), suspension(s) and documentation of the infraction on the student's permanent record.

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

Cheating

Cheating is recognized as intentionally using or attempting to use any unauthorized materials, information, or study aids during an academic activity. It is also considered cheating if an individual copies answers or any other information during an academic activity without the consent of the instructor to work with others. If the instance of cheating created a disturbance during an academic activity, the student involved may face disciplinary action.

Levels of Cheating

Level I cheating involves soliciting and/or copying answers for homework or in-class assignment.

Level II cheating occurs when a student solicits answers or any other information from another student for a quiz, test, project, or any other major assignment.

Level III cheating is defined as a deliberate or premeditated attempt to gain an advantage on a quiz or test. This includes, but is not limited to, the presence of unauthorized study materials (e.g. notes) or devices (e.g. cell phones, MP3s, laptops).

Level IV occurs when the student has engaged in academic dishonesty, in any way, for the second time.

Facilitating Academic Dishonesty

Facilitating academic dishonesty occurs when a student assists another student in committing an act of

academic dishonesty. This includes, but is not limited to, actions such as discussing answers or any other information during, or in advance of, an academic activity without the consent of the instructor to work with others. If the instance of facilitating academic dishonesty created a disturbance during an academic activity, the students involved may face disciplinary action.

Levels of Facilitating Academic Dishonesty

Level I facilitation involves providing another student with answers for homework or in-class assignment.

Level II facilitation occurs when a student provides answers or any other information to another student for a quiz, test, project, or any other major assignment.

Level III facilitation is defined as a deliberate or premeditated attempt to assist another student in gaining an advantage on a quiz or test. This includes, but is not limited to, providing a peer with unauthorized study materials (e.g. notes) or devices (e.g. cell phones, MP3s, laptops).

Level IV occurs when the student has engaged in academic dishonesty, in any way, for the second time.

Plagiarism

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 or a peer's work, to handing in a paper downloaded from the Internet. Plagiarism can be evident in written, audio, or visual material.

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 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 is when most, if not all, of the work has been copied from another source.

Level IV occurs when the student has engaged in academic dishonesty, in any way, for the second time.

Range of Consequences For Cheating, Facilitating Academic Dishonesty, and Plagiarism

In accordance with the discipline policy, any instance of academic dishonesty may result in a Saturday detention, as well as one of the following stipulations:

- 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 incident of academic dishonesty has occurred. An F may equal zero to 59 points and shall be determined by the Academic Integrity Committee.

- D. In unusual situations, where the gravity of the infraction is so great, the Academic Integrity Committee reserves the right to administer consequences beyond the identified range.

A second instance of academic dishonesty, and any additional infractions thereafter, results in a suspension, with the length of the suspension to be determined by the Academic Integrity Committee. A

second instance of academic dishonesty may also result in the application of more than one of the stipulations noted above.

Forgery

Forgery is defined as the creation of a false document or alteration of a genuine one that results in the communication of inaccurate information. This includes any document that requires information and/or a signature from a parent/guardian, employer/internship mentor, MCST staff member, or any other official/professional.

Levels of Forgery

Level I forgery results in a minor distortion of the facts, including, but not limited to, an instance where the overall intent is not to deceive but results in a misrepresentation of the facts.

Level II forgery results in a moderate distortion of the facts, including, but not limited to, an instance where an individual's intent is misrepresented or information is altered.

Level III forgery results in a major distortion of the facts, including, but not limited to, an instance where an individual is misrepresented or information is fabricated.

Level IV occurs when the student has engaged in academic dishonesty, in any way, for the second time.

Range of Consequences For Forgery

In accordance with the discipline policy, any instance of academic dishonesty may result in a Saturday detention, as well as one of the following stipulations:

A. A loss of credit for the hours (internship). A grade reduction on the assignment in question (academic assignment).

B. A loss of credit for the hours and a grade reduction to 59 for the marking period in which the infraction occurred (internship). 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 (academic assignment).

C. If the severity of the situation merits it, the student shall be restricted from completing hours at the site at which the infraction is associated. The accused student will need to procure a new internship and the Academic Integrity Committee will determine the hours required to complete the internship (internship). 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 incident of academic dishonesty has occurred. An F may equal zero to 59 points and shall be determined by the Academic Integrity Committee (academic assignment).

D. In unusual situations, where the gravity of the infraction is so great, the Academic Integrity Committee reserves the right to administer consequences beyond the identified range.

A second instance of academic dishonesty, and any additional infractions thereafter, results in a suspension, with the length of the suspension to be determined by the Academic Integrity Committee. A second instance of academic dishonesty may also result in the application of more than one of the stipulations noted above.

Procedure for Addressing Academic Dishonesty

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

Option 1 – Teacher Action

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

- The teacher will communicate the outcome of his/her investigation to the immediate Supervisor.
- 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 Committee may be convened to review the matter.

