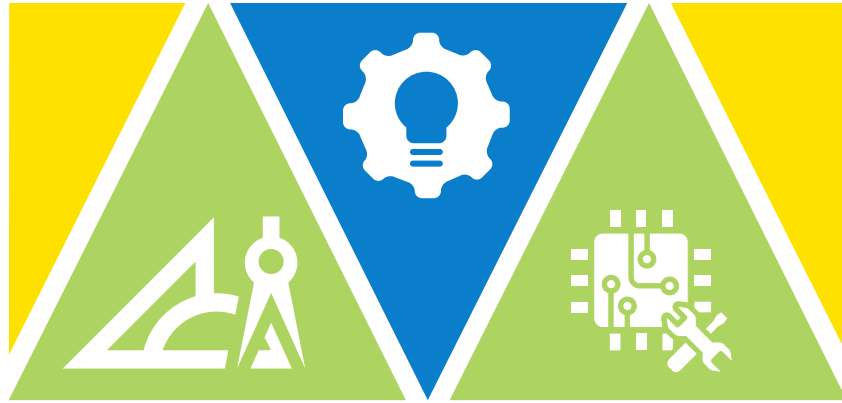


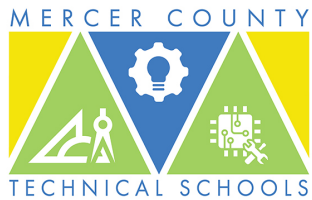
MERCER COUNTY



TECHNICAL SCHOOLS

Adult Evening School Course Book

www.mcts.edu



KIMBERLY J. SCHNEIDER, Ed.D.
Superintendent

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

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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. Angelo DeStefano, Principal at the Assunpink Center
Mr. Brian Bittings, Substitute Principal at the Sypek Center
Mr. Douglas Shunk, Supervisor of Secondary Education at the Assunpink Center
Mr. John Ketterer, Substitute Supervisor of Secondary Education at the Sypek Center

Adult / Postsecondary Vocational Education

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

Effective July 9, 2019

Mercer County Technical Adult Evening School

Health Career Center
1070 Klockner Road
Trenton, NJ 08619
609-586-5146


Assunpink Center
1085 Old Trenton Road
Trenton, NJ 08690
609-586-5144

Arthur R. Sypek Center
129 Bull Run Road
Pennington, NJ 08534
609-737-9785



TABLE OF CONTENTS

Evening Apprenticeships	3
New Apprenticeship Programs	4
Evening Programs	6
Evening Courses	7
Waste, Wastewater and Boiler Courses	10
General Information	12



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EVENING APPRENTICESHIPS

A Registered Apprenticeship is a combination of structured on-the-job learning and related technical instruction.

Benefits to Employers

- Tailored training to meet industry needs
- Increased employee retention
- Higher productivity

Benefits to Apprentice/Employees

- Improved skills and competencies
- Increased wages as a result of mastered competencies
- Ability to advance in career

The Mercer County Technical School District offers federal and state approved apprenticeship training programs. Some programs may satisfy Veterans Education requirements. An apprentice must take a minimum of 144 hours of job related instruction per year for each year of apprenticeship. Students must successfully complete all units of a program (usually 16 units) in order to qualify for program completion. Students will attend classes two nights per week.

All of the apprenticeship courses offer a proven, structured, formalized method of training that combines classroom theory with on-the-job practical hands-on experience. Apprenticeship can be accomplished by having your employer contact the Federal Department of Labor.

Apprenticeship programs are developed by private industry employers who sponsor their employees. Apprenticeship offers an excellent opportunity to advance in a chosen career. Completion of the apprenticeship program provides the foundation for taking the State License Exam in Electrical, HVACR and Plumbing.

Licensure Requirements for Electrical, Plumbing & HVACR Trades in New Jersey

The above occupations require licensure in the State of New Jersey to work as contractors. Students who attend training programs in these areas may work as an apprentice. Once they complete their apprenticeship they are called journeyman. Apprentices and journeymen are allowed to work under the supervision of a licensed electrical, plumbing or HVAC-R contractor. Journeymen have the opportunity to sit for their licenses after a period of five (5) years (10,000 hours) on the job experience and 576 hours of Related Technical Instruction (classroom coursework), and achieving a passing score on the appropriate New Jersey licensure exam. Students completing the program and wishing to work without licensure may continue to do so indefinitely as apprentices or journeymen, as long as they are working under the direct supervision and authority of a licensed contractor specific to their trade.

