

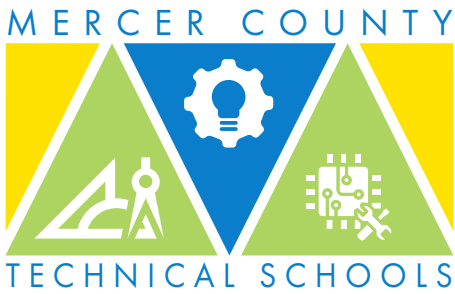
Student Handbook 2020-2021

**Arthur R. Sypek Center - Shared-Time
Academy of Culinary Arts and STEM Academy**
129 Bull Run Road
Pennington, NJ 08534
609-737-9785

**Assunpink Center - Shared-Time
Health Science Academy**
1085 Old Trenton Road
Trenton, NJ 08690
609-586-5144

Career Prep at MCCC
1200 Old Trenton Road
Trenton, NJ 08690
609-570-3400

www.mcts.edu



Welcome

Dear Student:

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

This handbook describes 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 carefully review 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,
Mercer County Technical Schools Administration



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KIMBERLY J. SCHNEIDER, Ed.D.
Superintendent

Please use this list for any Mercer County Technical School District printed material.

County of Mercer

Hon. Brian M. Hughes, County Executive

Board of Chosen Freeholders

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Hon. Samuel T. Frisby – Vice Chair
Hon. Ann M. Cannon
Hon. John A. Cimino
Hon. Pasquale “Pat” Colavita, Jr.
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Board of Education of the Vocational Schools in the County of Mercer

Mr. Albert W. Pitman, President
Ms. Yolanda Stinger, Vice President
Ms. Tennille McCoy, Board Member
Mr. Michael Sabo, Board Member
Ms. Yasmin E. Hernandez-Manno, Interim Executive County Superintendent
Ms. Deborah Donnelly, Board Secretary

Mercer County Technical School District Administration

Dr. Kimberly J. Schneider, Superintendent
Ms. Dana Hice DePugh, Assistant Superintendent for Curriculum and Instruction
Ms. Deborah Donnelly, School Business Administrator
Ms. Lisa Flynn, Assistant School Business Administrator

Secondary Vocational Education

Mr. Gary Mattia, Interim Principal at the Assunpink Center
Dr. James Fazzino, Interim Principal at the Sypek Center
Ms. Lori Russo, Supervisor of Secondary Education at the Assunpink Center
(Vacant), Supervisor of Secondary Education at the Sypek Center

Adult / Postsecondary Vocational Education

Mr. Gary Mattia, Interim Principal at the Adult Evening Schools

Effective August 26, 2020

Office of the Superintendent
1085 Old Trenton Road, Trenton, New Jersey 08690
T: 609.586.2129 F: 609.586.8966
www.mcts.edu

Arthur R. Sypek Center Faculty and Staff

Administrative

Dr. James A. Fazzzone
TBA
Gina Feeny
Amber Weeks
David Nash
Michael Orfe
Catherine Kloss
Nick Sakowski
Lance Simek

Interim Principal
Supervisor of Secondary Education
School Nurse
School Nurse
CIE Coordinator
School Psychologist
School Psychologist
Community Liaison
School Social Worker

Instructors

Wayne Bender
Edward Birdsall
Christine Cardinale
Janet Cash
Louis Carnation
Sam Chilkotowsky
Michael Cramer
Scott Engle
James Gavlas
Robert Gonier
Corrina Green
Wayne Hummel
Bong Kim
Adam Kovitz
Janice LaFleur
Maureen Larsen
Thomas O'Brien
Eric Palm
William Park
Henry Pfeffer
Carolyn Perlman
Rory Philipson
Joseph Ragusa
William Lewis
Erik Silverman
Charles Sumners
Thomas Spezzano
Jessica Warshauer
Joseph Washington
James Bryde
Joseph Lauter
John Pietras
Olga Schmid
Dan Toporek

