

BELL SCHEDULES

MONDAY - THURSDAY

9 th & 10 th Grade		11 th & 12 th Grade	
Homeroom	8:45 - 8:52	Homeroom	8:45 - 8:52
Passing	8:52 - 8:54	Passing	8:52 - 8:54
Block 1	8:54 - 10:22	Block 1	8:54 - 10:22
Passing	10:22 - 10:26	Passing	10:22 - 10:24
Block 2N	10:26 - 11:54	Lunch 11 & 12	10:24 - 10:54
Passing	11:54 - 11:56	Passing	10:54 - 10:58
Lunch 9 & 10	11:56 - 12:26	Electives (Academy/MCC)	10:58 - 12:26
Passing	12:26 - 12:30	Passing	12:26 - 12:30
Block 3	12:30 - 1:58	Block 3	12:30 - 1:58
Passing	1:58 - 2:02	Passing	1:58 - 2:02
Block 4	2:02 - 3:30	Block 4	2:02 - 3:30

FRIDAY

9 th & 10 th Grade		11 th & 12 th Grade	
Homeroom	8:45 - 8:52	Homeroom	8:45 - 8:52
Passing	8:52 - 8:54	Passing	8:52 - 8:54
Period 1	8:54 - 9:36	Period 1	8:54 - 9:36
Passing	9:36 - 9:40	Passing	9:36 - 9:40
Period 2	9:40 - 10:22	Period 2	9:40 - 10:22
Passing	10:22 - 10:26	Passing	10:22 - 10:24
Period 3N	10:26 - 11:08	Lunch 11 & 12	10:24 - 10:54
Passing	11:08 - 11:12	Passing	10:54 - 10:58
Period 4N	11:12 - 11:54	Period 3P	10:58 - 11:40
Passing	11:54 - 11:56	Passing	11:40 - 11:44
Lunch 9 & 10	11:56 - 12:26	Period 4P	11:44 - 12:26
Passing	12:26 - 12:30	Passing	12:26 - 12:30
Period 5	12:30 - 1:12	Period 5	12:30 - 1:12
Passing	1:12 - 1:16	Passing	1:12 - 1:16
Period 6	1:16 - 1:58	Period 6	1:16 - 1:58
Passing	1:58 - 2:02	Passing	1:58 - 2:02
Period 7	2:02 - 2:44	Period 7	2:02 - 2:44
Passing	2:44 - 2:48	Passing	2:44 - 2:48
Period 8	2:48 - 3:30	Period 8	2:48 - 3:30

HALF-DAY

	8:45-8:52	Homeroom	
	8:52-8:54	Passing	
	8:54-9:54	Block 1	
	9:54-9:56	Passing	
	9:56-10:56	Block 2	
10:56-11:26	Lunch - grades 11 & 12	10:56-10:58	Passing
11:26-11:28	Passing	10:58-11:58	Block 3
11:28-12:28	Block 3	11:58-12:28	Lunch - grades 9 & 10
	12:30-1:30	Block 4	

2 HOUR DELAYED OPENING

	10:45-10:52	Homeroom	
	10:52-10:54	Passing	
	10:54-11:54	Block 1	
11:54-12:24	Lunch - grades 11 and 12	11:54-11:56	Passing
12:26-1:26	Block 2	11:56-12:56	Block 2
1:26-1:28	Passing	12:56-1:26	Lunch - grades 9 and 10
	1:28-2:28	Block 3	
	2:28-2:30	Passing	
	2:30-3:30	Block 4	



**Middlesex County Academy for Science, Mathematics &
Engineering Technologies**

100 Technology Drive
Edison, NJ 08837-3644
Telephone (732) 452-2600
FAX (732) 906-8421

Dear Students and Parents/Guardians,

The Spring of 2020 challenged staff and students to find a new normal for learning and to find new ways to connect, compete and correspond. What I have most learned through this process is how much I appreciate the dedication of our teachers, support staff, students and parents who helped bring our learning community together in ways in that allowed our to students continue to grow, learn and communicate.

Normal is such a simple word and it is our goal at the Academy to not only find our new normal, but to use this time as a learning experience that will impact our educational environment forever. Our fall may not be “normal,” but our learning will not only continue, it will thrive. We are ready to move on to this next phase of learning under COVID-19 and we welcome all of our students who are returning in-person, virtually and especially our new students in the class of 2024.

Students, it is important for you to read this handbook and share its contents with your parents. This handbook is designed to let you know our expectations and to familiarize you with policies and procedures. Please review the programs, activities and schedules within the handbook, as it is our hope that you will take advantage of all this learning community has to offer.

A sense of pride in yourself and your school is essential for our school to continue to be a world-class school. Successful people take pride in their education, recognize their self-worth, and know when the support of others is needed for them to reach their full potential. Please feel free to ask for the help of teachers, administrators, support staff, and most importantly, fellow students - all are here to assist you in achieving success.

The policies and expectations described herein are reasonable and necessary for maintaining student and staff safety in an atmosphere that allows each individual to develop to the best of their ability. Please read all items carefully as students are responsible for knowing the contents of their handbooks.

