Mercer County Technical Schools

Student Handbook
2015-2016

Arthur R. Sypek Center
129 Bull Run Rd.
Pennington, NJ 08534
(609)-737-9785
www.mcts.edu
BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS
IN THE COUNTY OF MERCER

MR. ALBERT PITMAN
PRESIDENT

MR. JOHN ZOLLER
VICE-PRESIDENT

DR. LAURA C. MORANA
INTERIM EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS

MS. JUDITH ISZARD
MS. YOLANDA STINGER
BOARD MEMBERS

MS. TANYA DAWSON
BUSINESS ADMINISTRATOR/BOARD SECRETARY

MS. DEBORAH DONNELLY
ASSISTANT BUSINESS ADMINISTRATOR

CENTRAL ADMINISTRATION

Dr. Kimberly J. Schneider  Superintendent
Ms. Dana Hice-DePugh  Assistant-Superintendent for Curriculum and Instruction
Ms. Patti Michalchuk  Administrative Assistant
Mr. Sean Cavalier  Manager of Buildings/Grounds

SYPEK CENTER ADMINISTRATIVE STAFF

Dr. Kimberly J. Schneider  Acting Principal
Mr. John Ketterer  Interim Supervisor
Ms. Deborah Brown-Kuhn  School Nurse
Mr. David Nash  District C.I.E. Coordinator
Mr. Lance Simek  Social Worker

SECRETARIAL STAFF

Ms. Katrina Daniels  Principal’s Secretary
Ms. Dosha Brown  Secretary
Ms. Jackie Dzbenski  Secretary

CUSTODIAL & MAINTENANCE STAFF

Mr. Joe Cruz  Head Custodian
Mr. Teddy Mullings  Custodian
Mr. Felix Rodriguez  Custodian
Mr. Kacy Hill  Custodian
Mr. Esaw Coons  Custodian
Mr. Daniel Blazovic  Custodian
Dear Student:

The faculty, staff, and administration at Sypek Center would like to welcome you to the start of a fulfilling, rewarding and enriching school year.

Whether you are preparing to join the workforce or to further your education upon completion of your program at Sypek, our knowledgeable, dedicated, and caring staff will inspire and challenge you. Beyond the career and technical training that you will receive here, you will find that the supportive environment will provide many opportunities for a well-rounded education that will enhance your social and life skills both in and out of the classroom.

Safety and success are a top priority. It is your responsibility to abide by the important information provided in this Handbook and the “Student Code of Conduct” so you are aware of our expectations. Demonstrating your understanding this information will be a key component to your success at Sypek.

We look forward to watching you grow intellectually, socially, and technically and hope you take advantage of your opportunities at Sypek.

Have an exciting year. Please contact me should you have any questions, concerns, or ideas.

