

***EAST BRUNSWICK  
VOCATIONAL & TECHNICAL  
HIGH SCHOOL  
PARENT/STUDENT HANDBOOK***



Middlesex County Vocational and Technical High School  
East Brunswick Campus  
112 Rues Lane  
East Brunswick, NJ 08816  
T (732) 254-8700 F (732) 613-9608

School of Career Development at the  
East Brunswick Campus  
112 Rues Lane  
T (732) 257-7715 F (732) 613-9757

**Principal:** MR. MICHAEL CAPPIELLO  
East Brunswick Vocational and Technical High School

**Principal:** MR. ROBERT FELDMAN  
School of Career Development

**Assistant Principals:** MR. JOSEPH ADOCHIO  
MS. KELLY NAKIELNY

## STATEMENT ON NON-DISCRIMINATION

In accordance with Federal and State laws and the policies of the Board of Education of the Vocational Schools in the County of Middlesex, the Middlesex County Vocational and Technical Schools assure that the benefits, services, activities, programs, and educational and employment opportunities offered by this institution are available to all persons regardless of race, religion, color, national origin, ancestry, sex, sex preferences, handicap, marital or veteran status. Also, lack of English language skills is not a barrier to admission and participation in the program. Further information regarding these policies can be obtained from the Affirmative Action Officer and/or the 504 Compliance Officer (Phone: (732) 257-3300).

## NOTICE

### **SEXUAL HARASSMENT**

It is the policy of the Middlesex County Vocational and Technical School District to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students 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.

### **BUILDING ANTI-BULLYING SPECIALIST**

Ms. Dana Gordon – (732) 254-8700 ext. 1819

## TO OUR STUDENTS

Our school district is the first countywide vocational school district in the United States. We are also the first vocational school in New Jersey to receive the United States Department of Education Green Ribbon for our efforts to reduce environmental impact, promote a healthy school and educate all students of the benefits of sustainability. We are proud to offer a college and career ready program to prepare students to enter college or become skilled workers in today's competitive job market.

The East Brunswick Campus of Middlesex County Vocational and Technical Schools offers students the opportunity to pursue a goal of either post-secondary education or employment. Students find an educational program that combines academics with career majors. Structured in the School within a School model, it offers programs in career themes that include The School of Art and Design, The School of Automotive and Fabrication Technology, The School of Construction Technology, The School of the Arts and The School of Professional and Consumer Services.

The School of Career Development is for all students who have an individualized education plan (IEP). Students in Career Development have the opportunity to take departmentalized classes as well as in-class resource and college prep classes.

Along with an honors, college prep or general academic track, students can follow a program of study that results in an increase in both interest and achievement.

Students who attend the East Brunswick campus also participate in interscholastic sports, organizations related to career areas and extracurricular activities found in the comprehensive high school. Community service activities and service projects complement the academic component.

The unique needs of all students are met with services provided by a dedicated teaching staff and educational service professionals. It is the goal of the campus to provide a cross content learning experience that sets students on a lifelong career path.

Have a great school year!

Michael Cappiello  
Principal

Robert Feldman  
Principal

## **STUDENT CODE OF CONDUCT**

In order to provide a proper educational atmosphere at East Brunswick Vocational and Technical High School, 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. Keeping these considerations in mind, it is necessary to invoke appropriate disciplinary action for the following general offenses: disruption of school; destruction or vandalism of school property; offensive language, assault and/or battery; fighting; insubordination/disrespect; possession and/or use of illegal articles - drugs, alcohol, fireworks, concealed weapons, snowballs, theft, littering, etc. For these reasons the Board of Education has created a Student Code of Conduct. Each student will be provided a copy of the Code of Conduct.

East Brunswick Vocational and Technical High School believes that there are varying degrees of involvement with many violations. With due consideration for student rights, what will happen to a violator will depend upon the violator themselves and the severity of the offense.