NEW APPRENTICESHIP PROGRAMS FOR ADULT EVENING SCHOOL

The following is a complete breakdown of course descriptions and related instruction courses for the apprenticeship program as administered by the Mercer County Technical Adult Evening School. Each block of instruction consists of 39 hours and is broken into thirteen 3-hour class sessions.

Carpentry Apprenticeship

4-Year Program • 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. This is a theory-structured program with hands-on application and is intended to complement the student's on-the-job training. This program includes construction safety, basic industrial math, blueprint reading, hand and power tool use, materials, ladders, and scaffolding, foundations, concrete and stairs, decking and siding, floor, wall and roof framing, roof materials, exterior finishes, and interior finishes and trim. CPR course required through private arrangement for an additional fee. Extra fee required for labs units.

Location: Assunpink Center

Years 1, 2, 3, 4	2 Nights	6:30p.m. to 9:30p.m.
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Electrical Apprenticeship

4-Year Program/ 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. AC & DC textbook required. This is a theory-structured program intended to complement the student's on-the-job training. The program includes basic math, identification of tools used in the trade, basic rigging, basic and advanced electrical theory, blueprint reading, fasteners, conduits, grounding, circuit breakers and fuses, residential, commercial and industrial wiring, electrical motor controls, load and motor calculations, fire alarm systems and HVAC controls. Students will also study the National Electric Code and related materials in preparation for successful completion of the State License Exam. Second year students will be required to take an additional CPR course (through private arrangement) for an additional fee.

Location: Assunpink Center

Years 1, 2, 3	2 Nights	6:30p.m. to 9:30p.m.
Year 4	2 Nights	6:30p.m. to 9:30p.m.

Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Apprenticeship

4-Year Program/ 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. This is a theory-structured program with hands-on application and is intended to complement the student's on-the-job training. This program includes basic safety, rigging, trade mathematics, blueprint reading, basic electricity, introduction to cooling and heating, installation practices, refrigeration and air conditioning, air movements, maintenance skills, compressors and heat pumps, hydronic systems, light and heavy commercial, sheet metal, service and troubleshooting of systems. This program will also study refrigerant transition and recovery and students will sit for the accompanying test. Includes focus on codes necessary for the successful completion of the Environmental Protection Agency (EPA) 608 Universal Certification Exam. Extra fee required for lab units.

Location: Assunpink Center

Years 1, 2	2 Nights	6:30p.m. to 9:30p.m.
Years 3, 4	2 Nights	6:30p.m. to 9:30p.m.

Industrial Maintenance Mechanic Apprenticeship

4-Year Program/ 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. This program is intended to provide area manufacturers with the training resources needed to prepare or upgrade production maintenance personnel with the electromechanical skills and knowledge required for in-plant application. This is a theory-structured program without hands-on application in the first year of the program. There will be a hands-on application in years 2, 3, and 4. This program includes basic safety, basic and advanced math, blueprint reading, industrial wiring, electromechanical processes, principles of process piping, mechanical processes, Welding Theory I and II, flat and horizontal welding, vertical welding lab, Pneumatics I and II, basic lathe operations (hands-on), and cutting and milling (hands-on).

Location: Assunpink Center

Years 1, 2, 3, 4	Nights TBA	6:30p.m. to 9:30p.m.
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Machinist Apprenticeship

4-Year Program/ 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. This is a theory-structured program without hands-on application in the first year of the program. There will be a hands-on application in years 2, 3, and 4. The program is intended to complement the student's on-the-job training. This program includes basic safety, basic and advanced math, blueprint reading, Basic Lathe Operations I and II (hands on), Cutting and Milling I and II (hands-on), measuring and metrology, drill press and bench work, milling and grinding, lathe and tooling, metallurgy, manufacturing processes, and AUTO CAD I and II.