Regards,

John P. Jeffries, Principal

Middlesex County Academy for Science, Mathematics and Engineering Technologies

jeffriesj@mcvts.net

Table of Contents

I.	Chain of Command.....	3
II.	Attendance.....	3
	a. Cumulative Absences.....	4
	b. Excused Absences.....	4
	c. Religious Observances.....	5
	d. Procedures for College Visitation.....	5
	e. Make-up Work.....	5
	f. Cutting.....	6
	g. Administrative Procedures.....	6
	h. Appeals Process.....	7
	i. Waiver.....	7
	j. Late Arrival to Class.....	7
	k. Late Arrival and Early Dismissal from School.....	7
	l. Tardy to School – Unexcused.....	8
III.	Discipline.....	8
	a. Student Code of Conduct.....	8
	b. Disciplinary Procedures.....	9
	c. Sexual Harassment.....	9
	d. Harassment, Intimidation, Bullying or Cyber-Bullying.....	10
	e. Drug/Alcohol Policy.....	10
	f. Smoking/Vaping.....	11
IV.	Student Health Services.....	12
	a. School Nurse.....	12
	b. Medical Transportation.....	12
	c. Emergency Cards.....	12
	d. Medications.....	12
	e. Communicable Diseases.....	12
	f. Hepatitis.....	12
	g. Scoliosis Screening.....	13
	h. Physical Examinations.....	13
	i. Physical Education Medical Excuse Procedure.....	13
	j. Accidents and Insurance.....	13
V.	Academics and Guidance.....	13
	a. Graduation Requirements.....	14
	b. External Courses.....	14
	c. Transcripts and Course Weighting.....	14
	d. Advanced Placement Exams.....	15
VI.	General Information.....	16
	a. Student Identification Cards.....	16
	b. Fire Drill / Emergency Drills Procedure.....	16
	c. Transportation.....	16
	d. Conduct on a Bus or Van.....	16
	e. Cell Phones.....	16
	f. Dress Code.....	17
	g. Parking of Cars.....	18
	h. Media Center / Library / Computer Labs.....	18

i.	Lunch.....	18
j.	Commons Area.....	18
k.	Lockers.....	19
l.	School Clubs & Organizations.....	19
m.	Interscholastic Sports.....	19
n.	After School Pickup.....	20
o.	Legal Custody/Permission to Sign Students Out of School....	20
p.	End of School Day Dismissal.....	20
q.	Parental/Guardian Responsibilities.....	20
r.	Lost and Found.....	21
s.	Working Papers.....	21
t.	Safety.....	21
u.	Affirmative Action Grievance Procedure.....	21

Chain of Command

Parents are often discouraged when they attempt to communicate with administrators and are sent back to teachers in order to resolve a problem their child may be experiencing in class. To prevent that frustration, parents should know about the “Chain of Command” or where to begin the communication sequence regarding their child’s concern. Many questions are best answered by communicating directly with the teacher in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email. (Email format: last name, first initial@mcvts.net). A phone call would be the next preferable way to communicate.

Chain of Command

1. Classroom Teacher
2. Guidance Counselor
3. Assistant Principal
4. Principal
5. Assistant Superintendent
6. Superintendent (Only after you have spoken to the above administrators)

Attendance

The frequent absence of students from class/career major learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements.

Students are required to proceed to their homeroom at the 8:40am warning bell. Students are not to leave school grounds after arrival at school. This includes during the lunch periods except when permission is granted.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education, the district provides a minimum of 180 days in the school calendar. The cooperation of parents/guardians and students is required to maintain a high level of school attendance. The homeroom teacher will take daily attendance using Genesis. The information entered by the homeroom teacher is the student's official attendance record; therefore, accurate attendance must be maintained. **Student attendance will also be taken in every class.**

NJ State Law requires that we document all days when a student is absent from school. Parents/Guardians are required to call the Main Office regarding an absence. This does not necessarily constitute an excused absence. If the Main Office does not receive a call from a parent or guardian stating the student is going to be absent, the parent or guardian will receive a call from the Main Office.

If absences are excessive, excused or unexcused, an incomplete may be recorded until all work is made up. Excessive absences from academic classes may require credit recovery in June or the summer. Failure to successfully complete either academic or career major classes may result in dismissal from the program and/or school. **Please note that family vacations are considered unexcused absences and should be planned so they do not interfere with school attendance.**

Cumulative Absences

18 absences in a Full Year course

9 absences in a Semester course

A student who exceeds these class period absences will NOT receive credit for that course. A designation of no credit (NC) will be reflected on the report card. A student who exceeds the class period absence totals and fails the course will receive an F.

All other absences, with or without signed notes, and class cuts are cumulative and count toward the 18 absences for a full year course and/or 9 absences for a semester course.

Although a parent note validates that an absence is not truancy or a cut, it is still considered an absence.

Students arriving more than half way through a period or block will be marked absent for that class.