Sincerely,

John Ketterer
Interim Supervisor of Secondary Education
# TABLE OF CONTENTS

Acceptable Use Policy (AUP) ................................................................. 10  
Adult Students .................................................................................. 12  
Affirmative Action ........................................................................... Back Cover  
Aggressive Body Contact (Fighting) .................................................. 19  
Asbestos Assurance Statement .......................................................... Back Cover  
Attendance Policy ............................................................................ 8  
Awards and Scholarships .................................................................. 31  
Cameras ............................................................................................. 26  
Career Prep ....................................................................................... 28  
Cell Phones, Headphones, Earbuds, and Personal Electronics .......... 25  
Change of Address ........................................................................... 10  
Cheating/Plagiarism ......................................................................... 19  
Class Cutting/Leaving School Grounds .............................................. 24  
Cooperative Industrial Education ....................................................... 11  
Counseling ......................................................................................... 13  
DECA .................................................................................................. 16  
Dress Code ......................................................................................... 19  
Early Dismissals ............................................................................... 11  
Entrance Requirements ................................................................... 7  
Field Trips .......................................................................................... 13  
Food, Drink and Gum ....................................................................... 20  
Gambling and Card Playing ................................................................. 20  
Grades and Credits .......................................................................... 12  
Harassment, Intimidation, Bullying, and Hazing .............................. 20  
Illegal Drugs, Narcotics, Alcohol, and Controlled Dangerous Substance ................................................................................................................. 20-24  
Instructional Staff ............................................................................. 6  
Insubordination .................................................................................. 24  
Insurance ........................................................................................... 15  
Interim Reports .................................................................................. 13  
Interrogations, Investigations, Search, and Seizure ......................... 24  
Lateness to School ............................................................................ 9  
Law Enforcement Liaison .................................................................. 20  
Loss of School Owned Property ......................................................... 15  
Map ..................................................................................................... 33  
Mission Statement ............................................................................ 7  
Parent-Teacher Conferences .............................................................. 15  
Profanity/Obscenity .......................................................................... 25  
Pupil Projects and Work Requests ..................................................... 15  
Safety .................................................................................................. 15  
Save the Date .................................................................................... Back Inside Cover  
School Calendar ................................................................................ 33  
School Closing/Emergency Closing ................................................... 16  
School Day ........................................................................................ 16  
School Spirit ...................................................................................... 18  
2NDFLOOR Youth Helpline ............................................................... 13
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Administering of Medication</td>
<td>13</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>26</td>
</tr>
<tr>
<td>SkillsUSA</td>
<td>16</td>
</tr>
<tr>
<td>Smoking</td>
<td>26</td>
</tr>
<tr>
<td>Statement of Philosophy</td>
<td>7</td>
</tr>
<tr>
<td>Student Activities</td>
<td>16</td>
</tr>
<tr>
<td>Student Behavior and Discipline</td>
<td>18</td>
</tr>
<tr>
<td>Student Complaint and Grievance</td>
<td>26</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>16</td>
</tr>
<tr>
<td>Student Records</td>
<td>17</td>
</tr>
<tr>
<td>Student Use of Personal Tools and Equipment</td>
<td>27</td>
</tr>
<tr>
<td>Textbooks and Instructional Materials</td>
<td>17</td>
</tr>
<tr>
<td>Theft</td>
<td>27</td>
</tr>
<tr>
<td>Transportation</td>
<td>17</td>
</tr>
<tr>
<td>Tuition Students</td>
<td>17</td>
</tr>
<tr>
<td>Visitors</td>
<td>18</td>
</tr>
</tbody>
</table>
• INSTRUCTIONAL STAFF •

Mr. Thomas Agans
Ms. Natalie Aulicino
Mr. Edward Birdsall
Ms. Christine Cardinale
Ms. Janet Cash
Mr. Louis Carnation
Mr. Michael Cramer
Mr. James Devaney
Mr. Scott Engle

Mr. Richard Furda
Mr. Robert Gonier
Mr. William Gould
Ms. Corrina Green
Ms. Janice LaFleur
Mr. Thomas O’Brien
Mr. Eric Palm
Mr. William Park
Ms. Linda Potter
Ms. Ronda Robinson
Mr. Thomas Spezzano
Mr. Robert Wurm
Mr. Joseph Franchino
Mr. John Haines
Ms. Joan Hylton
Mr. Joseph Lauter
Mr. John Pietras
Mr. Stephen Rosinski
Ms. Lisa Rubino
Mr. Nicholas Sakowski

Graphic Arts Technology
Science
Landscape Maintenance & Design
Cosmetology
Cosmetology
Hopewell Automotive Technology
Automotive Technology
History and Financial Literacy
Culinary Arts

Criminalistics and Criminal Science
Automotive Collision Technology
Retail Food Marketing
Health/Physical Education
Baking and Dining Services
Building Maintenance Trades
Language Arts
Automotive Technology Fundamentals
Mathematics
Health and Child Care Services
Building Maintenance Trades
Business Office Applications and Technology
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
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

STATEMENT OF PHILOSOPHY

Positive and realistic student expectations have been established in accordance with the Code of Conduct. Included are students’ rights and responsibilities which are clearly defined and published for all to review.

When a decision is made for any alleged deviation, breach, or violation of the Code of Conduct it is based upon observation, investigation, staff decision and assurance of full right of “due-process” procedures.

Judgments and subsequent sanctions will be rendered equally for all Mercer County Technical School students without regard for race, color, religion, ancestry, national origin or handicap.