Option 2 – Teacher Action

The teacher, in consultation with the Supervisor, may refer the incident to the Academic Integrity Committee for the following reasons:

- The student denies the charge of academic dishonesty.
- Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
- Other criteria warrants a broader investigation of the charge.

The teacher will forward copies of all pertinent information to the Academic Integrity 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 Academic Integrity Committee.

Academic Integrity Committee

- Upon receiving a referral, the Academic Integrity Committee will hold a hearing and investigate the charges of academic dishonesty.
- In order to assure a student's due process rights, the student and parents of the student facing the charge of academic dishonesty will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the Academic Integrity Committee to shed light on the charges.
- The Academic Integrity Committee will interview other staff or students related to the inquiry.
- The chairperson of the Academic Integrity Committee will provide a written account identifying the outcome of the hearing and disciplinary consequences to the student, counselor, and parents of the student. If a share-time student is found to have engaged in academic dishonesty, a letter will be sent to the guidance department of their home district.
- In all cases where a student is found to have engaged in academic dishonesty, a formal letter will be placed in the student's file, describing the action and confirming the consequence(s) meted out by the school.
- The due process rights of students will always be ensured.

The Academic Integrity 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.

Standing Committee

This committee shall be formed in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year. The committee shall consist of five members: two administrators (one of whom will serve as the chairperson), a representative from the guidance department and two

classroom teachers (each teacher to be from a different department). Decisions of the committee may be appealed to the superintendent/principal within three school days after receipt of notice and may be made only on the basis of new evidence.

DISCIPLINE, SUSPENSION AND RETURN TO RESIDENT DISTRICT

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. The authority of the staff of MCST is not in any way limited to the classroom or particular students. Morris County School of Technology students are expected 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. Llinkinson 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 of unacceptable student behavior. Detentions are issued for less serious offences. 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.

The disciplinarian and/or principal will review all discipline referrals and determine appropriate actions. The seriousness, frequency, and aggravating circumstances of an infraction will be taken into consideration in the application of these rules. If warranted, additional steps and more severe discipline may be applied to any infraction.

In addition to disciplinary consequences, students who violate the code of conduct will receive support and guidance from MCST school staff. This support can be in the form of: meetings amongst staff, students, and parents; referrals to guidance counselors; referrals to the child study team; referrals to any other counseling service deemed necessary to support and foster a student's well-being. Students are also afforded the opportunity to utilize the resources provided through the guidance department and the child study team at their own discretion.

INFRACTION	WARRIZO	DUE-TO	SATURDAY DETENTION		O.S.S.	EXPELL/OTHER
Academic Dishonesty	TBD by Academic Integrity Cmte					
Class Cut		X	XX	XXX		
Class Tardy (Not 1st class of day)	X		XX			
Disrespect to Staff / Defiance / Insubordination (Case by Case)	X	X	X	X		
Disruptive Behavior: In Classroom, Insubordination, Language	X	XX	XXX	XXX	X	
Dress Code Violation	X	XX	XXX			
Driving Violation * 3 rd Offense: Revoke Privilege	X		XX	XXX*		
Extortion / Gambling			X	XX		
Failure to Attend Detention			X	XX		
Failure to Attend SATURDAY Detention				X		
False Alarm / Bomb Threat				X	X	
Fighting				X	XX	
FIRE / ARSON (starting of)				X	XX	
FIREWORKS (possession of or setting off)				X	XX	
Harassment / Intimidation / Bullying	TBD – Report to HIB					
Inappropriate Affectionate Behavior	X	XX	XXX			
Internet Use Violation	Action TBD by Administration					
Loitering: Being in an Unauthorized Area * 3 rd Offense: Action TBD by Administration	X	XX		XXX*		

INFRACTION	WARRIZO	DUE-TO	SATURDAY DETENTION		O.S.S.	EXPELL/OTHER
Misconduct: Bus, Campus, Field Trip, Classroom		X	XX	XXX		
Misconduct During Detention			X	XX		
Open Campus Rules Violation * X: 30- day XX: Marking Period XXX: Removal	Suspension of Privilege*					
Other: Any other Behavior Deemed Inappropriate	TBD by Administration					
Parking Violation * 3 rd Offense: Revoke Privilege	X		XX	XXX*		
Safety Issue: Misuse of Equipment, Violation of Shop/Classroom Safety Rules			X	XX	XXX	
Scuffling / Horseplay	X	X	XX			
Staff Assault				X	SAC	
Substance Offense: Suspected Use Alcohol, Drugs					SAC	
Substance Offense: Confirmed				X	SAC	
Tardies: Excessive School Tardies (Late arrival to school - every 3rd per MP) * 4th Offense: Action TBD by Administration	X			XX*		
Theft				X	XX	
Tobacco/Nicotine Products (inc. smokeless)				X	SAC	
Truancy * 2 nd Offense: Action TBD by Administration			X	XX*		
Unauthorized Departure from School Grounds * May Revoke Parking Privilege(s)			X	XX*	*	
Unauthorized Use of Cell Phone, Electronic Device	X	XX	XXX			
Vandalism / Destruction of School Property				X	XX	
Weapons Policy Violation *will result in Police Report **Expulsion or Other - Dependant on Severity of Offense				X*	**	