Excused Absences

In compliance with the attendance laws of the State of New Jersey as set forth in N.J.S.A. 18A:38:25-26, the Board of Education considers the following as cause for an excused absence:

1. Personal illness (verification from a licensed physician may be required for frequent absences due to illness)

2. Required court appearance/attendance (documentation required)
3. Death in the family
4. In-School Suspension
5. Out-of-School Suspension
6. School-sponsored Activity (Field Trip, Athletic Trip, etc.)
7. Assigned Home Instruction
8. College Visitation (3 days Maximum)
9. Administrative Approval
10. Religious Observances

Religious Observances

In accordance with state statute, no student absent for religious observance of a day recognized by the Commissioner of Education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award. Please use this link to find a list of absences excused for religious observances.

<https://www.nj.gov/education/docs/holidays1920.pdf>

Procedures for College Visitation

Required college visitations that are verified and approved in advance by the Principal will not be charged as unexcused. Students are allowed up to three days of visitation per school year. The administration recommends that students make every attempt to visit colleges on the weekend and/or over the summer. Prior to the visitation, a parent/guardian signed letter indicating the college and date of the visit must be submitted to the Principal's Secretary. Verification in the form of a letter or email on college/university letterhead including the date of and reason for visitation is required.

Make-up Work

Students are encouraged to contact their teachers in advance of a planned absence to receive any work that they may need to make-up.

Guidelines that the teachers may use when absences are **excused**.

Consecutive Absences

Make-up Deadline

1	+1 day
2	+2 days
3	+3 days
4 + days	Arrangements made with teacher/guidance counselor

Students with unexcused absences will not receive any additional days to make up assignments. Students should be prepared to take assessments the day they return. Assignment due dates will not be adjusted due to an unexcused absence.

Cutting Class

Cutting is defined as deliberately missing an assigned class and/or any other school assignment. Students found to have cut a class are subject to disciplinary action. Students will be denied the opportunity to make-up the class work for those periods.

Administrative Procedures

1. Every absence will result in a telephone call from the attendance office, if appropriate;

2. 1 - 4 days absent - The homeroom teacher will discuss absences with the student;

3. 5 days absent - A letter from the attendance office;

4. 10 days absent - Letter from the guidance counselor to the parent/guardian;

5. 15 days absent - A letter from the building administrator or designee to the adult student or parent/guardian that may require their presence at a conference. Agenda at the conference will include, but not be limited to, a discussion relative to the following:

- A. Written documentation for absences;
- B. Attendance Review Committee (ARC);
- C. Building administrator’s recommendation for waiver; and
- D. Implementing an attendance contract.

6. 18 days absent - The student is referred to the ARC by a building administrator. The ARC will meet and submit a recommendation to a building administrator. A parents/guardian is required to attend this meeting. A building administrator will review the case and a formal letter will be sent to the parent/guardian stating:

- A. The student has received an attendance waiver; or

B. The student may not receive credit for the course and may be transferred back to the sending district. In order to remain on the rolls of the school, a student must continue to attend a full schedule of classes/career major even when excessive absences have denied that student credit in one or more courses. If the student is given an attendance waiver, a plan will be developed relative to his/her attendance. If the student does not adhere to the plan, he/she may not receive credit for the course and may be transferred back to the sending district.

Appeals Process

An appeal due to the eighteenth absence and the potential loss of credit or a certificate must be made by the adult student or parent/guardian to the building administrator or designee within five school days after receiving notification regarding the student's status. The appeal should be in writing and directed to the building administrator or designee. Parents/guardians can appeal the building administrator's decision to the Superintendent. The written appeal should be submitted within fifteen calendar days.

Waiver

A waiver of these attendance requirements may be granted for good cause by the building administrator upon recommendation of an Attendance Review Committee (ARC), appointed by him/her, and consisting of representative staff, including guidance counselor, a teacher and school nurse, if appropriate. In recommending the granting of a waiver of this attendance requirement, the ARC shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of all absences shall be the responsibility of the student and parent/guardian.

Late Arrival to Class

Lateness to class is defined as unexcused if the student enters the classroom after the bell without a signed pass. Students are required to be in their designated class before the late bell rings. Teachers will develop a policy to address excessive lateness to class.

Late Arrival and Early Dismissal from School

The Academy recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. Students who arrive to school late are required to bring a note from one of the excused absence categories for the late to be excused.

High school students who wish to leave school must submit a signed parent/guardian note with a phone number to the Main Office. For an emergency, the building administrator may grant permission based on telephone contact with the parent/guardian. **All** students must have their parent's/guardian's permission

to leave early. **Students who are 18 years or older may sign themselves out of school.**

Students who participate in an organized sport in their home district will be excused early from school on the day of matches and/or competitions only. Students will not receive an excused absence for practices. Students must share a copy of their competition schedule with the Main Office prior to their early dismissal.

State law requires a minimum of four hours of attendance to be considered present for the day. A student absent from school for the entire day will not be allowed to participate in extracurricular activities (including Prom), field trips, and/or school sponsored athletic practices or competitions.