Disciplinary action will generally be within the following categories: restriction of student privileges; after school detention, detention with teacher; behavioral modification and/or supervised study; suspension from school; expulsion. The student and his/her parents must fully realize that the general welfare and protection of the entire school population is everyone's concern.

### **STUDENT GRIEVANCE PROCEDURES**

1. Students should discuss the problems with their teachers. Most grievances can be settled at this level.
2. Students who have problems which cannot or are not solved at the teacher level may go to their guidance counselor or assistant principal.
3. If necessary, the student may discuss his/her problem with the principal, with or without his/her parents and/or guardians present.
4. If a group of students has a complaint, it shall be first discussed with their class or activity advisor. If not settled at this level, the principal will follow through until a settlement is reached.
5. Students will always be given a fair and reasonable opportunity to present their case. Solutions shall be arrived at after giving all concerned a chance to be heard.
6. The Board is the ultimate authority, if necessary, in hearing and resolving student grievances.

### RULES FOR ATTENDANCE AND LATENESS

Students' attendance is a common concern for all administrators, teachers, parents and students. While rules and regulations at times appear to be punitive in nature, they are in place to foster regular attendance.

Excessive absences which exceed our attendance standards, endanger promotion and/or graduation. **A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.** Students enrolled in programs that require a specific number of hours must meet the higher standard established for each program.

Parents or guardians are expected to call the school (732) 254-8700 Ext.1663 by 9 a.m. to report a student absence. Please give the student's name, grade, and reason for the absence and the expected length of absence. **Note: All absences, excused or unexcused, count against the 180 day attendance policy.**

If you are late for homeroom, report to the Attendance Office to sign in late.

**STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL PREMISES FOR ANY PURPOSE.**

All doctor, dentist, etc., appointments should be made after school.

Each student is responsible for all work missed and must complete this work as soon as possible but no later than 10 days after the absence under the direction of the teacher. Excessive absences may lead to failure.

If absences are excessive, excused or unexcused, an incomplete may be recorded until all work is made up. **A student has 10 school days to complete the required work or else the uncompleted changes to a failing grade.** Excessive absences from classes/shop may require the student to repeat that course.

Tardiness is defined as not being in an assigned seat or at an assigned station or area by the time the school bell or signal ceases to sound. **Three tardies in any class will be equivalent to one unexcused absence in that class.** Excessive tardies will result in disciplinary action.

\*Students with excessive unexcused absences/Tardies:

1. Fifth Absence – Parent/Guardian notified of a potential attendance problem.
2. Tenth Absence – Parent/Guardian notified of an attendance problem AND A MEETING WITH ADMINISTRATORS..
3. Fifteenth Absence – The Attendance Review Committee (A.R.C.) will meet with the student and his/her Parent/Guardian to help prevent this attendance problem from escalating. Assistant Principal will meet with the A.R.C. student and his/her Parent/Guardian to:

(A) Prevent any further attendance problem escalation.

(B) Inform all parties of possible grave consequences for exceeding 20 unexcused/ absences:

\*Summer Make-Up Time

\*Loss of Course Credit

\*Return to Sending District

4. Exceeding Twenty Absences – An Administrator will inform the student and his/her Parent/Guardian of their current attendance status.

#### **Truancy**

Truancy is defined as any unexcused or unexplained absence from school or class(es)/assigned location(s). It generally takes the form of an unexcused/unexplained absence for the whole school day. Note: The student will be (1) Suspended and (2) Receive a “cut” for each class missed.

#### **Cutting**

Cutting is defined as unexcused or unexplained absence from school or class(es)/assigned location(s). It generally takes the form of selectively missing one or more assigned class (es) while being present for the school day or selectively cutting class(es) assigned location(s) as a result of deliberately missing homeroom. **Cutting is a serious violation which will have administrative consequences and will incur the following penalties:**

1. First Offense-the student will receive a “Zero” for all assigned work for that period, including tests or quizzes.
2. Second and Subsequent Offenses-the student will have the course average decrease by 10 points or one grade level for each subsequent offense.