Criminalistics and Criminal Science
Horticulture and Turf Care Management
Cosmetology
Cosmetology
Automotive Technology at Hopewell
STEM Academy
Automotive Technology
Culinary Arts and Culinary Academy
Science
Automotive Collision Technology
Physical Education/Health
Criminalistics and Criminal Science/Social Studies
Mathematics/Financial Literacy
STEM Academy
Baking and Dining Services
Spanish
Building Construction Trades
English Language Arts
Automotive Technology Fundamentals
Science
Graphic Arts Technology
Culinary Arts and Culinary Academy
Science
English Language Arts
Culinary Arts and Culinary Academy
English Language Arts/Special Resources
Building Construction Trades
Mathematics/Financial Literacy
Social Studies/Financial Literacy
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant

Support Service Staff

Sylvia Correa
Barbara Urban
Maggie Rogers
Jennifer Hardwick

Principals Secretary
Curriculum Secretary
Special Ed/CIE Secretary
Guidance Secretary

Custodial Maintenance

Edward Atkins
Daniel Blazovic
Ruben Casillas
Esaw Coons
Jose Cruz
Felix Rodriguez

Custodian
Custodian
Custodian
Custodian
Custodian I
Custodian

Assumpink Center Faculty and Staff

Administrative

Gary Mattia
Laurie DeAngelo
Lori Russo
Megan Ferdetta
David Nash
Michael Orfe
Catherine Kloss
Nick Sakowski

Interim Principal
School Nurse
Supervisor of Secondary Education
School Counselor
CIE Coordinator
School Psychologist
School Psychologist
Community Liaison

Instructors

John Baldino
James Gavlas
Rachel Hendrickson
Daniel Levinson
Elise Lybrand
Michaela Matthews
Amanda McCobb
Mark Nace
Henry Pfeffer
Brian Hahner
William Lewis
Joseph Ragusa
Daniel Sbar
Patrick Schroeder
TBA
Teresa Bradshaw
Julie Trauger
TBA
Valerie Wallace
Jennifer Van Der Horn
Joan Hylton
Lisa Rubino

Health and Physical Education
Science
English Language Arts
Architecture and Engineering Design
Health Occupations/Medical Office Assistant
Mathematics/Financial Literacy
Social Studies
Carpentry
Science
Electrical Construction
English Language Arts
Science
Science
Diesel Technology
English/Special Resources
Business Technology
Spanish
Heating, Ventilation, and Air Conditioning
Mathematics/Financial Literacy
Pre-Nursing
Teacher Assistant
Teacher Assistant

Support Service Staff

Brenda Jenkins
Pat Rhodes
Barbara Venanzi
Laura Wurtzel

Supervisors Secretary
Main Office Secretary
Guidance Secretary
Principals Secretary I

Custodial Maintenance

Ransford Byles
Stephen Harcher
Dennis Juliano
TBA

Custodian
Custodian
Custodian
Custodian I

Health Careers Center Faculty and Staff

Administrative

Mary Smith-Jones
Gary Mattia
Mick Orfe
David Nash
Nick Sakowski

Principal
Interim Principal
School Psychologist
CIE Coordinator
Community Liaison

Support Service Staff

Jennifer Terepka

Principals Secretary I

Custodial Maintenance

Joseph Salzano

Custodian I

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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

DUAL ENROLLMENT STUDENTS

Students enrolled in courses at institutions outside of Mercer County Technical Schools must adhere to their policies and procedures in addition to being in compliance with all applicable policies and procedures at Mercer County Technical Schools.

SELECTION PROCESS

The Assistant Superintendent screens each application to determine if it is complete. Appropriate members of the Admissions Committee review the applications to determine the final selection of entering students. The Committee also reviews the non-resident applications and makes recommendations for acceptance when appropriate.

ELIGIBILITY STATEMENT

Any ninth, tenth, eleventh or twelfth grade student who is a resident of Mercer County that expects to successfully complete the current grade is eligible to apply for fall admission or admission during the school year subject to the availability of openings at the Mercer County Technical School District. Successful completion of the current grade is defined as promotion to the next grade for current Grade 9-12 students by the student's local school district and having passed English Language Arts or its equivalent and Mathematics for each year of high school enrollment. Students residing in towns not included in Mercer County may apply if they meet the requirements listed above. These applicants will be considered for any openings remaining after those eligible from the district towns have been admitted. Transfer students from other technical schools are eligible to apply for fall admission or admission during the school year to Grades 9-12 at Mercer County Technical Schools provided they expect to successfully complete their current grade. Transfer students will be evaluated using the criteria contained in this shared-time and transitions admissions, counseling and enrollment procedures document.