Throughout this handbook there are various elements which comprise the Code of Conduct. A copy of the Code of Conduct is given to each student during the orientation session. Additional copies of the Code of Conduct may be requested from each school.

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.
3. Have an acceptable discipline and attendance record in the home school.
4. Complete an online application submitted 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.

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
      • 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 student personnel services. 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. 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.**

Since it is not possible to duplicate shop/clinical experiences when a student is late, unexcused lateness will 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 to Sypek • Weather Conditions (at the discretion of administrator)
Excused Lateness with Official Documentation:
- Doctor’s Appointment
- Funeral
- College Visits
- Home School Activity
- Court Attendance (if required)
- 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.

All teachers will document unexcused lateness on a daily basis on a point sheet. As each program is unique, teachers may differentiate this 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 or phone number of student, parent and/or guardian or emergency work number.

**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 be on file at the Sypek Center. 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 Social Worker 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 Social Worker. An appropriate form will be provided by the 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 pre-filed 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 and early dismissal notes. 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 for disciplinary reasons or 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 shop/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, the Sypek Center will issue a Grade Report 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**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Achievement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>(90–100)</td>
</tr>
<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>INC</td>
<td>Work has not been completed</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Passing grade earned but no credit given due to excessive absences</td>
<td></td>
</tr>
</tbody>
</table>
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, may 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. In cooperating with home school counselors and child study teams, program placement and follow-up of student 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.

2NDFLOOR 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](http://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**

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](http://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.

**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**

All 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.

**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.

**DECA**

Distributive Education Clubs of America is a youth organization serving students enrolled in the Retail Food Marketing Program. You automatically become a member when enrolled in this program. The goals of DECA are to provide leadership development training through community service, classroom and social activities, and competitive skill programs.
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 Student Personnel Services 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 records such as report cards will be held until all the fines are paid or materials returned.

TRANSPORTATION

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

1. Must be high school junior or senior.
2. Request a Parking Permit Application from the office at the Sypek Center.
3. Have form signed by parent/guardian and a home school representative.
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 window.
6. Must park in assigned parking space only.
7. Adhere to Parking Privilege Contract.

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 Sypek Center must make arrangements for such a visit in advance by contacting the Main Office, at (609) 737-9785.

SCHOOL SPIRIT

Let people know about the Mercer County Technical School District. You are considered an exceptional, gifted and talented student because you've 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!!!

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 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 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 the shop.

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.

CHEATING/PLAGIARISM

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 Hopewell 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
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 Hopewell 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 or by 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, Social Worker, 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 policy 5770. 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.

School district is not responsible for any lost or stolen 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. The student will be assigned one week of community service or comparable consequence as per the student Code of Conduct.

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 camera 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 school grounds 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.
MERCER COUNTY TECHNICAL SCHOOLS
CAREER PREP
AN OPPORTUNITY FOR HIGH SCHOOL STUDENTS TO EARN COLLEGE CREDIT

What is CAREER PREP?
- CAREER PREP is a program of the Mercer County Technical Schools in partnership with Mercer County Community College.
- CAREER PREP offers high school students a chance to enroll in courses at Mercer County Community College
- An exceptional elective opportunity for students to simultaneously earn high school and college credits
- College credits can be applied toward Associate degree programs at MCCC and/or in many cases be transferred to four-year colleges and universities

Who is Eligible for CAREER PREP?
- All Mercer County high school seniors who have:
  - earned a recommended GPA of 3.25 or higher in current high school classes
  - maintained an excellent attendance record
  - completed the appropriate number of high school credits for high school graduation
  - a strong interest in the program of study
  - a thorough understanding of the program requirements
  - a strong counselor recommendation

When are CAREER PREP classes offered?
- CAREER PREP courses are offered from 11:45 AM to 2:30 PM daily on the grounds of Mercer County Community College, West Windsor campus with the exception of Fire Science Technology that will be hosted at the Dempster Fire Training Center in Lawrenceville
- The college schedule is followed—therefore students must attend classes based on the MCCC calendar which may differ from the high school calendar

Who should apply for CAREER PREP?
- Students entering 12th grade
- Students who want to get a jump-start on their college education while still in high school
- Self-motivated students capable of working independently in a college environment
- Students who can advocate for themselves