Tardy to School - Unexcused

A student arriving tardy to school after 8:45am, must report directly to the Main Office to sign-in and obtain a pass to class. Students who arrive late on a bus will be excused. Students arriving more than half way through a period or block will be marked absent for that class.

Please note the following consequences:

- 1st-5th Occurrence: Warning
- 6th & 7th Occurrence: Lunch Detention, Parent Contact
- 8th & 9th Occurrence: After School Detention, Parent Contact
- 10th&11th Occurrence: Before School Detention, Parent Contact
- 12th+ Occurrence: 1 day In-School Suspension, Parent Meeting

Discipline

At Middlesex County Academy we believe that school discipline should help nurture all aspects of student growth. School rules are created to protect persons and property and to protect the rights of all students to participate in the educational program. Each student is responsible for his or her behavior at school. Our discipline policy specifically limits the right of any individual student to disrupt the educational opportunities of other students.

Student Code of Conduct

In order to provide a proper educational atmosphere at the Middlesex County Academy, it is necessary to have certain expectations regarding conduct. Every student should be considerate of the rights and privileges of fellow students and staff members. It is necessary to invoke disciplinary action for the following general offenses:

1. Disruption / Inappropriate Behavior

2. Destruction or vandalism of school property
3. Offensive language
4. Verbal Confrontation
5. Assault (Physical or Sexual Assault)
6. Fighting
7. Insubordination or disrespect
8. Possession and/or use of illegal articles
 - a. lighter
 - b. vape equipment
 - c. cigarette, cigars, and/or chewing tobacco
 - d. drugs
 - e. alcohol
 - f. fireworks
 - g. concealed weapons
9. Theft
10. Smoking/Vaping on school grounds
11. Academic Dishonesty
12. Littering

The Middlesex County Academy believes that there are varying degrees of involvement with many violations. Please be reminded that these codes are not all inclusive, and some infractions will be decided on a case-by-case basis according to the seriousness of the behavior. There are some infractions listed above that may result in police contact or involvement. Middlesex County Academy administration reserve the right to assign disciplinary actions.

Disciplinary Procedures

Referral of a student to the Main Office/building administrator should be used after teachers have exhausted all other appropriate preventive and corrective measures. Parents will be contacted in most instances for discipline referrals.

When a student is suspended from school, the parent/guardian must contact the Main Office as soon as possible in order to schedule a readmit conference. A student is not permitted to participate in any school activities whatsoever during the suspension period and cannot be on school grounds. Parents/guardians are required to accompany their child to school after suspension for the readmit conference.

Sexual Harassment

It is the policy of the Middlesex County Vocational and Technical School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for a student or any staff member to harass another staff member or student through conduct or communications of a sexual nature. Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal or district affirmative action officer. Filing of grievance or

otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

We encourage students to report to a responsible adult any incident that they are aware of as soon as possible. Your reporting will be handled discreetly.

Harassment, Intimidation, Bullying or Cyber-Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards.

Harassment, Intimidation, and Bullying Definition "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or through a social media platform.

Drug/Alcohol Policy

It is the responsibility of the school to safeguard the health, character, citizenship, and personality development of the students in its schools. The Board of Education recognizes that the misuse of drugs, alcohol, or steroids threatens the positive development of that student and the welfare of the entire school community, and is

committed to the prevention of drug, alcohol, and steroid abuse and the rehabilitation of identified abusers.

The Board of Education recognizes the danger and harmful effects associated with the use and/or abuse of alcohol and drugs by students. This policy addresses the problems regarding use and/or abuse and provides guidelines for school personnel. It provides for the evaluation, intervention and referral to treatment of students whose use of alcohol and other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at school functions. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol or steroids will be identified, evaluated, and reported in accordance with the law.

Police can enter school if they have a warrant for arrest or search students if a crime is committed on school property. They may also come if school officials invite them. The Principal or his designee may inspect lockers or any other storage facilities provided for use by students.

Smoking/Vaping

The Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke or vapor. Additionally, the Board of Education recognizes that the use of tobacco in any form presents a health hazard that can have serious implications for both the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong consequences. In order to protect students, employees and citizens who choose not to smoke from an environment noxious to them and potentially damaging to their health. The Board of Education prohibits smoking within the school district as follows:

1. At all times within the boundaries of the school property during the school day, this shall be defined as 7:00 A.M. to 6:00 P.M.
2. At all times on school buses
3. At any school sponsored activity

Students: In Compliance with **P.L. 1989 C.96** of New Jersey, a district policy to prohibit smoking including e-cigarettes has been approved by the Board of Education. In the spirit of the law and for the benefit of all, the following rules will apply:

First offense: 3 Lunch Detentions

Parent/Guardian contact, Refer to SAC

Second offense:

1 day In-School Suspension

Parent/Guardian contact, Refer to SAC

Third offense:

1 day Out-of-School Suspension

Parent/Guardian meeting, Refer to SAC

Student Health Services

School Nurse

The School Nurse is available for any student who feels ill or is injured during the school day. If possible, a student should report to his/her classroom or career major and then be sent or escorted to the Nurse's Office. Additional information about the services offered is outlined in the current Policy Edition Newsletter.