#### **Early Sign-Outs**

For a student to be signed-out early, it is required that their parent/guardian be present in school to sign them out. This is extremely necessary in order for the student to be released from school. Any student 18 or over must sign out or may face disciplinary action.

#### **COOPERATIVE EDUCATION (CE)**

The Cooperative Education (CE) program is available only to seniors in good standing who are permitted to work for pay and credit on a part time basis.

CE students are permitted to go to work after completion of their academic responsibilities (4<sup>th</sup> or 5<sup>th</sup> period academic classes). Unless special permission has been granted, students are NEVER allowed to leave before 12:30 PM even when lunch is served earlier than normal. Students leaving for CVE MUST sign-out in the main office prior to leaving the building. If students are not scheduled to work on a given day, CE students must report to their shop as scheduled.

CE students must obey the same rules as all other students. Failure to do so can result in disciplinary action, which can include suspension or dismissal from the CE program.

#### **GUIDANCE AND COUNSELING SERVICES**

The Guidance Department provides a very important service to our total school population. Students, parents and teachers are encouraged to use the services provided by the guidance counselor. Students should consult with the counselor on all matters pertaining to school, choice of career major, personal problems or future occupational or educational plans. Parents may make an appointment with the counselor to review student records.

Parents wishing to consult with the counselor may make an appointment by calling (732) 254-8700 or (732) 257-7715 for a Child Study Team member..

Crisis intervention counseling will be available for students in need of these services. Students will be encouraged to participate in peer mediation when involved in a conflict with another student.

Drug and alcohol referral, intervention and counseling services are also available for students through the District's Student Assistance Program.

#### **RULES AND REGULATIONS of the Health and Physical Education Department**

1. The physical education instructor will assign each pupil a physical education locker.
2. A pupil's physical education clothing and sneakers must be kept in the assigned locker.
3. The physical education clothing shall consist of shorts and *white* tee shirts. Sneakers or rubber-soled physical education shoes may be of any color.
4. All students must be fully equipped for the physical education program *by the second week of school.*
5. Medical excuses from physical education must be brought from a physician stating *the reason for the excuse and the duration of time to be excused.* Although excused from participation, the student remains with the Physical Education Instructor or are assigned to an alternative location.
6. Excuses must be filed in the Guidance, Child Study Team and School Nurse's Office.
7. One-day excuses must be presented to the instructor at the beginning of the physical education period. The parent or guardian must sign the excuse.

#### **STUDENT AUTOMOBILES**

1. Driving to school is a privilege, which may be revoked. Safe and legal operation of motor vehicles is required.
2. Student **MUST** obtain a parking permit from the main office.
3. Students may park in the STUDENT LOT ONLY.
4. All Students are prohibited from going to their cars without prior Administrative approval.

**FAILURE TO OBSERVE THESE RULES MAY RESULT IN THE SUSPENSION OF DRIVING PRIVILEGES AND FURTHER DISCIPLINARY ACTION.**

#### **FIRE/EMERGENCY DRILLS**

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted above the door in each room. At all times special instructions may be announced over the loudspeaker. The general rules for fire drills are as follows:

1. Close windows.
2. Students must follow designated exit instructions, keep in single file, walk, not run, refrain from talking and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the last one out of the room, should take the attendance book and keys, should lock the door and remain with his/her group.
4. The teacher will take attendance once the group has reached its proper distance from the building.
5. When the all clear is sounded, all will return to their classrooms in the same orderly fashion. **Note:** Fire/emergency drills are very important and serious exercises which may save your life. You are expected to act accordingly.
6. \* Note: Any student who violates this policy will result in consequences up to and including Out of School Suspension.

### “LOCKDOWN” DRILLS

At times it may be necessary to “lock down” the school if a threat is present. Therefore, Lockdown drills will be run during the school year to prepare for such an event. When Lockdown is announced three times over the public address system, students are to remain in their locked classroom quietly, out of view until released.

