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Dr. Laura C. Morana, Interim Executive County Superintendent
Ms. Tanya Dawson, Business Administrator/Board Secretary
Ms. Deborah Donnelly, Assistant Business Administrator

Mercer County Technical School District Administration
Dr. Kimberly J. Schneider, Superintendent
Ms. Dana Hice DePugh, Assistant Superintendent for Curriculum and Instruction
Ms. Patti Michalchuk, Administrative Assistant to the Superintendent
Mr. Sean Cavalier, Manager of Buildings & Grounds

Secondary Vocational Education
Ms. Sharon Nemeth, Principal at the Assunpink Center
Dr. Kimberly J. Schneider, Acting Principal at the Sypek Center
Ms. Anne Benoit, Supervisor of Secondary Education at the Assunpink Center
Mr. John Ketterer, Leave- Replacement Supervisor of Secondary Education at the Sypek Center

Adult / Post-secondary Vocational Education
Ms. Sharon Nemeth, Principal at the Health Careers Center
Ms. Kelly Pike, Manager at the Health Careers Center
Ms. Mary Smith-Jones, Principal at the Adult Evening Schools

Career Prep
Ms. Dana Hice DePugh, Assistant Superintendent for Curriculum and Instruction
• Welcome •

Dear Student:

Welcome to Mercer County Technical Schools’ Assunpink Center and STEM Academy at Mercer County Community College. Our goal is to provide you with the necessary knowledge, skills, and attitudes to advance into the field of your interest upon graduation. Students will have the opportunity to acquire college credits while enrolled in many of our high school technology programs. We sincerely hope that the program you chose will more than meet your expectations.

The Center and Academies are operated by the Mercer County Technical School Board of Education. For shared-time students, the Center should be thought of as an extension of your local high school. The focus of our program at Assunpink is on learning by doing. You will be expected to complete related math, science, and literacy assignments as well as shop activities. Full-time Health Science Academy and STEM programs include core subjects, a rigorous course of study, and field experiences. Good attendance is extremely important as it is very difficult to make up missed shop/lab assignments.

This handbook attempts to describe the services and activities found at our school and to review the guidelines and regulations that are in effect. It is strongly recommended that you review carefully and become familiar with the contents. Your knowledge of its contents will help you to become a valuable member of our school community and contribute to your success.

Sincerely,

Sharon Nemeth, RN, BSN, M Ed
Principal
Assunpink Center
1085 OLD TRENTON ROAD
TRENTON, NEW JERSEY 08690
PHONE: 609.586.5144
FAX: 609.586.1709
WEB SITE: www.mcts.edu
## Faculty and Staff

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<td>Mrs. Anne Benoit</td>
<td>Supervisor of Secondary Education</td>
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<tr>
<td>Ms. Natalie Aulicino</td>
<td>Biological Sciences</td>
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<tr>
<td>Mr. John Baldino</td>
<td>Health/Physical Education</td>
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<tr>
<td>Mr. Sam Bell, Jr.</td>
<td>Electrical Construction</td>
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<tr>
<td>Mrs. Hope Costa</td>
<td>English</td>
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<tr>
<td>Mrs. Megan Ferdetta</td>
<td>School Counselor</td>
</tr>
<tr>
<td>Ms. Heather Flyge</td>
<td>Health Occupations – Clinical</td>
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<tr>
<td>Ms. Rachel Hendrickson</td>
<td>English</td>
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<tr>
<td>Mrs. Madeline Lollo</td>
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<td>Mr. David Lugo</td>
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<td>Ms. Elise Lybrand</td>
<td>Health Occupations and Health Science</td>
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<td>Mrs. Rachel Matushoneck</td>
<td>Mathematics</td>
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<tr>
<td>Ms. Gail Miller</td>
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<tr>
<td>Mr. Mark Nace</td>
<td>Carpentry</td>
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<tr>
<td>Mr. David Nash</td>
<td>CIE Coordinator</td>
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<td>Mr. Henry Pfeffer</td>
<td>Physical Sciences</td>
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<tr>
<td>Mr. Daniel Sbar</td>
<td>Biological Sciences</td>
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<td>Mr. Patrick Schroeder</td>
<td>Diesel Technology</td>
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<td>Mr. John Tackish</td>
<td>STEM</td>
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<tr>
<td>Mrs. Marcie Tandy</td>
<td>School Counselor - STEM</td>
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<td>Mrs. Julie Trauger</td>
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<td>Heating, Ventilation &amp; Air Conditioning</td>
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<td>Mathematics</td>
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<td>Mr. Mathew Weist</td>
<td>Architecture and Engineering Design</td>
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<tr>
<td>Ms. Sylvia Kraehenbuehl</td>
<td>Supervisor’s Secretary</td>
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<tr>
<td>Ms. Patricia Rhodes</td>
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<tr>
<td>Ms. Linda Simon</td>
<td>STEM/Career Prep Secretary</td>
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<td>Mrs. Olivia Vance</td>
<td>Guidance Secretary</td>
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<tr>
<td>Miss Laura Wurtzel</td>
<td>Principal’s Secretary</td>
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<tr>
<td>Mr. Sean Cavalier, Manager</td>
<td>Ms. Cynthia Carmichael</td>
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<td>Mr. Donald Labowicz</td>
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<td>Mr. Joseph Salzano</td>
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<td>Mr. Charles Trogdon</td>
<td>Mrs. Barbara Venanzi, Secretary</td>
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MISSION STATEMENT

Mercer County Technical Schools’ mission is to produce a community of inspired, compassionate learners who are knowledgeable, skilled and possess the competencies that will prepare them for success in an ever-changing technological world. We provide our students with educational opportunities in preparing for careers in business and industry while emphasizing a culture of personal attention that focuses on the individual learner. Our goal is to foster a school climate that emphasizes the importance of the teaching-learning process and provide youth and adults the opportunities to maximize their potential, to reflect and offer solutions to challenges posed by society.

To fulfill this mission, the faculty and staff will:

• Embrace the belief that every student can learn
• Continuously emphasize that learning is a life-long process
• Assist students to enable them to think critically, analyze problems and develop solutions
• Assist students in becoming productive citizens in a global society

It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

In partnership with the educational, business, healthcare, industrial, cultural, and labor communities, the Mercer County Technical School district enables youth and adults to acquire the knowledge, skills and attitudes necessary for career success in the ever-changing technological world.

Policy 2110 DISTRICT MISSION STATEMENT/PHILOSOPHY OF EDUCATION (M)
Adopted: 17 November 2009
Revised: 22 January 2013

ENTRANCE REQUIREMENTS
FOR SHARED-TIME STUDENTS

The applicant should:

1. Be a Mercer County resident attending a public, parochial, or other private high school. However, admission applications can be submitted by out-of-county residents and post-secondary students for acceptance on a “space available” basis only. Priority will be given first to Mercer County high school students.
2. Be enrolled as an eleventh or twelfth grade student at the home school. Students enrolling in an Exploratory Orientation Program (EOP) may be enrolled in tenth grade.
3. Have an acceptable discipline and attendance record in the home school.
4. Complete an online application with by his/her parent and/or guardian and home school guidance counselor.
5. Submit school health record.
6. Visit the campus and meet with the school officials.
ENTRANCE REQUIREMENTS
FOR THE ACADEMY

The Entrance Requirements of the Health Science and STEM Academy include:
1. Grade Point Average/Attendance (7th-8th grades)
2. Standardized test scores (7th Grade)
3. 2 Admissions Assessments (Mathematics & Language Arts); practical activity (STEM)
4. Proof of satisfactory academic attendance and behavior in middle school
5. Online application completed by the parent/guardian and the home school guidance counselor

ATTENDANCE POLICY

Students are expected to have full knowledge of the Mercer County Area Vocational Schools’ Board of Education Policy on Student Attendance which is pursuant to New Jersey Statutes Annotated Title 18A and Administrative Code, Chapter 6.