Medical Transportation

It is the responsibility of the parent/guardian to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

Emergency Cards

In order that we conform to the wishes of parents/guardians, a new emergency form must be filled out/updated annually for each student on the Genesis Parent Portal for use in emergency situations. Forms must be completed prior to the start of school each year. Anytime there is a change of address, phone number or parent place of employment including your private doctor's or dentist's office numbers, a new emergency form must be filled out/updated on the Genesis Parent Portal and the Main Office should be notified.

Medications

Medication for students in need will be given during the school day (prescription or over the counter) if a note is sent in from both a doctor and a parent/guardian. All medication must be in a properly labeled prescription container and brought to the Nurse's Office upon arrival at school. Under no circumstances will any other medication be allowed to be taken in school. Students who are prescribed self-administered medication for asthma are strongly urged to keep a backup inhaler in the Nurse's Office for emergency. The doctor and the parent must complete specific forms for self-administered medication.

Communicable Diseases

Students returning to school after recovering from a communicable disease must be readmitted through the School Nurse's Office. In order to return to school a physician's or doctor's release is required.

Hepatitis

The State of New Jersey requires the immunization of all high school students against Hepatitis B as a condition for enrollment for the school year. Students who do not comply with the state regulation will not be able to obtain working papers or participate in sports programs. Those who have not received the three required doses will be excluded from school in the fall.

Scoliosis Screening

In accordance with New Jersey State Law, yearly screenings are provided to all students. If for any reason the parent or guardian prefers to have this screening done privately, they must notify the Nurse's Office.

Physical Examinations

All 9th and 11th grade students as well as new students to the Academy are required to have a physical examination upon entrance to the school. If, for any reason, the parent or guardian wishes that the student has the examination done by the family physician, the parent must sign and check the appropriate box on the reverse side of the emergency card. A school medical form will be provided by the School Nurse and is to be returned by the noted due date. Sports physicals are provided by the school doctor for all students returning with a completed permission form from their parent/guardian to the School Nurse. A sports physical is only good for one (1) school year.

Physical Education Medical Excuse Procedure

If, for any reason, a student cannot participate in the full PE program, a note must be brought from home. If this disability extends for more than five (5) school days, a doctor's note must be submitted indicating the length of time the student is to be excused. The note should be brought to the School Nurse for recording.

Students with medical excuses are not allowed to participate in PE activities and must remain in the Media Center during PE class. Students will follow the district policy on Physical Education Medical Excuses.

All doctors' notes to be excused from or to limit Physical Education participation must be in writing and should include a duration of nonparticipation. Students are only excused for the specified duration and are expected to participate thereafter.

Accidents and Insurance

The school is responsible only for immediate first aid. If an accident occurs at school, the family's insurance coverage is to be applied first. The district accident insurance policy is to be used after family coverage is applied. In the case of an

accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. Supplemental insurance coverage is available for parental purchase. It is highly recommended to enroll in this plan.

Academics and Guidance

The Guidance Counselor and Student Assistance Counselor provide a very important service to the total school population. Students should consult with these professionals on all matters pertaining to school, choice of career major, social or emotional problems, or to discuss future educational plans. Parents may make an appointment with the appropriate counselor to review student records.

Graduation Requirements

The following credits must be earned before students are awarded their diplomas. Students must pass their career major to be advanced to the next grade level. Any other failures may be repeated only in an approved summer program.

English	4 years / 20 credits
Mathematics	4 years / 20 credits
Physical Education	4 years / 12 credits
Health	4 years / 4 credits
Engineering	4 years / 40 credits
Science	3 years / 18 credits
Social Studies	3 years / 15 credits
Spanish	2 years / 10 credits
Electives	3 years / 15 credits

External Courses

Any student wishing to take an outside course for credit must submit an External Course Approval Form prior to registering for the course. Approvals will be considered on a case-by-case basis. Upon completion of an approved course, an official transcript with a final grade must be submitted to the School Counselor.

Transcripts and Course Weighting

Transcripts can be obtained through a Transcript Request Form located in the Main Office. Please allow 24 hours to process. Keep in mind **Official Transcripts** are those sent directly from one institution to another.

Course Weighting is as follows:

General Academics

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0

College Prep/Career Major

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.55	4.25	3.95	3.55	3.25	2.95	2.55	2.25	1.95	1.25	0

Honors/College Electives

A+	A	A-	B+	B	B-	C+	C	C-	D	F
4.8	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.5	0

Advanced Placement/Advanced Mathematics

A+	A	A-	B+	B	B-	C+	C	C-	D	F
5.3	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.0	0

Advanced Placement Exams

Taking the Advanced Placement exams is an important part of all AP courses. It is recommended that all students taking an AP course take the corresponding AP exam in May. Scoring well on an AP exam can earn college credit for the class, saving a significant amount on tuition.

Students desiring to take an AP Exam for a non-AP course (e.g. Honors Biology) are required to obtain teacher approval before registering. Students desiring to take

an AP Exam for a course not offered at the school (e.g. Psychology) are required to obtain counselor approval before registering.