### HALL/CAFETERIA CONDUCT

- NO CELL PHONES
- NO BURSTING THROUGH CLOSED DOORS.
- NO LOUD SHOUTING OR PROFANITY.
- NO MUSIC OR HORSEPLAY
- NO HOODIES
- Violations of this policy will be construed as inappropriate and disruptive.

### LOCKER REGULATIONS

Lockers are provided for student use at their own risk. (The building is in continual use during the week.) **The school cannot assume responsibility for any lost or stolen property. It is highly recommended that students do not bring articles of value to school.** For purposes of home study and security, it is recommended that students take books home daily.

Each student is assigned a locker and combination. *Students must not change lockers without administrative approval.* LOCKERS ARE NOT TO BE SHARED.

**School lockers are the property of the Board of Education, even when used by students.**

Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. *N.J.S.A. 18A: 11-1*

### STUDENT IDENTIFICATION

Students are required to wear around their neck a school picture I.D. It is mandatory that students show their I.D. when requested by school personnel. There will be a replacement cost of \$5.00 for lost IDs. Students who violate this policy will be subject to disciplinary action.

### DRESS CODE

Tank tops, strapless shirts, bare-midriiffs or T-shirts with offensive pictures, words, guns or violent images are not allowed. The following headwear: Hats, Hoodies, Bandanas, headbands, “Doo-rags” or “T-shirt turbans” are not permitted. As a student you should wear clothing that shows that you are dressed for your job. The shop program in which you are enrolled determines proper attire and footwear. Sometimes the clothes you wear in class may not be acceptable as work clothes. Remember dress modestly and safely. Parents will be notified if the attire is inappropriate by administration.

### SMOKING

Smoking, chew tobacco as well as use of electronic smoking devices are NOT allowed on school grounds. **SUSPENSION AND OR HEALTH DEPARTMENT FINE MAY RESULT IF THIS RULE IS BROKEN.** State law forbids smoking in any public school building. (Public Law 1990) or on school grounds.



### GRAFFITI

New Jersey Law states that if you deface any surface with graffiti, you may have your motor vehicle and your motorized bike privileges postponed, suspended, or revoked for one year, which will start at age 17 if you have not yet reached the age of driving. This is in addition to school-imposed sanctions. Further offenses will result in larger suspensions of driving privileges and/or fines.

### ELECTRONIC DEVICES

Portable/bluetooth speakers, and cell phones, etc. are prohibited, and are subject to confiscation. Confiscated items may be returned to the student at the end of the school day or in flagrant cases to the Parent/Guardian. Refrain from bringing such devices to school. **The school will not be responsible for lost or stolen items. THESE ITEMS SHOULD NOT BE BROUGHT ON SCHOOL GROUNDS.**

### TEST AND ELECTRONIC DEVICES

Cell phones are not allowed in school and this is especially true during testing and standardized tests such as NJSLA. Just having a cell phone or other type of electronic equipment in a testing room would result in the voiding of that student's test.

### LEAVING SCHOOL GROUNDS

Students are prohibited from leaving school grounds unless Administrative approval is given. At 9:00 a.m. all school exit doors will be locked with the exception of the Main Entrance. Students who violate this policy are subject to disciplinary consequences.

### SUBSTANCE ABUSE (Policy 5131.6)

In accordance with statute and code and Board Policy, penalties shall be assigned for use, possession and distribution of prescribed substances and/or drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions **shall be reported to the local law enforcement agency** in accordance with the district memorandum of agreement and Board Policy. Confidentiality shall be protected in accordance with Federal and State Law. Any professional staff member to whom it appears that a student may be under the influence of alcoholic beverages or drugs must report the matter to the school nurse and the principal. The principal must attempt to notify the student's parent/guardian. Students suspected of using alcohol or drugs will be required to take drug tests subject to Board Policy. Students will be excluded from school pending examination. Those individuals testing positive may be referred for rehabilitation or other services, prior to being permitted readmission.