The Board of Education has an obligation to require that the students enrolled in this district be present in school in order that they may receive proper instruction. This policy is for the benefit of the students, their parents/guardians and the community at large.

The Board of Education believes good attendance is important in order to provide the student with the maximum opportunity for acquiring the necessary technical skills and other learning experiences appropriate to each technical program. A good attendance record has a direct effect upon the accomplishments at the school as well as providing positive work habits necessary for securing future employment.

1. Students must be in attendance at least 90% of possible school days in order to receive a passing grade.
2. Students whose unauthorized absence exceeds 10% will receive a failing grade or an X if that student would have passed that Marking Period.
3. A final “X” designation (unsatisfactory attendance for the year) accrues no credit for the program.
4. Attendance in compliance with this policy is necessary for continuation in the program. Students who complete the first year of the program with a final grade of “D” or above and 90% attendance shall continue in the program unless a written recommendation with documented evidence to the contrary is submitted by the teacher to the Principal.
5. Attendance in compliance with this policy is required to achieve a Certificate of Achievement for both 1 and 2 year programs. Cosmetology students must earn a minimum of 1,000 instructional hours and a passing grade of 75% or above to be eligible for the State Boards.
6. The Principal or designee of each school shall require from the parent/guardian of each student (or the student if he/she is of age), a written statement of the reason for the absence. The Principal or designee shall take whatever means are necessary to assure the validity of all written reasons for absence.
7. All students absent, regardless of the reason, must complete assignments, which in the professional opinion of the teacher are necessary to insure the continuity of the instructional program.

8. Parent conferences shall be scheduled when the Principal or designee detects potential student attendance problems.

9. Absences shall include the following:

   a. Excused
      - Religious holidays as defined by Title18A:36-14 and approved by the State Board of Education

   b. Authorized Absences with Official Documentation
      - Illness/injuries verified by a physician
      - School activities as approved by the Principal or designee
      - Doctor’s Appointment
      - Funeral
      - College Visit
      - Home School Activity
      - Court Attendance (if required)
      - Driver’s Test

   c. Not Excused
      - Explained Absences without official documentation
      - Parent note or phone call – while a parent call or note is appreciated, we cannot excuse an absence without official documentation listed above.

10. Attendance Appeal

   a. Appeals must be initiated by a student on the student appeal form.

   b. All required documents must be submitted to the Counselor/Social Worker with a recommendation from the instructor for review.

   c. The initial review will be completed by Guidance. A recommendation to grant or deny the appeal will be submitted to administration for a final determination one week prior to the end of the school year.

   d. Only the Administration has the authority to grant an appeal waiver.

**LATENESS TO SCHOOL**

A student who is habitually late for class or school indicates that he/she cannot function within the framework of the school community. For shared-time students, students arriving after 8:00 a.m. for morning session or after 11:45 a.m. for afternoon session must report to the main office or they will be reported absent. For full-time students, students must report by 7:55.

Since it is not possible to duplicate shop/clinical experiences when a student is late, unexcused lateness may be reflected through daily point deduction.
Repeated lateness will result in disciplinary action which may include a parent conference. Unexcused lateness sanctions may range from teacher imposed consequences to out-of-school suspension.

**Excused Lateness:**
- Late bus from Home District
- Weather Conditions (at the discretion of administrator)

**Excused Lateness with Official Documentation:**
- Doctor's Appointment
- Funeral
- Court Attendance (if required)
- College Visits
- Driver's Test

Appropriate documentation must be presented at the time of lateness. School staff will mark the appropriate excuse on the late pass to the teacher or mark as unexcused.

Special circumstances will be reviewed by administration.

As each program is unique, teachers may differentiate lateness on a point sheet.

**Unexcused lateness will be cumulative for the entire school year.**

**CHANGE OF ADDRESS**

The office must be notified immediately in writing by a parent/guardian of any change of address, phone number, or emergency contact information of the student, parent and/or guardian.

**ACCEPTABLE USE POLICY (AUP)**

The AUP protects students, staff and school districts from unsafe materials as well as from potential fraud and data theft. The adopted Mercer County Board of Vocational Education AUP for staff and students will be provided and explained to each student.

The Mercer County Technical Schools' AUP is in compliance with the following:

1. **Protecting Children in the 21st Century Act (Title II of the Broadband Data Information Act)** The Children in the 21st Century Act requires that school districts include a plan for educating students about appropriate online behavior, netiquette, internet privacy, and cyberbullying awareness.
2. **Children's Internet Protection Act (CIPA)** CIPA requires schools and libraries to certify that they have an internet safety policy that includes technology measures to protect students’ privacy and safety.
The AUP form must be signed by parent/guardian and student and will be kept on file. An unsatisfactory conduct report will be filed for students accessing sites that are deemed inappropriate.

COOPERATIVE INDUSTRIAL EDUCATION

This program is designed to further prepare students for the “world of work” by placing them in an actual job situation. Qualified students secure a job approved by the C.I.E. Coordinator who then becomes responsible for their supervision. Students are placed only in situations which will enhance their education in the area in which they have received training. In addition to being paid by the employer, the student continues to earn credits toward graduation. A “qualified student” is one who has exhibited by his/her performance, effort, attitude and attendance that he/she will represent the school well. Linkages to apprenticeships are arranged in occupational areas where applicable.

EARLY DISMISSALS

Students, regardless of age, are expected to refrain from requesting permission to be excused from school to do something that can be completed outside of school hours. If it becomes necessary to leave school prior to dismissal time, the student must follow the procedure below in advance before the beginning of the class period:

1. Present an early dismissal note from parent and/or guardian for teacher's consideration. If the teacher determines the reason is valid, he/she will sign the early dismissal note and send the student to the office. Students requesting early dismissal for proms will not be allowed to leave before 1:00 p.m. on the day of the prom.
2. Present the request with teacher's signature to the Principal or Counselor for approval and specific dismissal instructions. School officials will, if necessary, verify all early dismissal notes.
3. Long term early dismissals for home school activities (i.e., football, baseball, band, etc.) must be first approved by the teacher, then the Counselor/Social Worker. An appropriate form will be provided by the Counselor/Social Worker for completion by sending school and/or parent. In order for a student to maintain a long term early dismissal, he/she will be required to maintain acceptable passing grades. Unacceptable attendance and grades will result in loss of the long term early dismissal.
4. Students 18 years old or older requesting permission to be excused because of emergency service as a volunteer fireman will be required to have prefilled permission with the Principal. Procedural steps for arranging emergency service early dismissals will require an appointment with the Principal.
5. Students excused early for any activity must assume full responsibility for class assignments and shop projects. Students receiving early dismissals must arrange for their own transportation.
Adult Students

Adult students assume responsibility for permission slips, absentee excuses, early dismissal notes, etc. Any rule or practice which is appropriate to the orderly and productive administration of the school community will apply to all students regardless of age.

Students who are 18 and older who qualify for adult status must complete documentation signed by a parent or guardian verifying said status. Regardless of adult status MCTS is obligated to maintain contact with the parent/guardian of any student who has not completed the requirements for a High School diploma.

The school will verify absentee notes, early dismissal notes and tardy excuses of all students when deemed necessary.

Grades and Credits

Grades earned at Mercer County Technical Schools will appear on the regular report card issued by the home school. Credits toward graduation for course work will be determined and granted by the home school.

Since it is not possible to duplicate course/clinical experiences when a student is absent, excessive and unexpected absenteeism affects a student’s performance and will be reflected in the student’s grade.