The benefits of CAREER PREP
- Students will earn 12 college credits, tuition free if they maintain a B average in the classes
- Students completing CAREER PREP programs will receive transferable college credits upon graduation from their high school

Students’ responsibility for CAREER PREP Programs
- Students must purchase books and any uniform requirements (tuition is provided)
- Students must attend all scheduled class meetings
- Students must complete all assignments by due dates determined by the MCCC faculty
- 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
C A R E E R  P R E P
AN OPPORTUNITY FOR HIGH SCHOOL STUDENTS TO EARN COLLEGE CREDIT

PROGRAM OFFERINGS

BUSINESS STUDIES
This program provides high school seniors with the opportunity to prepare for an array of careers and programs of study available today in the business field. Students enrolled in this program will have the opportunity to build foundation skills in technology and communications for success in business. College courses may include: Speech: Human Communications, Computer Concepts with Applications, Business Law and Basic Economics.

INFORMATION TECHNOLOGY
This program offers 12th grade students the opportunity to prepare for immediate entry-level employment in business, industry and government information centers and offices. The program provides the student with the foundation required to build a rewarding career in the field of computer systems networking. Courses taken may include: Introduction to PC Hardware & Software, Fundamentals of Computer Networks, IT Essentials and Windows Desktop Operating System Administration.

CRIMINAL JUSTICE
This program is designed for qualified high school seniors who are planning a career in the field of law enforcement or for those preparing for advanced study in law, criminology, social welfare or criminal justice. College courses may include: Introduction to the Criminal Justice System, Introduction to Corrections, Juvenile Justice and Criminology.

CULINARY & PASTRY ARTS
This program is designed to provide high school seniors with the opportunity to jump-start their career in the field of Culinary Arts. The program will allow students to acquire a variety of competencies needed to compete in this fast-paced and growing field. College courses may include: Food Preparation I, Hospitality Success Skills, Professional Baking, Advanced Food Preparation, Safety and Sanitation, and Food and Culture.

DANCE
The Dance program offers an intensive study of jazz, ballet and modern technique. Students also receive training in choreography and perform in shows as well as the Mercer Dance Ensemble (MDE), Mercer County’s own dance company. College courses may include: Intro to Dance & Culture, Studio Dance Technique I & II, and Choreography I.

EXERCISE SCIENCE
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. Exercise Science offers a variety of career opportunities, such as those involving coaching, education, exercise physiology, exercise research, health promotion and program management, personal training, rehabilitative exercise and sport-specific athletic performance.
FIRE SCIENCE
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. Students will begin coursework toward earning a Fire Science A.A.S. degree. College courses may include: Introduction to Fire Science, Fire Department Organization, Water Supply for Fire Protection, and Building Construction.

HOSPITALITY MANAGEMENT
This program prepares students for employment in various entry-level management careers in the food service and lodging industries. Individuals will receive the skill training, professional education, concepts, techniques and tools necessary for success in this field. Courses taken may include: Food Preparation I, Introduction to the Hospitality Industry, Food and Culture, Hospitality Success Skills and Sanitation/Safety in Food Service Operations.

PRE-ENGINEERING
This program offers high school students the opportunity to study pre-engineering as it relates to structural and civil engineering skills. Courses include Mechanics of Solids, Structural Steel Design, Statics and Reinforced Concrete Design. All students must have taken High School Physics to be accepted to the program.

RADIO AND TELEVISION PRODUCTION
This program is designed to prepare students for employment as TV camera persons, directors, character generator operators (electronic graphics), floor managers, audio board operators, lighting technicians or entry-level TV production positions with a TV station, cable TV system or private industry TV facility. Students will be working with state-of-the-art equipment in a college atmosphere. Radio classes work with state-of-the-art production studio equipment including practical work with radio consoles, audio tape machines, CD players and digital editing equipment. College courses may include: Introduction to Radio, Introduction to Television Production, Intermediate TV Production and Digital Audio Production I.