If you have a problem and want help, please see our Student Assistance Counselor. This self-reporting will be kept confidential.

### DISSECTION AND RELATED ACTIVITIES

P.L. 2005, Chapter 226 (C.18A: 35 – 4.24 and C.18A:35-4.25) requires school districts to provide alternate education projects for those pupils who choose not to participate in dissection and related activities. Students have the right to refuse to dissect, vivisect, incubate, capture, harm or destroy organisms. The school must provide students with an alternate education project.

If you wish your child to "opt out" from these activities please notify the Principal's office in writing. If you have any further questions please contact Dr. Deborah Kraus, Director of Instructional Services at 732-257-3300, Ext. 1931

### DISTRICT AND SCHOOL WEBSITE

Our district website can be accessed at [www.MCVTS.net](http://www.MCVTS.net). Once there you can access the East Brunswick Tech website by clicking on East Brunswick. If you wish to communicate with a faculty member, you will find their contact information on their Faculty Page. In addition, parents can access your child's grades through use of the "Parent Portal." It is recommended that parents contact their students' counselor in order to set up a "Parent Portal" account.

### TUTORING

**Tutoring is available at our Homework Club before the start of school from 8:00 - 8:55 a.m.**

Students who are on academic probation or who have demonstrated problem areas in academic subjects are expected to participate in tutoring/remediation.

### VIOLATIONS AND PENALTIES

If all the previous steps listed in the discipline guide have been followed without causing a change in behavior on the part of the student, the following procedure will be used. All disciplinary actions are subject to administration discretion.

	<b>PRIMARY</b>	<b>SECONDARY</b>
Insubordination	Parent Contact/Detention	OSS/Possible withdrawal from program
Fighting	OSS/Mediation	Possible withdrawal from program
Intentional Vandalism	OSS/restitution	Restitution/Possible withdrawal from program
Negligent Vandalism	Detention	OSS/Restitution
Disruptive Conduct	Detention	OSS/Probation/Possible withdrawal from program.
(Destruction and Misuse) Fire Equipment	OSS	Withdrawal from program/Restitution
Smoking, E-Cigarettes, Chew tobacco	OSS	OSS/Fine
Bus Rule Violation	Detention/OSS	OSS/Bus privilege suspension
Theft	OSS/restitution	OSS/restitution/ withdrawal from program
Drug, Alcohol Use	OSS/Chemical screening, referral to proper agencies, possible withdrawal from program.	Same as primary
Removing Food from cafeteria	Detention	ISS/OSS
Truancy, cutting,	Detention	OSS/Possible course

Excessive absences, or lateness, exciting others to truancy		failure/Probation
Inappropriate Attire	Parent Contacted	Detention/OSS
Leaving School grounds	OSS	OSS
Student I.D. Violation	Warning/Parent Contact	OSS
Leaving Cafeteria During lunch	Detention	OSS
Possession of Prohibited electronic Devices (beepers, Cellular phones, CD Players)	Confiscation notify Parent/Guardian	Confiscation /Parent Conference Notify Parent/Guardian and or Legal Authority
Harassment/Sexual Harassment/Racial Bias incident	Referral to Affirmative Action Officer	OSS/Possible Notification of law enforcement authority.
Gambling, Forgery	Detention	OSS/Possible notification of law enforcement
Assault-teacher	Withdrawal from program and referral to Law Enforcement Authorities.	
Weapons	Withdrawal from the program, referral to Law Enforcement Authorities.	
Graffiti	OSS, restitution, referral to Law Enforcement Authorities, possible delay in acquiring Motor Vehicle license according to State Law.	
Safety Violation	Detention	Removal of Shop

#### **WORKING PAPERS**

Working papers are issued only at the Career Development Office. Before this can be done, the student must have a job offer. Working papers are required for every change of job. Working papers may be picked up in the Career Development Office.