In addition to the above, Grade Reports will be issued to the parent/guardian, which will include the achievement record and comments on theory, performance, attendance, and work ethic. Any student who withdraws during the school year or who does not achieve a minimum passing grade of “D” and 90% attendance will not be eligible for credit. If a student receives an “F” for the school year, he/she will not be eligible for a certificate or, if a junior, not return for a senior year of study. The following is an explanation of the grading system used:

Letter Achievement Grade

Shared Time

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<tr>
<th>Letter</th>
<th>Achievement Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>(90–100)</td>
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<tr>
<td>B</td>
<td>Above Average</td>
<td>(80–89)</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>(70–79)</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>(60–69)</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>(0–59)</td>
</tr>
<tr>
<td>I</td>
<td>Work has not been completed</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Passing grade earned but no credit recommended due to excessive absences</td>
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## ACADEMY – FULL-TIME

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<td>Superior Achievement</td>
<td>97-100</td>
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<tr>
<td>A</td>
<td>93-96</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<td>B</td>
<td>Above Average Achievement</td>
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<td>B-</td>
<td>80-82</td>
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<td>C+</td>
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<td>2.7</td>
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<td>C</td>
<td>Average Achievement</td>
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<td>C-</td>
<td>70-73</td>
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<td>D</td>
<td>Minimally Passing</td>
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<tr>
<td>NC</td>
<td>No Credit</td>
<td>0-59</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing - No evaluation</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn Failing - No evaluation</td>
<td>N/A</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>

### CONDUCT AND EFFORT CODES

1. Excellent
2. Average
3. Unsatisfactory

## FIELD TRIPS

As a student of the Mercer County Technical Schools, you represent the school on campus as well as on field trips. Students are ambassadors of the school and need to conduct themselves properly.

Field trip privileges will be taken away if disciplinary action occurs on any trip. Proper dress is expected on trips. Permission forms must be on file with the office prior to scheduled date; otherwise, a student cannot participate. Students involved in home school activities and field trips must provide the Administrative office with proper permission slips to be excused from class.

## INTERIM REPORTS

An Interim Report, issued at the mid-marking period, will be used at any time to inform parents/guardians of student progress.
COUNSELING

The sending school will continue to be the chief resource for career guidance and counseling for shared-time students. In cooperating with home school counselors and child study teams, program placement and follow-up of student’s progress are monitored so that effective articulation exists between the technical school and home school and/or Parent/Guardian. Individual and group counseling sessions are also conducted in order to assist students with their personal, educational, and career development needs.

Full-time students’ career guidance and counseling is provided through Mercer County Technical Schools Guidance Office.

2ND FLOOR HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board! The Mercer County crisis intervention and suicide hotline phone numbers are 609-896-2120, 609-585-2244 and a teenline 609-896-4434.

SELF—ADMINISTERING OF MEDICATION

The Board shall not be responsible for the diagnosis and treatment of student illness. It is the District’s Policy to insure that the dispensing of medication and self-administration of medication should follow safe and proper standards in the school setting.

In order for a student to take prescribed or over-the-counter (OTC) medications during the school day, the procedures are as follows:

1. All medication, whether prescription or over-the-counter, shall be administered by the school nurse. Acetaminophen and Ibuprofen may be administered by the school nurse as per Mercer County Technical Schools Standard Procedures of School Health Services/Standing Orders. Parent permission must be provided on the Student Medical Emergency Card.
2. All medication, whether prescription or over-the-counter, shall be brought to the Health Office by the parent or guardian. Students, regardless of age may not carry medicine to school.
3. Prescription medication shall be in the original labeled bottle or container. Ask your pharmacist to divide the medication into two different labeled containers – one for home and one for school.
4. Over-the-counter medication shall be in an unopened bottle with the original manufacturer’s label on it.
5. Before any medication may be administered during school hours, the Board of Education requires a written request from both the parent/guardian and a written order from a legal
prescriber (physician, dentist or nurse practitioner). Please note written orders must be renewed annually. Orders should include:
A. The purpose of the medication.
B. The dosage of medication.
C. The frequency.
D. The reason for prescribing medication.
E. The specific directions.
F. The possible side effects of the medication.
These orders are kept on file in the office of the school nurse.
6. The policy applies to all students, including those who are 18 years of age and older.
7. Students will be permitted to self-administer medication for asthma or other potentially life-threatening illnesses only with written certification by the physician and written authorization by the parent/guardian.
   A. An “Asthma Treatment Plan” prepared by the physician must list asthma medications and authorize any medications for self-administration.
   B. If a student requires the use of epinephrine for a life-threatening allergic reaction, doctor’s orders must be provided as well as an epinephrine auto-injector.
   C. Diabetic students must submit a “Diabetes Medical Management Plan” and provide a glucagon kit to the school’s health office.
8. All medication forms (Asthma Treatment Plan, Diabetic Medical Management Plan and Self-Administration Authorization Forms- Epinephrine) are available at the school’s health office or online at www.mcts.edu/forms
9. Students that require medication may not attend off-site co-curricular activities without parental permission and a written Physician/Prescriber’s order.

LOSS OF SCHOOL-OWNED PROPERTY

All loaned or issued school owned property must be returned by the end of each school year or at a time designated by the instructor. Loss of such property may result in the withholding of grades and credits. Monetary restitution based on the current market replacement value is required.

PARENT-TEACHER CONFERENCES

Instructors are available for such conferences between 2:30 p.m. and 3:15 p.m. each day by contacting the office to make arrangements in advance for a parent-teacher conference.

PUPIL PROJECTS AND WORK REQUESTS

All projects undertaken by students must add to their skill development and be within the scope of course content. Projects may be of personal nature with the intention of taking them home permanently. In this case, the student must pay for the cost of materials used in the construction of the project.
Students have the opportunity to request live work services by obtaining a Work Order Form from the main office. After filling out this form, the student should give it to the instructor, who will in turn send it to the office for approval. All students will be charged for the price of materials used to carry out the request.

**SAFETY**

All accidents involving injury should be reported immediately to the teacher. First aid will be given and an Accident Report form will be filled out. The practice of reporting every accident, no matter how slight, is very important for your benefit and protection. Every effort is made to make all areas and equipment as safe as humanly possible. Safe working practices are part of the course of study in every program area. State law requires that all students, teachers, and visitors wear protective eye devices while engaged in or exposed to known dangers. Such safety glasses will be issued to each student. There will be a $5.00 charge for each subsequent pair of safety glasses issued after the first pair.

**INSURANCE**

Accident insurance is available through each student’s home school. We strongly recommend that you purchase this relatively inexpensive coverage. The Mercer County Board of Vocational Education carries the proper liability insurance but does not carry Student Accident Insurance. Therefore, it is the responsibility of the parent/guardian to make provisions for accident insurance.

**STUDENT HEALTH INSURANCE**

For students who do not have health insurance, please refer to the Office of New Jersey Family Care. They offer subsidized health insurance for essentially uninsured children up to the age of 19. For information, call 1.800.701.0710. Their website is www.njfamilycare.org “need help enrolling” link. For language translation services, students and parents may contact 1.800.701.0710 for assistance in many languages.

**SCHOOL DAY**

Mercer County Technical Schools’ shared-time programs operate two sessions. The morning session will start at 8:00 a.m. and end at 10:45 a.m. Afternoon sessions will begin at 11:45 a.m. and end at 2:30 p.m. Students are expected to be in their respective shops at the beginning of each session. At that time, attendance will be taken. Full-time sessions begin at 7:55 am with dismissal at 2:30 pm.
SCHOOL CLOSING/EMERGENCY CLOSING

Emergency school closings will be determined by the Superintendent on the basis of safe conditions for the students and staff. Radio station 94.5 FM (WPST) will be notified. All closing and delay information will be posted to their website at [www.wpst.com](http://www.wpst.com) and at [www.mcts.edu](http://www.mcts.edu).

STUDENT ACTIVITIES

Students are in every way considered a part of their home school and as such can participate in the extra and co-curricular activities offered there. Mercer County Technical Schools will not sponsor any athletic programs or musical activities. All student organizations that are co-curricular are oriented to vocational skills.

Full time students can participate in co-curricular activities such as: Debate Team, HOSA, Math League, Model United Nations, National Honor Society, Student Council, World Media Club, and Yearbook.