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 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. Attendance 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 90% of possible school days in order to receive a passing grade.
2. 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.
3. 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.
4. 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.
5. 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.
6. Parent conferences may be scheduled when the Principal or designee detects potential student attendance problems.
7. Absences shall include the following:
 - a. Excused
 - Religious holidays as defined by Title 18A: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.

8. 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 students arriving late, they must **report to the main office or they will be reported absent.**

Shared-Time

AM Session: 8:00 a.m.

PM Session: 11:45 p.m.

Academy

Block 1: 8:00-9:20 a.m.

Block 2: 9:22-10:42 a.m.

Block 3: 11:45 a.m - 1:06 p.m.

Block 4: 1:08-2:28 p.m.

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 in-school suspension.

Excused Lateness:

- Late bus from Home District
- Weather Conditions (at the discretion of Administrator)

Excused Lateness with Official Documentation:

- Doctor's Appointment
- Home School Activity
- 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 cyber bullying 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.

3. **Mercer County Technical Schools Policy #2361** Acceptable Use of Computer Networks/Computers and Resources and N.J.S.A. 2A:38A-3.

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 AND SUPERVISED LEARNING EXPERIENCE

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/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 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 will need parent notification and approval. 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: See next page.

	Grades	Nominal %	QPA (Quality Point Average)
A+	Superior Achievement	97-100	4.0
A		93-96	3.9
A-		90-92	3.8
B+		87-89	3.7
B	Above Average Achievement	83-86	3.5
B-		80-82	3.0
C+		77-79	2.7
C	Average Achievement	74-76	2.5
C-		70-73	2.0
D	Minimally Passing	60-69	1.0
F	Academic Failure	0-59	0.0
S	Satisfactory	60-100	
NC	No Credit	0-59	
WP	Withdrawn Passing - No evaluation		N/A
WF	Withdrawn Failing - No evaluation		N/A
EX	Exempt		

CONDUCT AND EFFORT CODES

- 1 Excellent
- 2 Average
- 3 Unsatisfactory

ACADEMIC INTEGRITY

Students caught cheating may be referred to the Principal and 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.

In addition, for students completing Mercer County Community College courses, please review the MCCC Academic Integrity Policy at www.mccc.edu/academic_policies_integrity.shtml

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 trips are an extension of the school environment, all school rules apply.

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. Interim Reports can be viewed on PowerSchool and may be mailed home upon request.

OUTREACH RESOURCES

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 Boy's Town hot line: <https://www.boystown.org/hotline/Pages/default.aspx>

Helene Fuld Crisis Center: 609-394-6086 to be connected directly to a counselor.

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 ensure 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 and 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". 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 and academies operate four 80 minute blocks.

Shared-Time

AM Session: 8:00 a.m.
PM Session: 11:45 p.m.

Academy

Block 1: 8:00-9:20 a.m.
Block 2: 9:22-10:42 a.m.
Block 3: 11:45 a.m - 1:06 p.m.
Block 4: 1:08-2:28 p.m.

SCHOOL CLOSING/EMERGENCY CLOSING

Emergency school closings will be determined by the Superintendent on the basis of safe conditions for the students and staff. All closing and delay information will be posted on the district website at www.mcts.edu. Calls, texts, and social medial postings will also occur.

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, National Honor Society, Robotics, Student Council, and Yearbook.

ROBOTICS CLUB

Robotics club is a group of students that are excited about building physical things and expanding the curiosity of themselves and others. Their mission is to push forward what is possible, both in terms of technical accomplishments and educational value.

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management.

FBLA-PBL

Future Business Leaders of America - Phi Beta Lambdas mission is to bring business and education together in a positive working relationship through innovative leadership and career development 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.