Location: Assunpink Center

Years 1, 2, 3, 4	2 Nights	6:30p.m. to 9:30p.m.
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Plumbing Apprenticeship

4-Year Program/ 144 Hours per year

This program includes sixteen 39-hour units, two nights per week. This is a theory-structured program without hands-on application and is intended to complement the student's on-the-job training. This program includes some use of tools, plumbing math, blueprint reading, basic rigging, water heaters, drainage systems, waste systems, ventilation systems, heating systems and pumping systems. Also included are first aid and CPR trainings (through private arrangement) for an additional fee. There will be a focus and discussion on the various codes related to the course content to prepare students for successful completion of the State Master Plumber Exam.

Location: Assunpink Center

Years 1 and 4	2 Nights	6:30p.m. to 9:30p.m.
Years 2 and 3	2 Nights	6:30p.m. to 9:30p.m.

EVENING PROGRAMS

Barbering

2-Year Program/ 450 Hours per year

This program covers all of the areas required by the State Board of Cosmetology to meet the state of NJ requirements for licensure in barbering. Students are required to complete a minimum of 900 hours of instruction and must attain competencies in each of the following areas: History of Hair and Barbering, professional Image, hygiene, and related practices, decontamination and infection control, shampooing and scalp care, honing and stropping, shaving, men's hair cutting and styling, beard and moustache trimming, women's hair cutting and styling, facials and facial massage, anatomy of head, neck, and face, common disorders of the skin, scalp, and hair, electricity, men's hairpiece services, chemistry and chemical related services, hair color and lightening, and state laws, rules, and regulations. This barbering licensed program has state mandated attendance requirements. Prerequisites include a high school diploma or high school equivalent for state licensing examination. Classes meet three evenings per week, for two school calendar years.

Location: Sypek Center

Years 1 and 2	3 Nights	6:00p.m. to 10:00p.m.
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Cosmetology

2-Year Program/ 500 Hours per year

This program covers all of the areas required by the State Board of Cosmetology to meet the State of NJ requirements for licensure. Students are required to complete a minimum of 1,000 hours of instruction and must attain competencies in each of the following areas: state laws and regulations, sanitation and sterilization, skin care and shaving, hair and scalp treatments, shampooing, hair shaping, hairstyling, hair coloring, chemical curl reformation, manicuring and pedicuring, related sciences, professional ethics, shop/ salon management, and State Board Exam preparation. Prerequisites include a high school diploma or GED for state licensing examination. Proof of citizenship is required. (SSN)

Location: Assunpink Center

Years 1 and 2	4 Nights	6:00p.m. to 10:00p.m.
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Diesel and Truck Technology

2-Year Program/ 120 Hours per year

This program is intended to prepare students for the ASE Diesel Technology Certification Examination. This is a theory-structured program with some hands-on learning. This program includes basic safety, electrical circuitry systems, engine operations, diagnostics – diesel engines, emission controls, drive trains – diesel trucks, steering, braking and suspension systems. Text required.

Location: Assunpink Center

Years 1 and 2	2 Nights	6:30p.m. to 9:30p.m.
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Welding

2.5-Year Program/360 Hours

The program includes safety, basic math, blueprint reading, flat, horizontal, and vertical welding and cutting, MIG 1 and 2, TIG 1 and 2. Text and lab fee required.

Location: Assunpink Center

Year 1	2 Nights	6:30p.m. to 9:30p.m.
Years 2, 3	2 Nights	6:30p.m. to 9:30p.m.

EVENING COURSES

Basic Industrial Math I

1- Semester Course/39 Hours

This course is intended to assist students in basic mathematical operations necessary to function within the construction and machine trades. This course is taken in conjunction with Blueprint Reading I. Text required.

Location: Assunpink Center

1-Semester	1 Night	6:30p.m. to 9:30p.m.
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Blueprint Reading I

1 Semester Course/39 Hours

This course is intended to assist students to interpret and extract information contained on a simple blueprint or engineering drawing. This course is taken in conjunction with Basic Industrial Math I.

Location: Assunpink Center

1-Semester	1 Night	6:30p.m. to 9:30p.m.
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Blueprint Reading II for Construction Trades

1 Semester Course/39 Hours

Students will be able to interpret construction and materials information from a set of architectural drawings. This course includes architectural and civil engineer's scales, site plan design considerations, floor plan design considerations, floor plan development, window and door schedules and delineation, floor plan dimensioning, footing and foundation dimensioning techniques, wall section elevation. Prerequisite: Blueprint Reading I. This course should be taken in conjunction with Blueprint Reading I.