SKILLSUSA

SkillsUSA is the national youth organization that serves students enrolled in trade, industrial and technical, occupations; thus, membership is automatic due to its curricular integration. The concept behind SkillsUSA is to develop the “whole student” – and his/her social and leadership training through the professional development and competitive skill programs.

H.O.S.A. – FUTURE HEALTH PROFESSIONALS

HOSA (Health Occupations Students of America) – Future Health Professionals is a national student leadership organization for students enrolled in health programs. Technical skills and leadership development are offered on the local, state, and national levels.

PROJECT LEAD THE WAY

Project Lead the Way (PLTW) is the nation’s leading provider of science, technology, engineering, and math (STEM) programs. Through a world-class curriculum PLTW is helping students to develop the skills needed to succeed in the global economy.

STUDENT RECORDS

Students over 18 years of age, or parents/guardians of students under 18, have the right to inspect and review their permanent records by making the request to Guidance Counselor or the Administration.
School records to which students or parents/guardians have access consist of identification, family information, attendance, courses taken, grades and credits earned, health data, standardized test scores, achievement awards, and activities.

**TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Students will be issued textbooks and other instructional materials for class. Students and parents/guardians will be held financially responsible for any material which is lost or damaged. Textbooks and instructional materials have been selected to meet the appropriate individual needs of students. Student’s records such as report cards will be held until all fines are paid or materials are returned.

**TRANSPORTATION**

Transportation arrangements are made through the home school district. Students must abide by the rules and regulations established by the home and technical schools. Permission to drive a vehicle to campus will be granted upon the following procedures:

1. Must be high school senior.
2. Request a parking Permit Application from the office at the Assunpink Center.
3. Have form signed by parent/guardian and a home school representative for shared-time students.
4. The signed form must be returned to the office along with proof of insurance, current registration, valid driver’s license and $5.00 before a Parking Permit will be issued.
5. Parking permits must be posted on vehicle.
6. Must park in assigned parking space only.

Students should be aware that the use of a vehicle is a privilege and not a right. Excessive tardiness or failure to abide by posted driving and parking regulations will result in the loss of the student’s driving privilege.

**TUITION STUDENTS**

High School graduates who are enrolled in the day school program will be assessed tuition. Mercer County residents not having a GED or high school diploma under the age of twenty (20) can enroll tuition-free if they are concurrently pursuing a high school diploma or equivalent. Educationally handicapped students under the age of 21 who are not high school graduates may attend tuition free. Such students are also responsible for the protective clothing and work shoes required by the program. Tuition students are enrolled on a space-available basis.
VISITORS

Visitors are not allowed in any classroom without the permission of the Principal or Supervisor. Anyone who wishes to visit the Assunpink Center must make arrangements for such a visit in advance by contacting the Main Office at (609) 586-5144.

SCHOOL SPIRIT

Let people know about the Mercer County Technical School District. You are considered an exceptional, gifted, and talented student because you have selected to attend a technical program. When talking about the school to your friends, you may want to share:

1. The classes you take.
2. The things you are learning.
3. The good experiences you have.
4. Your pride to have been selected.
5. Show your enthusiasm.
6. The skills and knowledge of your teachers.
7. A description of the shops and the state-of-the-art equipment.

Remember YOU are the best SALESPERSON of the program!!!

LIBRARY

Students enrolled in Mercer County Community college have full use of the College Library. Students enrolled in the Health Science Academy will be issued “student cards” through the Mercer County Library System. Parent/Guardians are required to apply for this card by bringing the student’s schedule to a library branch.

STUDENT BEHAVIOR AND DISCIPLINE

The nature of shop work requires that students be given more freedom than in most classrooms. We expect students to accept the responsibility that accompanies this added freedom and behave in a mature adult manner.

THINK BEFORE YOU ACT! Each shop and classroom contains hazardous areas and equipment. We will not tolerate actions which will endanger the safety of students or teachers. Individual teachers will handle their own student discipline. If and when the situation becomes a serious matter, the offender will be referred to the Supervisor or Principal for appropriate action. In the event of a suspension, a parent/guardian conference may be arranged before re-entry.

A Code of Conduct is signed by all students/parents/guardians at the start of each school year and kept on file in the students records.
Short-term suspension of ten (10) days or less imposed by the vocational school district shall be honored by the student’s sending district and vice versa.

**Dress Code**

It is expected that all students of the Mercer County Technical Schools will use good judgment in the selection of personal clothing that is neat, clean and will not be offensive in either taste or modesty. Safety requirements of specialized instruction are prime factors that must also be considered; therefore, recommendations are in keeping with comfort, appearance and propriety.

1. Hair should be kept presentable and clean. Long, free-hanging hair must be appropriately tied or fastened to the back of the head when working in shops. When working with food, a hair net and/or a hat must be worn.
2. Beards, mustaches and sideburns should be neat and trim.
3. Sunglasses may not be worn in class, except with a doctor’s note, filed in the Nurse’s office.
4. Hats and caps are NOT permitted to be worn in the classroom, offices and media center.
5. Revealing shorts, shirts, blouses, skirts, and sleeveless undershirts are considered to be in poor taste and should not be worn in school.
6. Food handlers and dispensers must wear disposable protective plastic (poly) gloves.
7. Shirts that represent drugs, alcohol or violence or that use profanity or are sexually explicit are not permitted.
8. Each teacher will provide specific details concerning safety apparel required in a shop.
9. Students are required to wear closed toe shoes while working in shop.

**Health Science Academy Dress Code**

<table>
<thead>
<tr>
<th>Uniforms</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Badges</td>
<td>Should be worn on a lanyard or clipped on shirt.</td>
</tr>
<tr>
<td>Pants</td>
<td>Tan or navy scrubs</td>
</tr>
<tr>
<td></td>
<td>Khaki or black dress pants</td>
</tr>
<tr>
<td>Shirts</td>
<td>Professional short sleeved or navy or tan scrubs</td>
</tr>
<tr>
<td></td>
<td>Collared navy Golf/Polo Short or long sleeve shirt to be</td>
</tr>
<tr>
<td></td>
<td>worn with khaki or black dress pants</td>
</tr>
<tr>
<td></td>
<td>A long or short sleeved SOLID white, black or navy shirt</td>
</tr>
<tr>
<td></td>
<td>may be worn under scrub, which could be a turtleneck, knit</td>
</tr>
<tr>
<td></td>
<td>or long sleeve Henley.</td>
</tr>
<tr>
<td>Outerwear</td>
<td>Navy Blue, Black, or Grey crew, v-neck, or cardigan sweater</td>
</tr>
<tr>
<td></td>
<td>MCTS Fleece may be worn during class time ONLY.</td>
</tr>
<tr>
<td>Athletic Apparel (Physical Education Purposes ONLY)</td>
<td>Physical Education Uniform issued from MCTS (see order form)</td>
</tr>
<tr>
<td></td>
<td>Athletic sneakers ONLY</td>
</tr>
<tr>
<td>Shoes</td>
<td>Sneakers with laces, zippers, Velcro and/or elastic gusset</td>
</tr>
<tr>
<td></td>
<td>ONLY – predominantly White or Black</td>
</tr>
<tr>
<td>Uniforms</td>
<td>ACCEPTABLE</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Name Badges</td>
<td>→ Should be worn on a lanyard or clipped on shirt</td>
</tr>
<tr>
<td>Pants</td>
<td>→ Khaki or Black Dress Pants</td>
</tr>
<tr>
<td>Shirts</td>
<td>→ Collared <strong>navy</strong> Golf/Polo Shirt or Long Sleeve Shirt to be worn with Khaki OR Black Dress Pant.</td>
</tr>
<tr>
<td>Outerwear</td>
<td>→ Crew, V neck or buttoned cardigan blue, black, or grey sweater  No Hoodies or sweatshirts permitted in the classroom.</td>
</tr>
<tr>
<td>Athletic Apparel</td>
<td>→ Physical Education Uniform issued from MCTS (see order form)</td>
</tr>
<tr>
<td>(Physical Education purposes ONLY)</td>
<td>→ Athletic sneakers ONLY</td>
</tr>
<tr>
<td>Shoes</td>
<td>→ Sneakers with laces, zippers, velcro and/or elastic gusset</td>
</tr>
<tr>
<td></td>
<td>→ Shoes – flat, closed toe and back</td>
</tr>
<tr>
<td></td>
<td>→ Non-Skid soles for Safety</td>
</tr>
<tr>
<td></td>
<td>→ Clean and in good condition</td>
</tr>
<tr>
<td>Boots</td>
<td>→ Winter boots may be worn from October 31 to March 15</td>
</tr>
<tr>
<td></td>
<td>→ Non-Skid soles for Safety</td>
</tr>
<tr>
<td></td>
<td>→ Clean and in good condition</td>
</tr>
<tr>
<td>Jewelry</td>
<td>→ Small to moderate size earrings, no larger than a 25 cent piece</td>
</tr>
</tbody>
</table>