THEATRE
The Theatre program combines intensive classroom study and performance to challenge the serious student who aspires to a career in the entertainment industry. The program is focused on developing the total actor who can cope with the demands of the contemporary stage and work with a range of dramatic materials – from classical to modern, musicals to the avant-garde that reflect current productions in the theatre centers of the United States. College courses may include: Introduction to Theatre, Acting II: Principals of Characterization, Theater History: Classical to Elizabethan, and Fundamentals of Acting.
AWARDS AND SCHOLARSHIPS

In June, a Certificate and Awards Ceremony is held in which certificates, awards and scholarships are presented to seniors. The following are awards and scholarships which are presented annually:

Career Development Awards
The Career Development Awards Foundation is an organization dedicated to providing scholarships to outstanding students who plan to pursue further technical education after high school in community colleges or technical schools.

Comcast Leaders and Achievers Scholarship
This award recognizes high school seniors from Comcast Communities for their commitment to community service, academic achievement and demonstrated leadership.

Elizabeth M. Olszewski Memorial Scholarship
This scholarship is made possible by the generosity of the family and friends of Elizabeth M. Olszewski. Betty was an ardent advocate of technical education and an active participant as judge and facilitator of local, state and national SkillsUSA activities. She helped create CIE positions for students and exemplified the highest standards of the business community.

Richard J. Olszewski Memorial Scholarship
This scholarship is made possible by the generosity of the family and friends of Richard J. Olszewski. This award goes to the individual who demonstrated outstanding citizenship and achievement at the Technical School and will continue their education.

Ewing Woman’s Club Awards
These awards are given to two students from Ewing Township who have demonstrated outstanding achievement in scholastic and co-curricular activities.

Hamilton Rotary Award
This award is given to a student from Hamilton Township who has demonstrated outstanding achievement in scholastic and community/school activities.

Jack Apgar STS Car Service Centers Leadership Award
This award is presented by STS Car Service Centers to an outstanding Mercer County Technical Schools graduating student who will pursue a career in the automotive field. The STS Auto Award was presented in June in Somerset County.
Mercer County Technical Schools Educational Association Award

The Mercer County Technical Schools Educational Association Award recognizes a senior who displays qualities of leadership, dedication to career goals and a commitment to continue their education upon graduation.

Mercer County Technical Schools General Advisory Committee Scholarship

The Mercer County Technical Schools General Advisory Committee Scholarship is presented to a student who is pursuing a post-secondary education endeavor and has demonstrated outstanding achievement in the theory class and shop, good citizenship and outstanding attendance. The award is sponsored by this group through the interest derived from contributions from various Mercer County companies, service clubs and individuals.

The Meritorious Student Awards

The Meritorious Student Award is given to a senior student in each shop area. Instructors select one student who has shown the most progress during his or her training at the Sypek Center. The student is selected on the basis of skills, attitude, industry, cooperation, citizenship and attendance.

Nathan Bard Memorial Award

This award is presented to an outstanding Building Maintenance Trades student who has demonstrated excellence in and the desire to pursue a career in the construction field.

N.J.A.C. Foundation Awards

The New Jersey Association of Counties Foundation awarded scholarships from the New Jersey Manufacturers and Investors Savings Bank to Mercer County Technical Schools students who excelled in academics and plans to further their education. The Freeholders will present the awards this summer.

Principal’s Award

Established by the Principal, this award is presented annually to the student who has shown the most overall improvement.
# 2015 • School Calendar • 2016

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

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

3\textsuperscript{rd} day – make up on January 18
4\textsuperscript{th} day – make up on February 15
5\textsuperscript{th} day – make up on April 1
6\textsuperscript{th} day – make up on March 31
7\textsuperscript{th} day – make up on March 30
8\textsuperscript{th} day – make up on March 29
9\textsuperscript{th} day – make up on March 28
SAVE THE DATE

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

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

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

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

December 17, 2015
6:00 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, 2015
2:00 PM – 6:00 PM
OPEN HOUSE Health Careers Center
Located at Health Career Center

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

WWW.MCTS.EDU
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 (i.e., 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 Assunpink Center. If you wish to review the Management Plan, please call (609) 586–2123 between the hours of 9:00 a.m. and 2:30 p.m. to make an appointment.

----------------------------------------------------------------------

Mercer County Technical Schools 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) 586-2129.