Location: Assunpink Center

1-Semester

2 Nights

6:30p.m. to 9:30p.m.

Blueprint Reading II for Machine Trades

1 Semester Course/39 Hours

This course is intended to provide drafters, machinists, assemblers and other technicians with a working knowledge of ANSI dimensions and tolerancing standards and practices. This course includes a review of standard dimensioning practices and principles of tolerancing, datum dimensioning, ordinate dimensioning, fits and tolerances, surface finishes, tolerance zones - round versus square, true position tolerancing, true positioning symbolism, circular features, drills, bores, taps and threads.

Location: Assunpink Center

1-Semester

Nights TBA

6:30p.m. to 9:30p.m.

Electronic Fundamentals

1 Semester Course/78 Hours

This course is intended to assist students in describing fundamental circuit concepts and perform basic mathematical circuit calculations. This course includes basic safety, current, voltage, resistance, circuit and safety, Ohm's Law defined and applied, DC series and parallel circuits, AC wave forms, AC generation and safety, transformer theory and types, inductance and capacitance.

Location: Assunpink Center

1-Semester

2 Nights

6:30p.m. to 9:30p.m.

Electronic Maintenance Mechanic

1 Semester Course/78 Hours

This course is intended to assist students in describing fundamental circuit concepts and perform basic mathematical circuit calculations. This course includes basic safety, current, voltage, resistance, circuit and safety, Ohm's Law defined and applied, DC series and parallel circuits, AC wave forms, AC generation and safety, transformer theory and types, inductance and capacitance.

Location: Assunpink Center

1-Semester

2 Nights

6:30p.m. to 9:30p.m.

Math II for Construction Trades

1-Semester Course/39 Hours

Students will be able to perform the operations in mathematics necessary to solve basic volumetric, linear and area problems related to the construction grades. This course including adding, subtracting, multiplying and dividing numbers, advanced ratio and proportion, squares and square roots of numbers, basic tolerance calculations, advance tolerance calculations, angular measurements, angle calculations, right triangles – Pythagorean theorem, right triangles dash angular complements and circles, interpretations of trigonometry table, trigonometry as implied to machine trades, and metric calculations. Prerequisite: Basic Industrial Math I. this course should be taken in conjunction with Blueprint Reading II for the Construction Trades.

Location: Assunpink Center

1-Semester Course

2 Nights

6:30p.m. to 9:30p.m.

Math II for Machine Trades

1-Semester Course/39 Hours

Students will be able to apply tolerancing, trigonometric and metric mathematical principles and processes to machine tool applications. The course includes advanced ratio and proportion, square and square roots of numbers, basic and advanced tolerance calculations, angular measurement, angle calculations, right triangles – Pythagorean theorem and angular compliments and circles, interpretation of trigonometry tables, trigonometry as applied to machine tools and Metric Calculations I & II. Prerequisite Math I. This course should be taken in conjunction with Machine Blueprint Reading.

Location: Assunpink Center

1-Semester Course

*2 Nights

6:30pm to 9:30 pm.

WATER, WASTEWATER AND BOILER COURSES

Stationary Engineering Low Pressure and High Pressure (BLACK SEAL)

3-Month Course/36 Hours

This course includes low- and high- pressure steam generation and combustion principles of feed water accessories, fuel system components, steam accessories, operating procedure, and equipment maintenance in order to qualify for the State's Black Seal Licensing Exam. Ninety (90) days experience and employment are also required to sit for the New Jersey State Examination. Text required.

Location: Assunpink Center

3-Month Course 1 Night 6:30p.m. to 9:30p.m.

Introduction to Water and Wastewater (S1, T1, C1, W1)

6-Month Course/180 Hours

The first half of this course cover mathematics and science needed for water/wastewater operation. Topics include mathematical operations, algebra, geometry, and physics as applied to hydraulics electricity, chemistry, and microbiology. The remaining half addresses water distribution and treatment. Satisfactory completion of (180 hours), one year of on-the-job experience and a high school diploma are the NJ State requirements for the T-1, S-1, C-1 and W-1 levels for Water and Wastewater Operation Licensing. Text required.

Location: Assunpink Center

6-Month Course 2 Nights 6:30p.m. to 9:30p.m.