X=1st Offense XX=2nd Offense XXX=3rd Offense XXXX= 4th/Final Offense Revoke=Parking &/or O.C. Privilege
SAC=Student Assistance Counselor

DESCRIPTION OF DISCIPLINARY CONSEQUENCES

The Morris County School of Technology adheres to the above Discipline Action Chart in assigning consequences for violations of the Code of Conduct. Discipline referrals will be reviewed and

consequences will be assigned by the disciplinarian and/or principal. Each of the consequences assigned will be recorded and become part of the student's school record. Consequences include:

Warning – A verbal and/or written indicator that the student's behavior is in violation of the Code of Conduct and the next transgression will result in greater disciplinary measures.

Detention – All after school detentions will take place from 3:00 PM to 5:15 PM on Monday, Tuesday, Wednesday or Thursday. In certain situations an "in-school" detention, where a student reports to the Office of the Assistant Principal for a portion of the school day, may be assigned. A student and parent will be notified via email of the exact date a detention has been assigned. It is the student's responsibility to check with the Office of the Assistant Principal for the location of the assigned detention. Students who are late or do not appear for detention will be subject to further consequences as outlined by the Discipline Action Chart.

Saturday Detention – A Saturday detention will be served at the MCST Denville campus in the cafe from 8:00 AM – 11:00 AM on the date the student has been assigned. Students who are late or do not appear for detention will be subject to further consequences as outlined by the Discipline Action Chart. Transportation for Saturday detentions will not be provided by MCST; students are responsible for arranging means of transportation to the MCST Denville campus.

In-School Suspension - Students who have committed multiple offenses or a serious first offense may be assigned In School Suspension. The term of the suspension will be served in an Administrative office.

Out of School Suspension – Students who have committed multiple offenses or a serious first offense may be assigned out of school suspension. When serving an out of school suspension, a student will not be permitted to attend school or any school sponsored event for the term of the assigned suspension.

Behavioral Contracts - Students who have committed multiple offenses or a serious first offense may be placed on a behavior contract. The contract will outline the expectations for future participation in the programs at MCST.

Loss of Parking Privileges – Loss of parking privileges may occur if a student commits a driving or parking violation, is excessively tardy, commits more than three (3) transgressions of the Code of Conduct or transports a student who does not have Open Campus Privileges off campus during the school day.

Referral to Student Assistance Counselor (SAC) - Any student suspected of being under the influence of illegal substances will be required to have a drug test at a designated facility. In order for the student to return to school, the test must be negative or there must be written documentation that the student is enrolled in a substance abuse rehabilitation program.

Referral to Harassment, Intimidation and Bullying (HIB) Officer – By law, all incidents of Harassment, Intimidation and Bullying must be investigated by the school's HIB Officer in order to determine if there has been a violation of school policy. If a student has been guilty of violating the HIB policy, he or she will be assigned the appropriate disciplinary action determined by the HIB Officer, Director of Student Personnel Services and the Principal.

Expulsion/Removal from Morris County School of Technology – In extreme cases where a student has committed a major transgression; or after a student has committed multiple offenses with no correction in behavior after numerous consequences and interventions, a student may be removed from the school district and sent back to the home school district.

PUNCTUALITY (INCLUDES VIRTUAL SETTINGS)

MCST aims to instill punctuality as a means of career readiness. It is acknowledged that students travel from various distances; however, it is essential that students arrive on time to limit interruption to instruction and learning.

Program/Session	Arrival Time (in class)	Disciplinary Action*
All Full Time Students	8:00 a.m.	1st Offense - Warning 2nd Offense - Saturday Detention
AM Share-Time Students	8:00 a.m.	3rd Offense - Saturday Detention & Student-Developed Action Plan
PM Share-Time Students	12:10 p.m.	4th Offense - Saturday Detention & Parent Conference (future action TBD)

*Punctuality will be monitored per marking period and discipline will be progressive for every third late arrival.

HARASSMENT, INTIMIDATION AND BULLYING

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 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.

If a student feels that they have been the victim of or has witnessed an act of Harassment, Intimidation or Bullying, they should take the following steps:

- Immediately report it to any district employee. Reports may be made anonymously, however, all reports should be filed using the HIB form. The form is available at MCVTS.org under the Harassment, Intimidation and Bullying Information tab.
- Submit the completed form in person or via email to Ms. Athena Borzeka, Anti-Bullying Coordinator, Robin Ravoto, Anti-Bullying Specialist, Briana Spann, Anti-Bullying Specialist, or any other staff member at MCST. Forms can also be dropped off in the Main Office in the HIB mailbox.