This year each AP exam costs \$100.00. The Late Registration fee will be an additional \$40. A cancellation fee of \$40 will apply. Students should visit www.TotalRegistration.net **between October 15 and November 15** to register. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed the pdf of the confirmation page that is provided at the end.

For additional information, please visit <https://apcentral.collegeboard.org/>

General Information

Student Identification Cards

All students must have in their possession their Academy identification card at all times when in school or on school sponsored trips/activities. These cards are needed for entry into the building and should not be shared/loaned to any other student. ID cards should be left in school during Physical Education class. Students that do not possess a valid school identification card will lose access to Genesis. A replacement ID card may be obtained through the Main Office for a \$5 fee.

Fire Drill / Emergency Drills Procedures

Fire Drills / Emergency Drills are an important function of every school. When the fire bell sounds the signal, all must leave the building by the nearest exit. All must proceed in an orderly manner to the designated location. No talking, pushing, or running will be allowed. All doors must be closed and lights turned out, before you leave the room. Returning to the building is designated by the all clear signal given by a building administrator. In the case of an emergency drill, specific instructions will be given by your instructors as to where students will stay and what classroom procedures students are to follow.

Transportation

1. Busing to and from school is provided by your local school district.
2. Any issues with transportation (location of bus stop, lateness, etc.) should be directed to the bus company or the responsible person in your local school district.
3. Students are responsible for informing drivers when they are staying after school and will not be taking the bus home.

Conduct on a Bus or Van

Sending districts provide transportation to and from our school. Students riding buses are under school jurisdiction from the time they get on the bus in the morning until they get off the bus at home at the end of the day, and as such are subject to all school rules and policies.

Cell Phones

Use of cell phones is to be limited to before the 8:45 A.M. bell and after 3:30 P.M. the close of the school day. The Principal may grant as privilege permission for students to use cell phones during student lunch periods. Violation of this policy may result in loss of privilege or disciplinary action and confiscation of the item for return to the parent / guardian. Parents/guardians are respectfully requested to refrain from sending text messages or calling students during the school day. Please direct all urgent communications with students through the Main Office phones only.

Dress Code

Because no dress code can be all-inclusive, the administration reserves the right to make the final decision on all attire. Students must wear clothing that is safe and not disruptive to the learning environment. Students have a responsibility to attire themselves in a manner that is conducive to an instructional and professional environment.

Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, electrical/civil/mechanical lab work, and other activities where unique hazards exist. Specialized courses may require specific attire, such as physical education uniforms or safety gear.

Hats, caps, and all other types of head coverings are not to be worn inside school classrooms. Religious and medical exceptions may be granted by the administration.

Clothing and/or accessories must not display/advertise that which could be considered by some to be lewd, offensive or insensitive. This includes but is not limited to: references to drugs or alcohol; discriminatory/inflammatory/prejudicial statements about race, ethnicity or gender; violence or gang affiliation; sex or sexual orientation, or religion and/or disability.

Clothing should cover chests and torsos. Skirts, shorts and pants should sit at the waist and be an appropriate length. All attire should conceal undergarments.

Sunglasses shall not be worn anywhere inside the school building. No student is permitted to wear dark glasses unless doctor approved for medical reasons. Prescription sunglasses or heavily tinted glasses will be considered as dark glasses. Jewelry with projectiles is not permitted.

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

In instances where attire is deemed inappropriate, students will be directed to the Main Office of the Middlesex County Academy to meet with administration. Students may be asked to make an adjustment or to change. If this is not feasible, parents will be contacted and asked to bring appropriate clothing to school or to escort their child home to change clothes.

When other alternatives are not feasible, students may be held in the office until parent contact or an adjustment is made.

Parking of Cars

High school students may park their vehicles on college property only in areas designated for student parking (white lines). **Parents/students must complete and sign a Student Parking Registration Form to inform the school in writing when students have permission to drive themselves to/from school.** The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles may be suspended.

Media Center / Library / Computer Labs

The Media Center will be open from 8:30 A.M. to 3:30 P.M. Most of the books in the Media Center circulate for a period of two (2) weeks. Students may renew a book if there has not been a reserve placed on it. If a book is not on the shelf, it may be reserved, and an attempt will be made to honor the request as soon as possible.

It is essential that all materials be returned on time for the benefit of everyone who uses the Media Center. Students will be issued an overdue notice if the material has not been returned on time. Any lost or damaged materials must be replaced at the expense of the borrower.

When printing in the Media Center, prior approval must be attained from the Media Specialist prior to sending the print job. Students who abuse this privilege will be barred from future printing in the Media Center.

Both the student and a parent/guardian must sign the District's Network and Internet Agreement before the student may use any of the computers in the school.

Lunch

Students take a 30-minute lunch in the Commons. Lunch is not available for sale on a daily basis; therefore, students need to bring in their own lunch most days. Lunch is sold by student clubs as fundraisers 2-3 times a week.