**STEM ACADEMY DRESS CODE**

Violations: (1) Parental Notification  (2) No participation in school Dress Down Days
AGGRESSIVE BODY CONTACT AND FIGHTING

Aggressive Body Contact and Fighting are considered extremely serious and are unacceptable behavior. Such behavior will result in an immediate suspension of 1–9 days. Parents/guardians will be called and a parent/teacher conference may be scheduled before reentry. Disenrollment may result.

ACADEMIC DISHONESTY

Students caught cheating may be referred to the Principal/Supervisor's office for possible disciplinary action. Whenever a student is given an assignment where information must be copied, credit to the source or author must be given. Copying without due credit is plagiarism, which in addition to being a disciplinary offense, will affect the grade considerably.

FOOD, DRINK AND GUM

The consumption of food and beverages is permitted in designated areas and at designated times only. The chewing of gum and consumption of food and beverages during instructional periods is prohibited.

GAMBLING AND CARD PLAYING

Gambling and card playing are prohibited in any part of the school or on the school bus. Students who are reported to the office for gambling and/or card playing will be charged with disobedience and insubordination and accordingly disciplined.

HARASSMENT, INTIMIDATION, BULLYING & HAZING

The Board of Education prohibits all acts of Harassment, Intimidation and Bullying on school grounds in accordance with the Board of Education Policy #5512.01 which may be accessed on the district website at www.mcts.edu. Consequences may be imposed for these acts when they occur off school grounds.

Pupils are expected to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the code of conduct.
LAW ENFORCEMENT LIAISON

In order to ensure that such cooperation continues, the Board directs the chief school administrator to serve as the school district's liaison to law enforcement agencies. The roles and responsibilities of the school district liaison shall be made a part of the Memorandum of Agreement between the school district and the Hamilton Township law enforcement agencies.

ILLEGAL DRUGS, NARCOTICS, ALCOHOL, AND CONTROLLED DANGEROUS SUBSTANCES

The Board regards the possessing, selling or consuming of illegal drugs, narcotics, alcohol and/or controlled dangerous substances as a grave matter and therefore, prohibited on all school system property (owned, rented or leased).

The Board also recognizes the existing drug and alcohol abuse problem in society and is aware of the school district’s role in helping students and their families to secure necessary assistance.

The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property.

The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988.1.

It is the policy of the Board that the administration take the action specified in this policy for violations involving drugs, narcotics, alcohol, and/or controlled dangerous substances. Per Board of Education Policy 5530 and N.J.A.C. 6A:16-6.3(a), the Superintendent and/or designee will notify the appropriate law enforcement agency.

A. VIOLATIONS RELATED TO SCHOOL

1. CONSUMING, POSSESSING OR UNDER THE INFLUENCE OF ILLEGAL DRUGS, NARCOTICS, ALCOHOL AND/OR CONTROLLED DANGEROUS SUBSTANCES.

   a. Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the principal or his/her designee.
b. The principal or his/her designee shall immediately notify the parent or guardian and the chief school administrator and arrange for an immediate examination of the student. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector of the sending district. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector of the sending district or, if the medical inspector of the sending district is not available, the student shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the student. If the student is in possession of alcohol, illegal drugs or steroids or prescription pills (which must be signed in to the nurse if required by physician for a student), law enforcement will be notified.

c. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, such an examination shall not be at the expense of the district board of education.

d. A written report of the medical examination shall be furnished to the parent or guardian of the student, the principal and the chief school administrator by the examining physician within 24 hours.

e. If the written report of the medical examination is not submitted to the parent or guardian, principal and chief school administrator within 24 hours, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

f. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall be suspended from school for a period of up to ten (10) days and/or in accordance with the sending district. Attendance at school shall not be resumed until a written report has been submitted to the principal and chief school administrator from a physician who has examined the student to diagnose alcohol or other drug use. The report shall certify that a substance no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.


h. While the student is at home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the student’s alcohol or other drug use and its effect on his or her school performance.

2. INSTANCES INVOLVING ANABOLIC STEROIDS:
a. Whenever any teaching staff member, school nurse or other educational personnel shall have reason to believe that a student has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the principal or, in his/her absence, to his or her designee.

b. The principal or his/her designee shall immediately notify the parent or guardian and the superintendent of schools and shall arrange for an examination of the student by a doctor selected by the parent or guardian, the sending districts, designated physician, or the emergency room. The student shall be examined immediately for the purpose of diagnosing whether or not the student has been using anabolic steroids.

c. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the student and to the superintendent of schools.

d. If it is determined that the student has been using anabolic steroids, the student should be referred to his/her sending school district’s substance awareness coordinator.


B. VIOLATIONS NOT RELATED TO SCHOOL

A student apprehended for the abuse of illegal drugs, narcotics, alcohol and/or controlled dangerous substances while off the grounds and before or after school hours will normally be permitted to continue attending classes pending disposition of his/her case in court.

The law enforcement authorities shall be requested to notify school officials of the nature of the charges and of the disposition. The Principal shall have responsibility for follow-up on the disposition of the criminal charges. The district reserves the right to take appropriate action following disposition of the criminal charges, consistent with the educational needs of the student and the district as a whole.

C. SELLING OR PROVIDING OTHERS WITH ILLEGAL DRUGS, NARCOTICS, ALCOHOL AND/OR CONTROLLED DANGEROUS SUBSTANCES

The principal/supervisor shall follow all of the procedures as outlined in the Board's "Agreement between Education and Law Enforcement Agencies." This agreement has been established with the Hamilton Township Police Department.

D. NON-STUDENT VIOLATION
Any non–student in a school building or on school property who is found possessing, selling, consuming or under the influence of illegal drugs, narcotics, alcohol, and/or controlled dangerous substances at any time shall be reported to the Principal and/or designee who shall immediately report the incident to the law enforcement authorities and to the Superintendent.

E. **Annual Review and Availability**

   a. Policies and procedures designed to control illegal drugs, narcotics, alcohol, and controlled dangerous substances shall be reviewed annually by both internal and external community groups such as the safety committee, the general advisory committee, and the parents' association.

   b. Procedures for illegal drugs, narcotics, alcohol, and controlled dangerous substances shall be published annually in both the staff manual and student handbook.

F. **In-Service Training**

The chief school administrator will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6:3–6.3 et. seq.

G. **Reporting Procedures**

In all instances involving illegal drugs, narcotics, alcohol, controlled dangerous substances, and confirmed Harassment, Intimidation, or Bullying incidents, a Violence, Vandalism and Substance Abuse Incident Report form as prescribed by the Department of Education shall be completed.