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

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.

PROSTART

ProStart is one of the largest industry-supported career technical education programs in the nation, empowering students to achieve long term, successful careers in the restaurant and food service sector. ProStart provides real-life experiences and opportunities and builds practical skills and a foundation that will last a lifetime.

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.

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 the Guidance Counselor or 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.

Student records may also include behavioral infractions in the form of an Unacceptable Conduct Report (UCR).

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 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. Request a Parking Permit Application from the Main Office.
2. Have form signed by parent/guardian and a home school representative for shared-time students.
3. 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.
4. Parking Permits must be posted on vehicle.
5. Must park in assigned parking space only.
6. Students must park in school parking lot to attend.

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. Students eligible for services 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

All visitors must report to the main office. Visitors are not allowed in any classroom without the permission of the Principal or Supervisor. Anyone who wishes to visit any campus must make arrangements for such a visit in advance by contacting the Main Office.

LIBRARY

Students enrolled in Mercer County Community College courses 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

A Code of Conduct is signed by all students/parents/guardians at the start of each school year and kept on file in the student record. All student must be in compliance with the MCTS student Code of Conduct at all times while in school or participating in school activities.

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 contain 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.

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.

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. Extreme cases may result in further discipline.

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 has created incidents of cheating, taking inappropriate photos, drug dealing, bullying, invasion of privacy, compromising confidentially, reputation attacks, and harassment between students. A camera or other ECRD 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.

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: Student will be sent to the main office with an Unsatisfactory Conduct Report (UCR), disciplinary consequence.

Second Offense: Student will be sent to the main office with an Unsatisfactory Conduct Report (UCR), disciplinary consequence, parent phone call, student will surrender phone to an administrator until dismissal.

Third Offense: Student will be sent to the main office with an Unsatisfactory Conduct Report (UCR), disciplinary consequence, student will surrender cell phone to an administrator until a parent comes to pick it up, parent meeting.

With continued use of cell phone during class/shop, additional consequences will be implemented as necessary.

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.

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. Students must obtain permission from the Principal, Supervisor, Counselor, Parent, or if ill, from the School Nurse to leave school grounds during instructional time. Failure to follow these rules will result in disciplinary action. No student may leave the school grounds without parental permission.

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. There will be no food delivery or drop off during school.

GAMBLING

Gambling is prohibited in any part of the school or on the school bus. Students who are reported to the office for gambling 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. 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.

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.

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.

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.

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 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 Smoke Free 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 workplaces (amended the 2006 NJ Smoke Free 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.

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 on school grounds at all times.

HEALTH SCIENCE ACADEMY DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on shirt.
Pants	Tan or navy scrubs Khaki or black dress pants Shorts may be worn from October 31 to May 1 Knee high length
Shirts	Professional short sleeved or navy or tan scrubs Collared navy Golf/Polo Short or long sleeve shirt to be worn with khaki or black dress pants A long or short sleeved SOLID white, black or navy shirt may be worn under scrub, which could be a turtleneck, knit or long sleeve Henley
Outerwear	Navy Blue, Black, or Grey crew, V-neck, or cardigan sweater MCTS Fleece may be worn during class time ONLY
Athletic Apparel (Physical Education Purposes ONLY)	Physical Education Uniform issued from MCTS (see order form) Athletic sneakers ONLY
Shoes	Sneakers with laces, zippers, velcro and/or elastic gusset ONLY – predominantly White or Black Shoes – flat, closed-toe and back ONLY – black, tan, white, gray, and blue Clean and in good condition Non-skid soles for safety
Boots	Winter boots may be worn from October 31 to March 15 ONLY – black, tan, grey, or brown Non-skid soles for safety Clean and in good condition
Jewelry	Small to moderate size earrings, no larger than a 25-cent piece Clinical Areas – only 1 watch, 1 ring to be worn

Violations: (1) Parental Notification (2) No participation in school Dress Down Days