Juniors and seniors are permitted to go to College Center on campus for lunch. This privilege, however, may be revoked if a student fails to properly sign-out or returns late excessively. **Students are not permitted to drive or walk to any other location to purchase lunch. Students who do not follow this policy will be restricted from this privilege.**

Commons Area

Students are expected to:

1. Keep the table areas clean.
2. Deposit trash into designated containers.
3. Use good table and eating manners.

4. Put chairs back in place and take all belongings.
5. Use microwave ovens with care.

Food or drink is not to be taken outside of the Commons area.

Lockers

1. School lockers are the property of the Board of Education even when they are used by students. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.
2. Students are responsible for safeguarding their combination. Students are encouraged not to bring valuables to school. The school is not responsible for lost or stolen items.
3. School equipment, lockers, supplies and textbooks are the property of the Board of Education.
4. Students should immediately notify the Main Office regarding locker problems. All school lockers MUST be cleaned out by the last day of school.
5. **Students must obtain and use a combination lock for use during their PE class.**

School Clubs & Organizations

School clubs and organizations can be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained from the Principal's Office. At the present time the following clubs are included at the Academy:

Class Councils (9 th , 10 th , 11 th , 12 th)	Newsletter (Eagle Eye)
Future Business Leaders of America (FBLA)	Science Olympiad
Interact	Spanish Honor Society
Math League	Student Council
National Honor Society	Technology Student Association (TSA)
	Yearbook

Interscholastic Sports

The interscholastic sports program includes varsity and junior varsity soccer in the fall. All students are encouraged to try out for these teams provided they meet the physical, academic and attendance requirements.

After School Pickup

Parents/guardians are responsible for picking up their children promptly at the conclusion of all club meetings and extracurricular events (usually 4:30pm). **Students who are not picked up on time will be given a warning. After the third such occurrence or after a total of 60 minutes of late pickup (e.g. 30 minutes late twice) in one school year, the student will be ineligible to participate in all extracurricular activities for a period of two months. After the sixth occurrence or 120 minutes of late pickup, the student will be ineligible for all extracurricular activities for the remainder of the school year.**

Legal Custody/Permission to Sign Students Out of School

A record shall be kept indicating the legal custodian of each student. The legal custodian shall be responsible for informing the school in writing of any change of the student's custodian and **providing names of other individuals (including non-custodial parents, adult siblings, car-pools, etc.) who are permitted to take temporary custody / sign the student out of school.** Verbal notification may be accepted in emergency situations. The building administrator may take such steps as are deemed necessary to ensure that the student is released only to proper custody.

End of School Day Dismissal

Students are expected to promptly depart the school building at dismissal time. Students will only be released to school buses or to individuals designated in writing, as previously described. Parents are required to inform the school in writing when students have permission to drive themselves to / from school. The school does not provide after-school staff supervision for students wishing to remain in the building. No student is permitted to remain after school without supervision by a certificated school district employee. **Parents wishing to have their minor children leave the Academy after school (such as to attend college classes, etc.) must give written authorization in advance to the Principal detailing the parent's instructions and releasing the school from student supervision responsibility / liability.**

Parental/Guardian Responsibilities

The Board of Education believes that the ultimate responsibility for a student's behavior rests with the student. Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures.

The Board anticipates that parents/guardians will be concerned and cooperative in dealing with any behavior problems that may arise and expects that this cooperation will be made apparent to the child.

Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his/her rights judiciously. To realize this objective, the school reserves the right to hold parental conferences,

guidance conferences, or conferences with the court and the right to request schedule changes or psychological examinations and/or treatment.

Lost and Found

The main office or gondola is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it there. Students looking for lost possessions should check the receiving area and Main Office. If lost and found articles are not claimed within a reasonable amount of time they will be discarded.

Working Papers

Working papers are required by the State for all students under the age of 18 years to work. Requests for working papers can be made in the Guidance Office before homeroom. A birth certificate is required in order to obtain completed working papers. Completed working papers may be picked up the following day before homeroom.

Safety

The rules of safety will be constantly emphasized in our school. Industry places a premium on safe workers. Many lives are lost and many workers suffer countless injuries when the rules of safety are ignored or flaunted. You will receive individual instruction in each career major class/ science laboratory regarding detailed safety rules and regulations.

Affirmative Action Grievance Procedure

The purpose of the following grievance procedure is to provide students, parents and employees with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, and sexual preference, marital or veteran status.

The Middlesex County Vocational and Technical Schools have designated the following individuals to coordinate and compliance efforts and investigate complaints of discrimination: Affirmative Action Officer, Mr. Jeffrey Bicsko, 504 Compliance Officer, Mr. Francis Cap (732) 2573300.

1. Students should discuss the problem with their teachers. Employees should discuss the problem with their immediate supervisor. Most grievances should be settled at this level.
2. Students who have problems which cannot, or are not, resolved at the teacher level may discuss the problem with the guidance counselor or assistant principal.
3. If necessary, the employee or student with or without his/her parents and/or guardians) present may discuss his/her problem with the building administrator. If the grievance is not resolved as a result of the conference, the employee, student

or parent/guardian can submit the grievance to the building administrator in writing in 10 school days. The building administrator will respond in writing within five school days.