**Insubordination**

Insubordination is lack of respect for authority; being willfully disrespectful or disobedient, or rebellious and includes, but is not limited to:

1. Not following classroom rules, regulations and procedures.
2. Not following school rules, regulations and procedures.
3. Not following a staff member’s reasonable request or directive.
4. Refusal to participate or do work in class/shop.

**Class Cutting/Leaving School Grounds**

Cutting class by not coming to school at all, leaving a class without permission, or leaving school grounds without permission is considered an act of truancy and insubordination. It also shows a lack of respect for oneself, others and school rules. Students must obtain permission from the Principal, Supervisor, Counselor, or if ill, from the School Nurse to leave school grounds during instructional time. Failure to follow these rules will result in disciplinary action.
INTERROGATIONS AND INVESTIGATIONS SEARCH AND SEIZURE

Interrogations, investigations, search and seizure, and locker searches will follow due process procedures handled according to Board of Education policies 5145.11 and 5145.12. This information is available and on file in the Principal's office for review.

When a school official has reasonable grounds to believe that students possess evidence (pursuant to N.J. Statutes 18A/36–19.2) of illegal activity or of an activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.

PROFANITY/OBScenITY

The use of profanity and obscenity are unacceptable forms of behavior in a school environment. The use of one or both is strictly prohibited, whether written, verbal, or through body communications. Such behavior will lead to disciplinary action by classroom teacher and/or Principal.

CELL PHONES, HEADPHONES, EARBUDS AND PERSONAL ELECTRONICS

Students are not permitted to use cell phones in the classroom or shop unless its specific use is approved for educational purposes. A ringing cell phone, answering a cell phone, talking or playing a game, checking or sending text messages, and dialing numbers on a cell phone are all considered “using a cell phone.” If a student uses a cell phone or other personal electronic technology in the classroom or shop, it will be confiscated and returned to the student at the end of the session on the first offense. For subsequent offenders please refer to the offenses listed below. If a student refuses to give his/her cell phone to school authorities when they request it, he/she may be suspended for defiance of school authority.

Personal electronic technology is allowed on campus before and after class and during breaks only. In emergency situations or in situations deemed important by the teacher and/or supervisor, staff will provide for phone access for students during school hours.

The MCTS school district is not responsible for personal electronics.

Should a student be observed in an educational setting using a cell phone for any purpose (speaking, texting, messaging, pictures/videos, etc.) or if the cell phone rings during the school day the following disciplinary actions will occur:
**First Offense:** The phone is immediately confiscated by instructor and secured until the end of class. The student’s name is recorded on a cell phone log. The student may pick the phone up at the end of the school day/shop.

**Second Offense:** The phone is immediately confiscated and sent to the Main Office. The student will pick up the phone from an Administrator.

**Third Offense:** The phone is immediately confiscated and sent to the Main Office. An Administrator will contact a parent/guardian to pick up the cell phone at his/her convenience.

With continued use of cell phone during class/shop, the phone will be immediately confiscated and sent to the Main Office.

There will be zero tolerance of cell phone use during assemblies, standardized testing, fire drills and other school evacuations. This is also a reminder to all parents that your child may only contact you with his/her cell phone with the permission of the School Nurse, Guidance Department, or Main Office. Discipline violations and violations of the MCTS Harassment Intimidation or Bullying Policy, via cell phone, will be handled as per the Student Code of Conduct and MCTS Regulations/Procedures.

**CAMERAS**

Cameras and audio video recordings from any electronic communication recording device (ECRD) that can record or transmit sound, video or still images are prohibited on school grounds at all times. The proliferation of cameras and other ECRD’s has created incidents of cheating, taking inappropriate photos, drug dealing, bullying, invading of privacy, compromising confidentially, reputation attacks, and harassment between students. A camera or other ECRD’s may only be used on school grounds with permission of a school staff member supervising a curricular or school-sponsored co-curricular activity or for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook, staff or teacher directed approved activities and classroom presentations/projects. Students who violate the procedures for recording and transmitting will have their camera or other ECRD confiscated and it will be returned only to a parent/guardian.

**SEXUAL MISCONDUCT**

Inappropriate sexual behavior is defined as any sexually related action or response which after investigation and conference is considered socially unacceptable. Out–of–school suspension may result in lieu of an in-school suspension when the student behavior involves explicit sexual acts. In all instances, parents/guardians will be notified.

Students are to refrain from hugging, kissing, and touching one another. The school environment is not an appropriate setting for open public displays of affection of this kind.
STUDENT COMPLAINT AND GRIEVANCE
See Code of Conduct

SMOKING

The Board of Education recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and nonsmoker and the safety of the school district. In order to protect the students, staff, employees, visitors and guests of the school district from an environment that may be harmful to them, and because of its possible harm to personal well being, the Board of Education hereby prohibits smoking by all students, employees, visitors, or guests in all school buildings and within the boundaries of school district property during the school day in accordance with 18A: 20-34. Students are not permitted to leave schools and trespass on neighboring property to smoke. Students are not permitted to use “electronic smoking devices” on school grounds or neighboring properties.

Below is the law and it is clear as in NJ it prohibits the use of “electronic smoking devices” in public places and workplaces. Please check out the law (below) along with the GASP (Global Advisory Smokefree Policy) website (http://www.njgasp.org/ecigs.htm) to help get to speed about e-cigarettes.

New Jersey State Laws: on January 11, 2010, New Jersey Governor Corzine signed into law A4227/4228 which bans the use of “electronic smoking devices” in public places and workplace (amended the 2006 NJ Smokefree Air Act), and bans the sale of electronic smoking devices to persons 18 years and younger. This is the first law of its kind, in the nation, with the New Jersey Senate and Assembly both voting unanimously in favor of the law.

SMOKING ON SCHOOL PROPERTY WILL RESULT IN DISCIPLINARY ACTION!

STUDENT USE OF PERSONAL TOOLS AND EQUIPMENT

A permission slip signed by the student, instructor and guardian is required for use of personal tools and equipment. Mercer County Technical Schools is not responsible for equipment that becomes lost, stolen or broken.

THEFT

Illegal possession of another person’s belongings or school property is a serious matter. Any student who possesses takes or conspires to take another person’s belongings or school property without permission may be subject to suspension, municipal arrest and prosecution. Such students may also be liable for restitution of the unreturned or damaged belongings.
Career Prep is a program of the Mercer County Technical Schools in partnership with Mercer County Community College. The program offers high school seniors an opportunity to enroll in courses at Mercer County Community College. This is an exceptional elective opportunity for students to simultaneously earn high school and college credits. College credits can be applied toward MCCC associate degree programs or transferred to four-year colleges and universities.

WHEN DOES THE PROGRAM TAKE PLACE?
Career Prep courses are offered from approximately 11:45AM to 2:30PM daily on the grounds of Mercer County Community College, West Windsor campus with the exception of Fire Science Technology, which is located at the Dempster Fire Training Center in Lawrenceville. Sometimes, there are classes that may take place after 2:30PM. The college schedule is followed therefore students must attend classes based on the MCCC calendar which may differ from the high school calendar.

PROGRAM BENEFITS
Students can earn up to 13 college credits, tuition-free. Students completing Career Prep programs will receive transferable college credits upon graduation from their high school.

STUDENT RESPONSIBILITIES
- Students must purchase books and any uniform requirements (tuition is provided)
- Students must attend all scheduled class meetings – 3 absences (regardless of reason) permitted per course before withdrawn from program entirely
- Students must earn passing grades, according to MCCC policy (C and above), in all classes during the 1st semester in order to advance to the 2nd semester courses
- Students must adhere to college procedures, code of conduct and college rules and regulations according to the Mercer County Community College Handbook or face withdrawal from the program

Career Prep Program Descriptions

ADVERTISING AND DESIGN - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for positions as designers, graphic communicators, and assistant art directors. These positions are most often found in advertising agencies, design firms, corporate communication departments, interactive multimedia studios, and the
television industry. It also prepares students for advanced study in graphic design, advertising design, web design, or visual communication.