#### **INSTRUCTIONS FOR STUDENTS WHO ARE LEAVING SCHOOL PERMANENTLY**

1. A parent conference will be required in which reasons for leaving school will be discussed.
2. Notify the office and Guidance Counselor and give reason for leaving.
3. Clean out locker.

4. Parents fill out and complete withdrawal forms.
5. Personally (if possible) return all borrowed books and school property to their respective teachers.

#### **CHANGE OF ADDRESS/PHONE NUMBERS**

A change of address should be reported to the appropriate counselor at once so that proper and up-to-date records may be kept. This includes the changing of phone numbers.

#### **EMERGENCY MANAGEMENT PLAN**

The district has implemented an emergency procedure to inform students and staff of potential life threatening circumstances in our building. The following two (3) code signals will be used:

1. **Code Blue:** This will signal a medical situation.
2. **LOCKDOWN:** This will signal a non-medical emergency and relates to an extreme circumstance that has the potential of becoming life threatening for one or more within the building (e.g., armed and/or dangerous individual within the building, to include students.) During a Lockdown situation it is necessary for NO ONE TO MOVE. This indicates a situation is unstable and the risks are too great to have anyone moving about the school until the Police arrive and assist in the assessment of the incident.
3. **NON-Fire Building Evacuation:** This is to signal an event that warrants evacuating the building and moving as far away as possible (chemical spill, bomb threat, gas leak).

Once a situation is given a code category the following procedure will go into effect. The Principal will make an announcement over the Public Address System – at which time a code will be repeated at least three (3) times.

#### **Under Lockdown, the following will happen**

- a) All students shall remain in their Classrooms with their teacher and follow district approved, practiced procedures
- b.) Doors will be locked and teachers and students shall move out of view from doorway if possible.
- c.) Students and Staff in the halls should seek their classrooms or an enclosed area.
- d.) Absolutely no passes will be given.
- e.) Class change bells will be ignored until further notice.
- f.) An “All Clear” procedure will release students and staff

#### **LOST AND FOUND ARTICLES**

A pupil who finds lost articles should take them immediately to the Principal's or Assistant Principal's office. In similar manner, any student who loses articles should report the loss in writing to the above offices.

Articles of clothing that are not claimed after a certain period of time are donated to charity.

#### **VISITS TO SCHOOL**

Parents are always welcome to come in to discuss their child's progress in school, at home, or to review records. An appointment should be made with your child's counselor prior to the visit.

Visitation by individual students from other schools will not be permitted unless there are special circumstances that are authorized by the principal. Do not bring friends or relatives for a "brief visit" to see if they would like to attend our school. Arrangements such as the above are carried out by the Guidance Department. Please see the guidance counselor to set up an interview and/or tour.

#### **SCHOOL TELEPHONES**

All office telephones are reserved for business purposes only. Students will not be called out of class to the telephone. Only in an emergency situation will a student be called to a phone. Messages can be delivered to students if need be. Do not contact student by cell phone. This is disruptive to the school and the cell phone will be confiscated.

#### **INTERSCHOLASTIC SPORTS**

The interscholastic sports program includes the following Varsity and Junior Varsity teams:

**Fall-Soccer, Cross Country Winter-Basketball, Cheerleading Spring-Baseball, Softball**

All students are welcome to try out for these teams provided they meet the physical, academic and attendance requirements.

#### **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. All official school clubs and organizations can be found on our website.

#### **NATIONAL TECHNICAL HONOR SOCIETY**

NTHS members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards. High Academic Averages are a consideration when the committee makes its final decisions for acceptance into the NTHS.

Students who meet the criteria are invited to apply for membership during their junior year. Criteria for membership include scholarship, involvement in school and community organizations, leadership, and good citizenship.

### **MEDIA CENTER/MAKERSPACE**

The East Brunswick Tech Hub aims to inspire curiosity and encourage lifelong learning by providing students with the building blocks of information literacy through its collections, programs, and 21st century learning environment.