Industrial Wastewater

4-Month Course/90 Hours

This course is required to meet State Department of Environmental Protection Agency guidelines which prepare individuals to work in industrial treatment plants. This course provides an introduction to industrial waste treatment and preparation for the N-1/N-2 Exams. Prerequisite: Introduction to Water and Wastewater Operation & Advanced Wastewater Operation

Location: Assunpink Center

4-Month Course Nights TBA 6:30p.m. to 9:30p.m.

Wastewater Operations - Advanced

4-Month Course/90 Hours

This course meets State Department of Environmental Protection Agency guidelines which prepare individuals to work in municipal sewage treatment plants. Successful completion of this course enables students to sit for the New Jersey State Examination at the S-2, S-3, S-4 level for wastewater operations licensing. Prerequisite: Level I license or college degree in related science.

Location: Assunpink Center

4-Month Course Nights TBA 6:30p.m. to 9:30p.m.

Wastewater Collection Systems - Advanced

2-Month Course/45 Hours

A 45-hour program meeting State Department of Environmental Protection Agency guidelines which prepare individuals to work with municipal collection systems. Successful completion of this course enables students to sit for the New Jersey State Examination Level 2 or higher "C" Wastewater Collection Systems licenses at various levels depending on total formal education and work experience. Prerequisite: Level 1 License.

Location: Assunpink Center

2-Month Course

Nights TBA

6:30p.m. to 9:30p.m.

Water Operations, Advanced

4-Month Course/90 Hours

A program to prepare individuals to work in the operation of water treatments and distribution systems. Successful completion of this course is required to sit for the New Jersey drinking water exams for T2, W2 and higher licenses. Prerequisite: Introduction to Water 7 Wastewater.

Location: Assunpink Center

4-Month Course

Nights TBA

6:30p.m. to 9:30p.m.

GENERAL INFORMATION

Introduction and Program Objectives

The Adult Evening School division of the Mercer County Technical School District provides courses which are designed to upgrade the present skill level of the student; acquaint the student with recent changes and latest techniques which have become used within the respective occupational area; and provide entry level training for new employment or career change. The Adult Evening School is always prepared and willing to assist local industry in the retraining and upgrading of their employees' skills by providing special courses and customized training that will meet individual company needs. The Board of Education of the Mercer County Technical School District will take into consideration the development of any additional fields of training which can be beneficial to the residents of Mercer County. Suggestions from agencies, management, industry and labor organizations are always welcomed.

There are three general types of programs that are taught within the Mercer County Technical Adult Evening School. These may be classified as being a Trade and Industrial, Apprenticeship Training, and Technical.

Blocks of instruction generally consist of twelve 3-hour instructional class sessions resulting in 36 contact hours each. For Apprentice and Trade & Industrial program units, an additional evening of three hours is generally provided for testing purposes. Thus an apprentice student will generally complete four units of instruction per year (two per semester) resulting in a possible 156 contact hours of class. The 144 class contact hour yearly requirement for apprentices can be comfortably met by the student. Depending on the program followed, some units of instruction are delivered consecutively, while others are delivered concurrently along with a separate unit.

All apprenticeship courses are approved by the New Jersey Department of Labor and Workforce Development and satisfy requirements by the U.S. Department of Labor.

Mission Statement

DISTRICT MISSION STATEMENT/PHILOSOPHY OF EDUCATION

The Mercer County Technical School District's 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 to become 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, health care, 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.

Admissions

No educational requirements for admission have been set beyond the ability to do the work. Courses listed in this catalog are open to any person 18 years of age or older who can profit by such training. Those applying for admission will not be admitted while attending a high school day program.

The Mercer County Technical School District reserves the right to revise or change the fees, course content, course offerings and all other information contained within this catalog at any time without prior notice.

Registration

Registration is available online at www.mcts.edu or in person. Fall and Spring semester in person registration is held at the Assunpink Center and the Health Careers Center. Must show proof of residency.

Additional Fees

An additional \$30 fee will be charged for returned personal/business checks due to insufficient funds. An additional \$25 fee will be charged to students registering after the first night of semester classes.

Refund of Fees

All registration refunds are to be requested in writing. A 100% registration fee refund shall apply to withdrawals prior to the beginning of the semester or before the first day of classes. A 50% refund of the registration fee will be given prior to the second class session. No registration refund will be approved beyond the second class session. All refunds, regardless of method of payment will be refunded by check. All refund payments will be made within forty-five (45) days of filing a Course Withdrawal Form. **Lab fees cannot be refunded.**

Transcript Fees

All transcripts will carry a \$3.00 fee for the first copy, and \$1.00 for additional copies.