STEM ACADEMY DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on shirt
Pants	Khaki or Black Dress Pants
Shirts	Collared navy Golf/Polo Shirt or long sleeve shirt to be worn with khaki OR black dress pant Shorts may be worn from October 31 to May 1 Knee high length
Outerwear	Crew, V-neck or buttoned cardigan blue, black, or grey sweater
	No Hoodies or sweatshirts permitted in the classroom
Athletic Apparel	
(Physical Education purposes ONLY)	Physical Education Uniform issued from MCTS (see order form)
	Athletic sneakers ONLY
Shoes	Sneakers with laces, zippers, velcro and/or elastic gusset Shoes – flat, closed toe and back Non-skid soles for safety Clean and in good condition
Boots	Winter boots may be worn from October 31 to March 15 Non-skid soles for safety Clean and in good condition
Jewelry	Small to moderate size earrings, no larger than a 25 cent piece

ACADEMY OF CULINARY ARTS DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on shirt
Pants	Chef's pants
Shirts	Chef's coats
Athletic Apparel (Physical Education purposes ONLY)	Physical Education T-shirts Athletic sneakers ONLY
Shoes	Approved slip resistant chef footwear
Jewelry	Small to moderate size earrings, no larger than a 25 cent piece

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, the Hamilton Township and Hopewell Township law enforcement agencies.

ILLEGAL DRUGS, NARCOTICS, ALCOHOL, AND CONTROLLED DANGEROUS SUBSTANCES

- The Board regards the possession, sale and consumption 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 takes 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.
- g. Refusal or failure by a parent to comply with the provisions of N.J.S.A.18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.
- 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 district's, 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.

3. ANY STAFF MEMBER WHO REPORTS A STUDENT TO THE PRINCIPAL OR HIS/HER DESIGNEE IN COMPLIANCE WITH THE PROVISIONS OF N.J.A.C. 6:29-6.5 SHALL NOT BE LIABLE IN CIVIL DAMAGES AS A RESULT OF MAKING SUCH A REPORT AS SPECIFIED IN N.J.S.A. 18A:40A-13 AND N.J.S.A. 18A:40A-14.

B. VIOLATIONS NOT RELATED TO SCHOOL

- 1. 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.
- 2. 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

1. 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

1. 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

1. 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.
2. 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

1. 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

1. 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.

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.

STUDENT COMPLAINT AND GRIEVANCE

See Code of Conduct.

SCHOOL NUTRITION PROGRAM NEGATIVE BALANCE PROCEDURES

In order to provide students and parents/guardians in the MCTS with the best possible service, clarity, and accountability surrounding the school nutrition program, the following procedures regarding student meal account balances will be implemented effective July 1, 2017:

1. The Mercer County Technical School District and Sodexo Food Service encourage parents/guardians to pre-pay meals for their children, thereby eliminating situations that could develop during mealtime over negative balances. Prepayments for breakfast and lunch can be made via cash or check (**made payable to Mercer County Special Services School District**).
2. Students wanting a meal and not having money to purchase a meal will be allowed to charge a meal, with repayment expected within one (1) or two (2) school days
3. Students may charge their accounts only for a reimbursable meal or milk – **students will not be permitted to charge a la carte items or an extra meal**. A maximum of \$10.00 will be allowed to be charged prior to implementation of the meal replacement policy (which may consist of Sunnybutter & jelly sandwich OR a cheese sandwich; Sunnybutter is a sunflower seed butter that is processed at a nut-free facility).
4. Once a student has reached a charged balance of \$10.00 with no repayment that student will receive a lunch consisting of a Sunnybutter & jelly sandwich OR a cheese sandwich and milk in place of lunch menu choices. Students should not go through the regular meal line but should proceed directly to the cashier if they are not eligible to charge any more meals.
5. A list of negative account balances of more than \$10.00 will be forwarded to each School Supervisor and/or Secretary by the Business Office as deemed necessary. The school will send letters to students whose balances exceed \$10.00. Once balance notification has been sent out, parents/guardians will have ten (10) days from the date of the notification to pay or make arrangements to pay outstanding student balances.
6. If the student's negative balance has not been addressed by the parents/guardians within the then (10) day period, a second notification will be sent indicating that after an additional eight (8) days, the student **will not be provided with any meals** until such balance has been addressed.
7. Parents/guardians are strongly encouraged to submit free/reduced meal application forms yearly, as well as when their household information or income changes. Applications can be submitted at any time and are available during registration and at the student's school, as well as on the district's website at www.mcts.edu. Free/reduced applications will also become a part of all paperwork provided to families of students transferring to Mercer County Technical Schools. While MCTS and Sodexo strongly encourage families to apply for free/reduced meal benefits, the final application responsibility lies with the parents/guardians.