### **DISTRICT ACCEPTABLE USE POLICY**

Both the student and a parent/guardian must sign the district's Network and Internet Address Agreement before the student may use any of the computers in the school. "Users will use the system only for education and professional or career development activities, and limited, high-quality, self-discovery activities." (District Internet Policy) The district limits e-mail to educational requirements under a teacher's supervision and encourages all students to only access appropriate Web site (games are not permitted).

### **SCHOOL HEALTH SERVICES**

The School Nurse will be in our school daily. In the absence of the School Nurse, students who are ill or require first aid will report to the Principal /Assistant Principal's Office.

In order to prevent the spread of communicable diseases, students who are ill are requested to stay at home and have the parent notify the school of absence.

In case of an accident, the school can only provide immediate first aid. The Board of Education carries insurance to cover doctor and hospital bills, but this is secondary coverage to the parents' own health insurance. If the parent has no coverage in this instance, the Board of Education health insurance becomes primary.

If a parent wishes to have full-time (24 hour) coverage, dental, or life insurance, the individual application and payment must be returned to the homeroom teacher.

Students are required to report all accidents, no matter how minor, AT THE TIME THE ACCIDENT OCCURS to the teacher supervising the activity so that the accident/incident can be recorded.

TEACHERS, PARTICULARLY COACHES, WILL REPORT ALL ACCIDENTS TO THE PRINCIPAL. Accident reports are to be completed by the individual in charge by the end of the school day and filed in the office.

### **PHYSICAL EXAMINATIONS**

All students must have a physical done by their "home" doctor. If a student does not have the above, the parent must notify the school in writing of such and then the school physician will perform the physical examination. Physicals are required for sports and working papers.

### **MEDICATIONS**

The School Nurse will give no oral medication to a student without a written physician's order. All medications must be left with the School Nurse. (NJSA: 18A11-1; NJSA:40-12.3-12.4)

## SAFETY

Safety is of primary importance in our school and the workplace. A good worker is a safe worker. Industry places a premium on safe workers. You must develop the necessary safety habits while you are in this school. Your instructor will acquaint you with the safety rules, proper attire and regulations for each trade.

**RULE: IF ANY STUDENT IS PERFORMING A SHOP OPERATION REQUIRING THE WEARING OF SAFETY GLASSES, ALL PERSONS IN THE SHOP SHALL WEAR SAFETY GLASSES.**

Some General Safety Rules For All Pupils to Follow Are:

1. Do not handle machines unless instructed by the instructor.
2. Obey warning and danger signs.
3. Don't fool or play around in the shop or classroom. Accidents caused by horseplay may result in your reassignment.
4. Don't take chances. If you are not sure about what you are to do, ASK YOUR INSTRUCTOR.
5. Dangerous clothing is not allowed. Avoid wearing loose clothing, rings and wristwatches around moving machines. Your clothing must fit properly. Only shoes are permitted in shop.
6. All injuries, no matter how slight, must be reported to your instructor. The School Nurse will give first aid in the Nurse's Office.
7. Students who do not follow these rules may NOT work any place where they may cause injury to themselves or their classmates.

## SAFETY COUNCIL

As safety is the primary responsibility of the shop instructor, the naming of Safety Council members is the responsibility of the instructor. During the second week of school, the instructor submits the names of two students who will act as members of the council. The Shop Safety Council member has the job of assisting the shop instructor to avoid accidents in the shop.

## TRANSPORTATION

This is a county school. This means that students come to us from many districts within the county, and in some cases, from out of the county.

Some sending districts provide transportation to and from school. If your local district does not provide a bus on a day when this school is open, you need to arrange your own transportation. The same principle applies when your local district has a delayed opening and this school opens at the regular time. Contact your local schools' transportation office to determine when and where they will pick up your student. Students must be picked up and dropped off at their scheduled stop only.