Once a report of harassment, intimidation, and or bullying has been received, the Morris County Vocational School District will launch a full investigation into the matter. The 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 interventions up to and including suspension 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. Please refer to MCVSD [Policy 5131.2](#) on the school website.

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 that the school might impose, such students may also risk criminal charges being brought against them under the law for any wrongful act that they may have committed.

Per the NJDOE's Student Safety Data System, a weapon is any instrument readily capable of lethal use or of inflicting serious bodily injury. Components that can be readily assembled into a weapon are reported in this category. This category includes, but is not limited to:

- Bomb: an explosive device designed to injure or kill people or to damage or destroy property (includes grenade)
- Handgun
- Rifle (includes shotgun)
- Air gun: includes bb gun, pellet gun, or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person
- Knife/blade (includes razor blade and box cutter)
- Spray: a device that projects, releases, or emits tear gas or any other substance such as pepper spray that is intended to produce temporary discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

SMOKING AND TOBACCO USE

There is absolutely **NO TOBACCO** or similar products permitted in the buildings or anywhere on school grounds. This policy also includes the use of smokeless tobacco and electronic products. **This includes**

use in student vehicles. The "No Tobacco Policy" applies while on any field trip or off campus function. Violation of this policy will result in disciplinary action according to the infraction chart.

SUBSTANCE ABUSE

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 influence 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 influence of substances" as defined, the employee shall report the matter as soon as possible to the Principal or Director of Athletics and Student Affairs. The 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 a 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. [Policy 5131.6](#) is listed on the MCST website.

Any questions or concerns regarding substance abuse policies or programs can be directed to the Student Assistance Coordinator.

DUE PROCESS AND SUSPENSION

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 Principal or Assistant Principal 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 STEPS SHALL BE TAKEN TO ENSURE DUE PROCESS PROCEDURES REGARDING SUSPENSION:

The Principal or Assistant Principal must attempt to notify the student of the offense(s).

If the student admits the offense(s), the administrator shall determine the appropriate disciplinary action.

If the student denies the offense(s), the school administrator:

- Shall give the student an explanation of the evidence resulting in the offense(s).
- Has the authority to decide if the evidence will include the names of witnesses.
- 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:

- The time, date, and the specific reason(s) for suspension.
- The procedures to be followed by the student and parent/guardian for reinstatement.
- The length of the suspension if there is no other administrative action.
- If deemed necessary, a request that the parent/guardian contact the school administrator to arrange a mutually agreeable time for a conference prior to the reinstatement date.
- 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 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.

Students with an IEP will be disciplined in accordance with the N.J.A.C 6A:14 and N.J.A.C.6A:16 requirements. The student's Case Manager will be notified regarding the assigned disciplinary action.

RETURN TO RESIDENT SCHOOL DISTRICT

The schools and academies of the Morris County Vocational School District are "schools of choice." As schools of choice, the programs of the specialized schools of the Morris County Vocational School District exist to serve the academic and career interests of students who display particular talents, aptitudes, skills and motivations. Students demonstrate a commitment to pursue a program of study in a specific career

field through academic performance, adherence to the code of conduct, and consistent attendance to the program. The Board believes the educational goals of Morris County Vocational School District are best implemented by a student's exposure to the entire educational program and every student must be able to complete the program of instructions appropriate to his/her needs.

Consequently, when in the judgment of school administrators, it becomes apparent that a student is no longer profiting from the specialized program to which she/he applied and is enrolled, the school will initiate actions to return the student to his/her resident district. A student may be returned to their sending district when a pattern or single significant incident of unacceptable conduct results in discipline, excessive absenteeism, or poor academic performance.

In instances in which a student is returned to district, the guidance department of the Morris County Vocational School District (or the guidance department of the host school district in the case of a satellite academy student) will work with guidance staff of the resident district to ensure a timely transfer of student records.

Due Process

The following procedure will be followed in the consideration of returning a student to his/her resident school district on a case by case basis:

- The student will have a meeting with a building administrator who will provide advance notice of behaviors that will result in the student being returned to the resident district.
- The student will be given an opportunity to present his/her reasons for his/her actions.
- An administrative determination will be made on the basis of the information available.
- This procedure may result in disciplinary action and/or removal from the district for other academic or safety reasons. If suspension or dismissal is deemed necessary, the student and parent or guardian will be informed directly of this decision.
- Students and parents who disagree with a decision to return a student to the resident district, may write to the Board to express their disagreement and if a request is made in writing a student or parent may make an informal appearance and appeal before the Board as to why the student should not be returned to the resident district.



400 East Main Street - Denville, NJ 07834

973-627-4600

www.mcvts.org