Parking

The Mercer County Technical School District is not responsible for any damage to the personal property of any student, including automobiles parked on the premises and their contents, before, during and after class hours. Vehicles parked improperly will be issued a parking citation by the local police department.

Please park in the designated area between white lines only. Parking is not allowed at yellow painted curbs; white painted curbs, in driveways; or along chain link fences. Automobiles bearing handicapped license plates or decals will be allowed to park in designated areas. Other vehicles will be ticketed and fined in accordance with township law. Other violations will result in an initial warning followed by a fine for additional offenses. Students are not allowed to park in the area between "B" and "C" Buildings at the Assunpink Center. This area is reserved. Students are not allowed to park in the first parking lot to the right upon entering the Assunpink Campus.

Cost

Payment is expected at the time of registration. Cash, check or credit card (Visa, MasterCard and Discover) are acceptable forms of payment. Students are responsible for the cost of materials used for the repair of all personal projects. The school is not responsible for damage or loss of personal property retained on school premises related to instructional projects. Those students who are unemployed and/or eligible for W.I.A. (DVR, One Stop, etc.) participation should contact the respective organization as well as the Principal, Adult Education.

Lab Fees

Lab fees are charged for designated programs. They are due and payable at registration and are **not refundable after the first class session.**

Senior Citizen Program Participation

The Board of Education of the Mercer County Technical Schools encourages senior citizen participation in its evening programs and activities. Senior citizens sixty-two (62) years of age or older, unemployed/retired and residing in Mercer County, may enroll in evening-technical programs at a 50% discount (with the exception of textbook and lab fee charges).

Books and Kits

All students will be required to purchase the necessary textbooks and/or kits for any given course. The books and kits will be available through the school. Students enrolled in Barbering and Cosmetology courses are required to purchase work kits. **Texts and kits are not refundable.**

School Hours

Assunpink Center hours of operation are from 6:00 p.m. to 10:00 pm, Monday through Thursday. The Adult Evening School office is open Monday - Friday from 9:00 a.m. to 3:00 p.m.

Safety

Personal protection clothing/glasses for safety will be required in live work areas and must be provided and utilized by all students. Students not complying will be dismissed from the program.

Alcoholic Beverage and Drug Possession

It is against the law to bring alcoholic beverages on public school premises. Individuals who do so will be prosecuted to the fullest extent of the law. On April 15, 1987, P.L. 1987 C. 101 was signed into law. This law prescribes mandatory sentencing for distributing, dispensing or possessing with intent to distribute a controlled dangerous substance (drugs and alcohol) while on or within 1,000 feet of school property.

Attendance

Student attendance is imperative. Upon missing three class sessions in a block, a student will lose credit/hours. Apprenticed students are required to attend a minimum of 144 hours of classroom instruction per year. Failure to do so will jeopardize the apprenticeship of the student and will extend the length of the apprenticeship program. Attendance affects performance and grades. There are no excuses for overtime or shift work. If absent for any reason, the time missed will count against your overall performance evaluation. Apprentice and T & I students arriving late for class will be penalized at least one hour of attendance.

Field Trips

The Mercer County Technical School District does not provide transportation to or from field trip locations. The cost of transportation and associated liability is the responsibility of the participating individual(s).

Conduct

The administration reserves the right to exclude, at any time, a student whose conduct or academic standing is judged to be undesirable. In such cases, no part of the fees which may have been paid in advance will be refunded.

Cell Phone Usage

During the class/lab period, all cell phones must be turned off. No calls are to be made during the instructional period from the classroom and/or lab. Calls may be answered outside of classrooms and labs only during breaks at designated times.

Student Complaint and Grievance

Students shall have to appeal, in writing, problems and concerns allegedly caused by misinterpretation, violation, or inequitable application of students' rights. A student grievance procedure has been adopted by the Board of Education which permits one to secure, at the earliest and most direct level, an equitable solution to the problem for those parties involved with the grievance. A copy of the student grievance procedure may be obtained at the school office.