- ART 102 Basic Drawing – 3 CREDITS
- ART 105 Two Dimensional Design – 3 CREDITS
- ADV110 Typography I: Basics of Graphic Design – 3 CREDITS
- DMA 105 Introduction to Computer Art – 3 CREDITS

BUSINESS STUDIES – 12 CREDITS
This program is designed for the student who plans to earn a business-related degree at a four-year college or university.

- IST 101 – Computer Concepts with Applications – 3 CREDITS
- CMN 111 – Speech: Human Communication – 3 CREDITS
- ECO 103 – Basic Economics – 3 CREDITS
- BUS 209 – Business Letter/Report Writing – 3 CREDITS

COMMUNICATION - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students to transfer into a baccalaureate degree program. Designed to explore both theory and the development of practical skills, the core curriculum includes courses in oral communication, mass media, and media ethics. The General Communication concentration is designed to provide experience in a variety of areas associated with communication careers. Students then select from one of four concentrations to complete their degree.

- CMN 101 Mass Media – 3 credits
- CMN 102 Media Issues & Ethics – 3 CREDITS
- CMN 111 Speech: Human Communication – 3 CREDITS
- CMN 151 Introduction to Radio – 3 CREDITS

CRIMINAL JUSTICE – 12 CREDITS
This program is designed for students interested in a career in the field of law enforcement or those preparing for advanced study in law, criminology, social welfare or criminal justice.

- CRJ 101 – Introduction to the Criminal Justice System – 3 CREDITS
- CRJ 103 – Introduction to Corrections – 3 CREDITS
- CRJ 105 – Criminology – 3 CREDITS
- CRJ 212 – Juvenile Justice – 3 CREDITS

CULINARY & PASTRY ARTS – 12 CREDITS
This program is designed to provide students with the opportunity to jump-start their career in the food service industry as a professional chef or pastry chef.

- HOS 100 – Hospitality Success Skills – 1 CREDIT
- HOS 101 – Food Preparation I – 3 CREDITS
- HOS 115 – Food and Culture – 3 CREDITS
- HOS 118 – Sanitation and Safety in Food Service Operations – 2 CREDITS
- HOS 217 – Professional Baking I – 3 CREDITS
DANCE – 12 CREDITS
This program offers an intensive study of jazz, ballet and modern technique. Students also receive training in choreography and perform in student-driven projects as well as the Mercer Dance Ensemble (MDE), Mercer County’s own dance company.
- DAN 101 – Introduction to Dance and Culture – 3 CREDITS
- DAN 116 – Studio Dance Technique I – 3 CREDITS
- DAN 117 – Studio Dance Technique II – 3 CREDITS
- DAN 120 – Choreography I – 3 CREDITS

ENTERTAINMENT TECHNOLOGY: MUSIC TECHNOLOGY - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for careers in the entertainment industry. The Music Technology concentration integrates music theory and performance with a comprehensive array of technical and business skills that enable the graduate to pursue a variety of career tracks in the music industry such as record producer, recording engineer, remix engineer, sound technician for live shows and concerts, as well as careers in the field of film scoring and film music editing.
- ETT 102 Introduction to Entertainment Industry – 3 CREDITS
- MUS 103 Introduction to Music – 3 CREDITS
- CMN 111 Speech: Human Communication - 3 CREDITS
- CMN 153 Digital Audio Production I – 3 CREDITS

ENTERTAINMENT TECHNOLOGY: TECHNICAL THEATER - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for careers in the entertainment industry. The Technical Theatre concentration prepares graduates for careers as lighting and sound technicians, technical managers, equipment marketing representatives, and technical personnel for distributors and rental houses.
- ETT 102 Introduction to Entertainment Industry – 3 CREDITS
- THR 101 Introduction to Theater – 3 CREDITS
- THR 152 Lighting Technology (Prerequisite: ETT 102) – 3 CREDITS
- CMN 153 Digital Audio Production 1 – 3 CREDITS

EXERCISE SCIENCE – 11 CREDITS
This program provides the opportunity for students to acquire the skills, knowledge and experience necessary to enter the continually evolving field of exercise science and to transfer into related baccalaureate programs.
- HPE 101 – Basic Concepts of Nutrition – 3 CREDITS
- HPE 105 – First Aid, CPR, and AED – 3 CREDITS
- HPE 110 – Concepts of Health and Fitness – 2 CREDITS
- HPE 151 – Introduction to Exercise Science – 1 CREDIT
- HPE 163 – Team Sport Management – 2 CREDITS
FASHION/APPAREL DESIGN - 12 CREDITS
NEW FOR FALL 2015!
This program is highly interdisciplinary, providing a strong foundation in art, design, and technical studies while developing a perspective on both the creative and business aspects of the industry. The program also prepares students for advanced study at four-year colleges by paralleling the first two years of course requirements at several institutions. While the design sequence emphasizes core creative art skills, technical training focuses on computer applications used in the industry and sewing labs structured to mirror those of actual fashion/apparel studios.

- FAS 150 Technical Skills for Apparel Production I – 3 CREDITS
- FAS 105 Fashion: The Global Market Place (Kerney Campus) – 3 CREDITS
- FAS 250 Technical Skills for Apparel Production II – 3 CREDITS
- FAS 120 Introduction to Fashion Design I – 3 CREDITS

FASHION MERCHANDISING - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for careers in fashion/apparel sales, marketing, buying, and merchandising. The program also prepares students for advanced study in business or marketing in a fashion/apparel-related program. The MCCC Fashion Merchandising curriculum parallels the first two years of education at a majority of undergraduate universities and art colleges, with an emphasis on career training for gainful employment.

- FAS 130 Introduction to Textiles for Fashion (Kerney Campus) – 3 CREDITS
- FAS 105 Fashion: The Global Market Place (Kerney Campus) – 3 CREDITS
- CMN 112 Public Speaking – 3 CREDITS
- MKT 101 Principles of Marketing – 3 CREDITS

FIRE SCIENCE TECHNOLOGY – 12 CREDITS
LOCATED AT DEMPSTER FIRE TRAINING CENTER
This program provides students with skills and knowledge to become candidates for entry and/or advancement as professional and volunteer fire personnel.

- FIR 101 – Introduction to Fire Science – 3 CREDITS
- FIR 104 – Building Construction – 3 CREDITS
- FIR 204 – Fire Fighting Tactics – 3 CREDITS
- FIR 205 – Fire Department Organization – 3 CREDITS

GAMING - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for careers in the video game software industry, a relatively new and rapidly expanding industry. The New York City / northern New Jersey metro region is one of the ten largest in the country for video game design and development. Game Design is a highly interdisciplinary field drawing from a number of diverse areas such as art, writing, sound design, sociology, anthropology, computer technology, and programming. The computer is the primary tool of expression in the program; however, emphasis is placed on the development of creative thinking as well as art and design skills.