8. In extreme hardship situations the building Administrator may authorize a one-time exception to the charge policy by providing the student with a signed authorization form to be presented to the cashier at lunch.
9. Both MCTS and Sodexo are committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parents/guardians to satisfy all financial obligations to the lunch program in a timely manner.
10. The school Principal or designee has the option to take further action as outlined in MCTS Policy 8550 (attached).

Questions regarding the school policy and the above noted procedures should be directed to your student's school Principal or the MCTS School Business Administrator, Deborah Donnelly, at 609-586-2123.

COUNSELING

Unless you are experiencing a crisis or personal emergency, all visits to the school counselor must be scheduled in advance. Passes will be given to students with scheduled appointments. In order to ensure the best possible service to our students, the following procedures must be followed:

Before 7:45 AM, During Lunch, and After 2:30 PM

- Call or email your school counselor to request an appointment.
- Fill out a request in the main office.

During Instructional Time

- Ask your teacher for permission to see your counselor. It is at your teacher's discretion whether you will be permitted to leave class.
- If your teacher grants you permission, then the teacher will call to verify that you are able to be seen and issue a pass.
- If it is an emergency, then you must communicate that to your teacher.

Between Passing Bells

- Unless it's an emergency, you should not visit the school counselor between bells.
- If you would like to see the school counselor, you must report to your scheduled location and request permission from a staff member.

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.

Career guidance and counseling **for full-time students** is provided through Mercer County Technical Schools Guidance Offices.

POLICY

Mercer County Technical Board of Education

Section: Operations

8550. OUTSTANDING FOOD SERVICE CHARGES

Date Created: October, 2015

Date Edited: August, 2016

8550- OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made, and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed accommodating a parent's meeting with the Principal or designee.

The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

Adopted: 20 October 2015

Revised: 16 August 2016

CAREER PREP AT MCCC (12TH GRADERS)

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 11:30 a.m. to 2:30 p.m. daily on the grounds of Mercer County Community College, West Windsor, 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 2:30 p.m. 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.

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.

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.

MERCER COUNTY TECHNICAL SCHOOLS | 2020-2021 Student/Staff

1 1st Day for Teachers
 2 1st Day for Students
 7 Closed
 28 Closed

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Closed for Students
 Staff In-service

12 Closed for Students
 Staff In-service

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-9 Closed

5-6 Closed
 26-27 Closed

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Closed

24-31 Closed

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 Last Day of School

1 Closed
 18 Closed



JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

New Staff Orientation Days:

- August 26
- August 27

Staff In-service Days:

- September 1
- October 12
- March 15

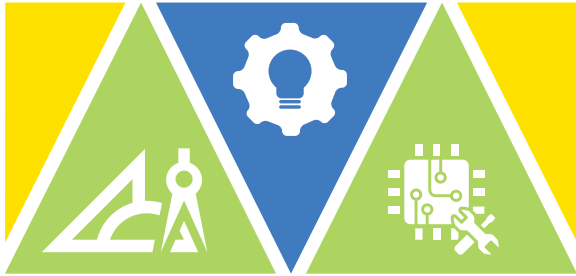
 = A Day
 = B Day

15 Closed

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Two (2) emergency closing days are included in this calendar.
 If additional days are required,
 those days will be added to the end of the school year.

MERCER COUNTY



TECHNICAL SCHOOLS

THE MCTS EXPERIENCE

SCHOOL PODCAST WITH MICHAEL "MICK" ORFE AND DAVID NASH

@mctsnj



www.mcts.edu

MERCER COUNTY



TECHNICAL SCHOOLS