Inclement Weather or Emergency

Classes may be canceled due to inclement weather or other hazardous conditions. In the event of a cancellation, we will notify you at the primary phone number provided. In addition, a message will be posted on www.mcts.edu and on the district's Facebook page.

Smoking*

Mercer County Technical Schools – Assunpink Center and Arthur R. Sypek Center is 100% Smoke Free. This includes the use of E-Cigarettes. Smoking is prohibited on the school campus.

Special Courses

Other training programs will be offered by the school as the need arises. If your company, agency, or plant is in need of a program, please contact the school for more information.

Course Cancellation

A minimum number of students is generally required to begin a course. The school reserves the right to cancel any course for which there is insufficient enrollment. Students who have registered for the canceled classes will be notified as soon as possible, and any fees paid will be reimbursed. Fees for discontinued classes will be refunded on a prorated basis. No fees will be refunded for any other reason. All refunds, regardless of method of payment will be refunded by check. Refund payments will be made within forty-five (45) days of course cancellation.

Certificates of Completion

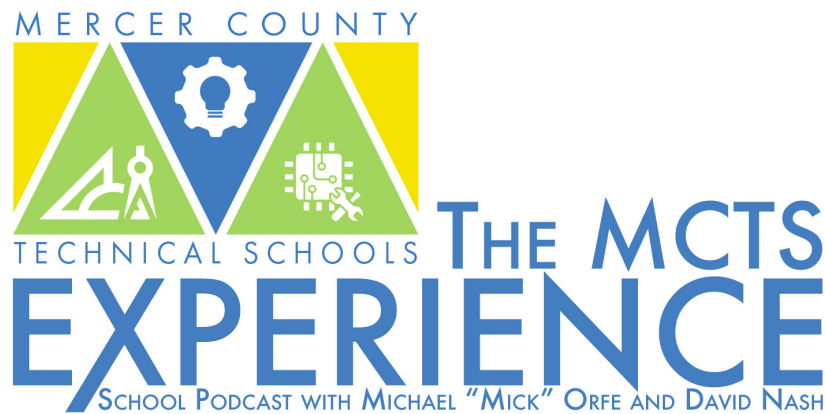
Students who successfully meet the requirements of the course may be eligible for a Certificate of Completion. Apprentices who successfully complete their respective program and comply with the yearly attendance requirements will be awarded Certificates of Completion. The certificates are awarded jointly by the school and the U.S. Department of Labor.

Apprenticeship Coordinator

The services of the Apprenticeship Coordinator are available by appointment for guidance and counseling during the evening hours when school is in session. For information or an appointment call Ms. Mary Smith-Jones and/or Gary Mattia at 609-586-5146.

Faculty

The staff of the Evening School is comprised of individuals approved by the Mercer County Technical School District Board of Education and recognized by their peers as specialists in their respective fields of activity.

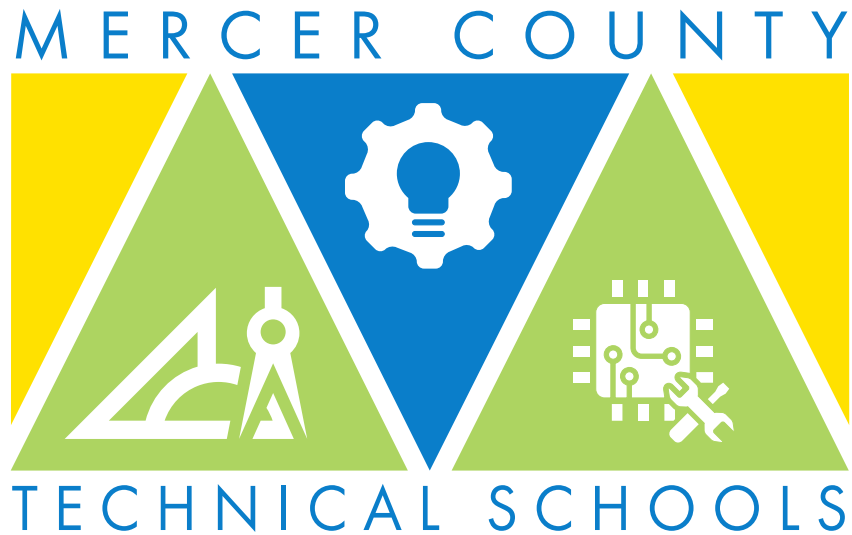


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