- ART 102 Basic Drawing (Kerney Campus) – 3 CREDITS
- ART 105 Two Dimensional Design – 3 CREDITS
- DMA 105 Introduction to Computer Art – 3 CREDITS
- GAM 120 Game Theory and Culture – 3 CREDITS
HOSPITALITY MANAGEMENT – 12 CREDITS
This program prepares students for employment in various entry-level management careers in the food service and lodging industries.
- HOS 100 – Hospitality Success Skills – 1 CREDIT
- HOS 101 – Food Preparation I – 3 CREDITS
- HOS 115 – Food and Culture – 3 CREDITS
- HOS 118 – Sanitation and Safety in Food Service Operations – 2 CREDITS
- HOS 104 – Hotel Management/Lodging Operations I – 3 CREDITS

INFORMATION TECHNOLOGY – 12 CREDITS
This program prepares students for work in the Information Technology field. Students may pursue entry-level jobs such as network technician, network administrator, help desk specialist, customer service representative and/or any computer support specialist position.
- NET 102 – Introduction to PC Hardware & Software – 3 CREDITS
- NET 103 – IT Essentials – 3 CREDITS
- NET 104 – Fundamentals of Computer Networks – 3 CREDITS
- NET 120 – Windows Desktop Operating Systems Administration – 3 CREDITS

NEW MEDIA AND JOURNALISM - 12 CREDITS
NEW FOR FALL 2015!
This program prepares students for the rapidly developing field that combines traditional media such as photography, film, music, and spoken and written word with the interactive power of computer and communications technology. Students who have traditionally pursued courses of study in journalism, public relations, advertising, and communications will find that this program substantially prepares them to enter the work force or transfer to communications programs at four-year universities.
- PHO 103 Introduction to Digital Photography – 3 CREDITS
- CMN 131 Journalism I – 3 CREDITS
- CMN146 Social Media Technologies – 3 CREDITS
- CMN 231 Journalism II – 3 CREDITS

PHOTOGRAPHY - 12 CREDITS
NEW FOR FALL 2015!
This program provides graduates with entry-level employment skills in the rapidly changing professional photography field. The program includes foundation courses in basic photography, digital photography, digital imaging, studio and documentary photography.
- PHO 103 - Introduction to Digital Photography - 3 CREDITS
- PHO 110 - History of Photography - 3 CREDITS
- PHO 203 - Digital Photography - 3 CREDITS
- PHO 206 - Alternative Photography Processes - 3 CREDITS
PRE-ENGINEERING – 13 CREDITS
This program offers high school students the opportunity to study pre-engineering as it relates to structural and civil engineering skills. All students must have taken High School Physics to be accepted to the program.
- CIV 230 - Mechanics of Solids – 4 CREDITS
- CIV 227 - Structural Steel Design – 3 CREDITS
- CIV 103 – Statics – 3 CREDITS
- CIV 228 - Reinforced Concrete Design – 3 CREDITS

RADIO AND TELEVISION PRODUCTION – 12 CREDITS
This program provides practical hands-on work with state-of-the-art production studio equipment. In addition, the program emphasizes and develops communication skills.
- CMN 141 – Introduction to TV Production – 3 CREDITS
- CMN 142 - Intermediate TV Production – 3 CREDITS
- CMN 151 – Introduction to Radio – 3 CREDITS
- CMN 153 – Digital Audio Production – 3 CREDITS

THEATRE – 12 CREDITS
This program combines intensive classroom study and performance to challenge the serious student who aspires to a career in the entertainment industry.
- THR 101 – Introduction to Theatre – 3 CREDITS
- THR 104 – Fundamentals of Acting – 3 CREDITS
- THR 105 – Acting II: Principles of Characterization – 3 CREDITS
- THR 210 – Theatre History: Classical to Elizabethan – 3 CREDITS

VISUAL ARTS - 12 CREDITS
NEW FOR FALL 2015!
The Visual Arts program provides students with an understanding of the arts of both western and non-western societies, including so-called primitive cultures. There is an emphasis on drawing, painting, and printmaking courses, develops students' technical skills and personal expression, and provides a deeper knowledge and appreciation of art history.
- ART 102 Basic Drawing (Kerney Campus) – 3 CREDITS
- ART 104 Life Drawing – 3 CREDITS
- ART 105 Two-Dimensional Design – 3 CREDITS
- ART 121 History of Art I – 3 CREDITS
2015-2016 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2015</td>
<td>First Day of School for Students</td>
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<tr>
<td>September 23, 2015</td>
<td>Closed – Fall Recess</td>
</tr>
<tr>
<td>November 5, 2015</td>
<td>Closed - NJEA Convention</td>
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<tr>
<td>November 6, 2015</td>
<td>Closed - NJEA Convention</td>
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<tr>
<td>November 26-27, 2015</td>
<td>Closed - Thanksgiving Recess</td>
</tr>
<tr>
<td>December 24–31, 2015</td>
<td>Closed - Winter Recess</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td>Closed - New Year’s Day Observance</td>
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<tr>
<td>January 18, 2016</td>
<td>Closed - Dr. Martin Luther King’s Birthday</td>
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<tr>
<td>February 15, 2016</td>
<td>Closed - Presidents’ Day</td>
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<tr>
<td>March 25-31, 2016</td>
<td>Closed – Spring Break</td>
</tr>
<tr>
<td>April 1, 2016</td>
<td>Closed – Spring Break</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Closed – Memorial Day Observance</td>
</tr>
<tr>
<td>June 17, 2015</td>
<td>Last Day of School</td>
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</tbody>
</table>

*If more than two emergency closing days occur, holidays will be converted to school days as follows:

3rd day – make up on January 18
4th day – make up on February 15
5th day – make up on April 1
6th day – make up on March 31
7th day – make up on March 30
8th day – make up on March 29
9th day – make up on March 28

*If more than two emergency closing days occur, holidays will be converted to school days as follows:

3rd day – make up on January 18
4th day – make up on February 15
5th day – make up on April 1
6th day – make up on March 31
7th day – make up on March 30
8th day – make up on March 29
9th day – make up on March 28

31
2015-2016 Admissions Events

October 13, 2015
2:00PM – 6:00PM
OPEN HOUSE Health Careers Center
Located at Health Careers Center

6:00 PM – 7:00 PM
District Information Session
Located at Assunpink Center

6:00PM – 8:00PM
OPEN HOUSE at Adult Evening Program
Located at Assunpink Center

November 10, 2015
6:00PM – 7:00PM
District Information Session
Located at Assunpink Center

December 17, 2015
5:00 PM – 7:00 PM
District Information Session
Located at Arthur R. Sypek Center

January 21, 2016
6:00 PM – 7:00 PM
District Information Session
Located at Arthur R. Sypek Center

March 10, 2016
2:00PM – 6:00 PM
OPEN HOUSE Health Careers Center
Located at Health Careers Center

6:00 PM – 8:00 PM
OPEN HOUSE at Adult Evening Program
Located at Assunpink Center

WWW.MCTS.EDU

Admissions
129 Bull Run Road
Pennington, NJ 08534
T: 609.438.0109
F: 609.737.3951

Arthur R. Sypek Center
129 Bull Run Road
Pennington, NJ 08534
T: 609.737.9785
F: 609.737.3951

Assunpink Center
1085 Old Trenton Road
Trenton, NJ 08690
T: 609.586.5144
F: 609.586.1709

Health Careers Center
1070 Klockner Road
Trenton, NJ 08619
T: 609.587.7640
F: 609.587.3304
PUBLIC NOTICE

On October 30, 1987, the U.S. Environmental Protection Agency (USEPA) published the following rules in the Federal Register: ASBESTOS-CONTAINING MATERIALS IN SCHOOLS; FINAL RULE AND NOTICE, commonly referred to as the AHERA regulation. The rule requires Local Education Agencies (ie., school boards) to inspect school buildings for the presence of Asbestos Containing Building Materials (ACBM).

In our continuing effort to fully comply with the various asbestos regulations, the Mercer County Technical School District has been inspected by EPA-accredited inspectors and Management Plans have been prepared by EPA-accredited management planners. The Management Plans detail the findings and the measures the school system is taking to maintain a safe environment in which our staff and students may function.

The Management Plans are located at the Central Administration Board Office at the Assunpink Center. If you wish to review the Management Plan, please call (609) 586–5594 between the hours of 9:00 a.m. and 2:30 p.m. to make an appointment.

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Mercer County Technical Schools District does not discriminate in its educational or employment practices on the basis of race, color, creed, religion, sex, ancestry, national origin or handicap.

The Affirmative Action Officer is Mr. Lance Simek, 129 Bull Run Rd., Pennington, NJ 08534, telephone number (609) 737-9785. The Section 504 Officer of the Rehabilitation Act of 1973 is Megan Ferdetta, 1085 Old Trenton Road, Trenton, NJ, 08690, telephone (609) 586-5144.