4. If the grievance is not resolved, the employee, student or parent/guardian can submit the grievance to the Chief School Administrator in writing within 10 school days. The Chief School Administrator will respond in writing within five school days.

5. If the grievance is not resolved, the employee, student or parent/guardian can submit the grievance to the Board of Education in writing within 10 school days. The Board of Education will respond in writing within thirty days. If necessary, the Board of Education will schedule a hearing in accordance with due process.

Statement of Non-Discrimination

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment, educational and vocational education opportunities against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy related disabilities, actual or potential parenthood, or family status and other applicable laws. Further information regarding these policies can be obtained from the 504 Compliance Officer, Mr. Francis Cap and/or the Affirmative Action Officer, Mr. Jeff Bicsko (Phone 732-257-3300)

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS

SCHOOL CALENDAR – 2019-2020

Last Day of School for Students – June 23, 2020

September 2019							February 2020							July 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	X	X	X	5	6	7	2	3	4	5	6	7	8	4 th	Thursday	Independence Day (Observed) Schools and Offices Closed				
8	9	10	11	12	13	14	9	10	11	12	13	14	15	August 2019						
15	16	17	18	19	20	21	16	X	18	19	20	21	22	26 th	Monday	Administrative Staff Meeting				
22	23	24	25	26	27	28	23	24						27 th	Tuesday	Administrative Staff Meeting				
29	X													28 th	Wednesday	New Teacher Orientation				
														29 th	Thursday	New Teacher Orientation				
														September 2019						
														2 nd	Monday	Labor Day-Schools and Offices Closed				
														3 rd	Tuesday	Staff Development				
														4 th	Wednesday	Faculty Meetings at Each School at 9:00 a.m.				
														5 th	Thursday	First Day of School				
														26 th	Thursday	Parent's Night-Schools Close at 1:30 p.m.				
														30 th	Monday	Fall Recess - Schools and Offices Closed				
														October 2019						
														1 st	Tuesday	Fall Recess – Schools and Offices Closed				
														9 th	Wednesday	Fall Recess – Schools and Offices Closed				
														14 th	Monday	Staff Development-Schools Closed for Students Only				
														November 2019						
														4 th	Monday	Columbus Day (Observed) Schools and Offices Closed				
														5 th	Tuesday	Election Day-Schools and Offices Closed				
														6 th	Wednesday	Veterans Day (Observed) Schools and Offices Closed				
														7 th	Thursday	NJEA Convention-Schools and Offices Closed				
														8 th	Friday	NJEA Convention-Schools and Offices Closed				
														27 th	Wednesday	Schools Close at 1:30 p.m.				
														28 th	Thursday	Thanksgiving Day-Schools and Offices Closed				
														29 th	Friday	Schools and Offices Closed				
														December 2019						
														23 rd	Monday	Winter Recess - December 23 rd – January 1 st				
														24 th	Tuesday	Schools Closed; Offices Open				
														25 th	Wednesday	Schools and Offices Closed				
														26 th	Thursday	Schools and Offices Closed				
														27 th	Friday	Schools Closed; Offices Open				
														30 th	Monday	Schools Closed; Offices Open				
														31 st	Tuesday	Schools and Offices Closed				
														January 2020						
														1 st	Wednesday	Schools and Offices Closed				
														2 nd	Thursday	Schools Reopen				
														20 th	Monday	Martin Luther King's Birthday Schools and Offices Closed				
														February 2020						
														14 th	Friday	Dismissal for Students Only at 1:30 p.m. Staff Development at 1:30 p.m. – 3:30 p.m.				
														17 th	Monday	President's Recess-Schools and Offices Closed				
														March 2020						
														27 th	Friday	Staff Development-Schools Closed for Students Only				
														April 2020						
														10 th	Friday	Schools and Offices Closed				
														13 th	Monday	Schools and Offices Closed				
														14 th	Tuesday	Schools Closed; Offices Open				
														15 th	Wednesday	Schools Closed; Offices Open				
														16 th	Thursday	Schools Closed; Offices Open				
														17 th	Friday	Schools Closed; Offices Open				
														20 th	Monday	Schools Reopen				
														May 2020						
														6 th	Wednesday	Open House – Schools Close at 1:30 p.m.				
														25 th	Monday	Memorial Day-Schools and Offices Closed				
														June 2020						
														23 rd	Tuesday	Last Day of School and Graduation (With No Snow Days) 1:30 p.m. Dismissal for Students and Teachers				

TOTAL NUMBER OF DAYS = 180

NOTES:

1. Schools and Offices are closed as indicated.
2. Adult Evening School calendar will be issued separately.
3. Unless a change is authorized by the Superintendent, all schools and offices shall follow this calendar.
4. School calendar is subject to change by the Board of Education.
5. June 30th - Reserved for teacher sign-out if needed.
6. Additional inclement weather days will be made up as follows: June 24, 25, 26, 29 / April 17, 16, 15, 14, 13, 10

Note: Students exam schedule last 5 days of school: 1:30 p.m. dismissal

4/10/19