While riding to and from school, we expect our students to conduct themselves properly. **Misconduct on buses will not be tolerated.** Students who do so will be subject to disciplinary action and/or bus suspension. In extreme cases the Parent/Guardian will be notified that their child's bus privilege has been revoked.

In some cases, districts arrange for their students to ride public buses. We expect students to comply with the rules and regulations governing public carriers and to conduct themselves in an orderly fashion.

**BUS TRANSPORTATION IS A PRIVILEGE NOT A RIGHT**

### CAFETERIA

Our school cafeteria serves breakfast and lunch daily. **Breakfast is free to all students and is served each morning from 8:15 a.m. to 8:40 a.m. in the cafeteria.**

**ALL EATING MUST BE DONE IN THE CAFETERIA. NO INDIVIDUALS WILL BE PERMITTED TO CARRY FOOD OR DRINKS OUT OF THE CAFETERIA AT ANYTIME.**

**NO FOOD EXCEPT LUNCH FROM HOME MAY BE BROUGHT INTO THE BUILDING.**

**STUDENTS WHO VIOLATE THE LUNCH TIME POLICY ARE SUBJECT TO DISCIPLINARY ACTION.**

**STUDENTS MAY NOT LEAVE THE BUILDING AT ANY TIME.**

**ALL STUDENTS MUST USE THEIR ID CARD TO PURCHASE LUNCH.**

Students desiring to apply for the Free or Reduced Breakfast and Lunch program must fill out the required application form at the start of every school year. Forms may be acquired in the Main Office, Career Development Office or on our website.

### GRADUATION REQUIREMENTS

The State of New Jersey has enacted a Graduation Requirement Law that requires all students to develop a minimum level of competency on the PARCC.

**Partnership for Assessment of Readiness for College & Careers (PARCC)**, is the new replacement exam for the NJ State High School Proficiency Assessment.

Passing of these examinations is a prerequisite to graduation with a State endorsed diploma. Those students who have not reached this level of competency on the eleventh grade examination will be enrolled in our Practical Applications Program to remediate their deficiencies. They will retest each year to see whether they have demonstrated proficiency in these skills.

### Grading System for Achievement

A+	(98-100)
A	(92-97)
A-	(90-91)
B+	(86-89)
B	(82-85)
B-	(80-81)
C+	(76-79)
C	(72-75)
C-	(70-71)
D	(65-69)
F	(Below 65 - FAILING)

### MARKING PERIOD DATES



	Ends *	Report Cards (on genesis)*
1 <sup>st</sup> Marking Period	Nov.16, 2018	Dec. 6, 2018
2 <sup>nd</sup> Marking Period	February, 1, 2019	February 20, 2019
3 <sup>rd</sup> Marking Period	April 5, 2019	May 1, 2019
4 <sup>th</sup> Marking Period	June 13, 2019	June 25, 2019
* Tentative		

### FINAL EXAMINATIONS

Final examinations are given at the end of the school year in all subjects. The NOCTI Test will be given to every senior class student for the shop final. The underclassman students will take the District standardized final examination. **THE FINAL EXAMINATION IS IMPORTANT AND CAN MAKE THE DIFFERENCE BETWEEN PASSING AND FAILING FOR THE SCHOOL YEAR.**

### SNOW DAYS

In case of inclement weather, the Superintendent will inform radio station WCTC (1450 AM) and 101.5 FM Radio which in turn will broadcast that school will be closed or going on delayed opening for one hour. Please refer to [www.mcvts.net](http://www.mcvts.net) for school closing or delayed openings. The Principal will also use the Honeywell Instant Alert system to notify of any school closings or early dismissals.

**NOTE: When it is necessary to close our schools, they will be referred to on the radio as: Middlesex County Vocational and Technical High School: NOT as Perth Amboy, Woodbridge, East Brunswick schools.**

If the announcement does not mention MIDDLESEX COUNTY VOCATIONAL SCHOOLS, WE WILL BE OPENING.