

**Monmouth County Vocational School District**

**Student Handbook**

**2011-2012**



**Marine Academy of Science and Technology  
305 MAST Way, Highlands, NJ 07732  
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**Open Letter To Students And Parents**

On behalf of the faculty and staff, we would like to welcome you to the Monmouth County Career Academies. We sincerely hope that the many experiences you will encounter over your four-year high school career will serve as a pathway to a rewarding future.

The purpose of this handbook is to provide you with a guide to some of the day-to-day operations of these academies. The material has been gathered and compiled in the hope that it will serve as a source of useful information for both parents and students in the areas of curriculum, board policy, rules, procedures and co-curricular activities. Students and parents are asked to read through the handbook to acquaint themselves with the running of the school. Electronic copies are available for download through our Career Academies listed on our district website at <http://www.mcvsd.org>.

The handbook will not answer every question that you may have, nor will it cover every eventuality that may occur. Students and parents are encouraged to call their school to discuss any matter that is not covered in this handbook.

We hope you enjoy success during the school year and we look forward to being of service throughout the year.

**MCVSD Career Academy Principals**

Paul F. Mucciarone, AAHS  
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### **MCVSD Career Academy Mission Statement**

The Monmouth County Vocational School District's Career Academies prepare students for higher education through a rigorous, thematic program of study and for the evolving workplace through relevant, structured learning experiences and collaborative partnerships.

#### **Goals:**

1. To increase social and academic collaboration among academies.
2. To increase the use of technology to foster collaboration and to prepare students for future endeavors.

**No Child Left Behind (NCLB)** In compliance with the Federal NCLB legislation the Monmouth County Vocational School District has made available the district's parent involvement policy and school-parent compact through our district web site, or at [www.mcvsd.org/parents](http://www.mcvsd.org/parents), and is available for review at all of our buildings. The district encourages parental input on these documents and welcomes your involvement in the decision-making; planning and implementation of activities that will help improve student academic achievement and school performance. The activities will be coordinated on a school level to further enhance and coordinate parental involvement with other school wide programs. Your school Principal is available to discuss school curricula, assessment measures and proficiency levels of your school.

#### **Parents Make a Difference!**

- Parents play an integral role in assisting their child's learning.
- Parents are encouraged to be actively involved in their child's education at school.
- Parents are full partners in their child's education.

#### **You can help your child succeed by:**

- Providing a home that encourages learning and get your child the help he /she needs.
- Providing a home that supports your child's physical, mental, and emotional development.
- Having positive values about education serves as an important perspective for your children.
- Work with the school and other community groups that have an impact on your child.
- Talk with your child about school, activities and friends. Be sure to listen to what they say.
- Make sure your child attends school and gets there on time.
- Set high but realistic expectations for success.
- Keep your child healthy.
- Communicate with the school about how your child learns and about other things that might affect learning or behavior at school.
- Encourage your child to develop his/her interests and help him/her find opportunities to learn more about them.
- Help your child to develop good relationships.
- Keep your child safe and help him or her understand the consequences of behaviors.

## SCHOOL DISTRICT CALENDAR

2011-2012

|               |                    |                                 |
|---------------|--------------------|---------------------------------|
| Thurs. – Fri. | Sept. 1-2, 2011    | Staff Days                      |
| Monday        | September 5        | Labor Day - School Closed       |
| Tuesday       | September 6        | First Day for Students          |
| Thursday      | September 29       | School Closed                   |
| Monday        | October 10         | Staff Day – School Closed       |
| Thurs. – Fri. | November 10 – 11   | NJEA                            |
| Thurs. – Fri. | Nov 24 – 25        | Thanksgiving                    |
| Mon. – Fri.   | Dec 26 – 30        | Winter Holiday                  |
| Monday        | January 16, 2012   | Staff Day – School Closed       |
| Friday        | February 17        | Staff Day – School Closed       |
| Monday        | February 20        | President's Day - School Closed |
| Fri. – Fri.   | April 6 – April 13 | Spring Break                    |
| Fri. – Tues.  | May 25 – May 29    | Memorial Day Break              |
| Friday        | June 14            | Last Day of School - Students   |
| Fri. – Mon.   | June 15 – 18       | Staff Days                      |
| Total Days -  | Students: 180      |                                 |

NOTE: 1<sup>st</sup> make up day – May 29, 2012, 2<sup>nd</sup> make up day – May 25, 2012. Any additional days when schools are closed for emergency purposes will be made up by eliminating scheduled holidays and/or added to end of school year.

### EMERGENCY SCHOOL CLOSING

In case of inclement weather, families will receive an automated call from the district. In addition, families can logon to <http://www.cancellations.com>. School closings will also be listed on News 12 New Jersey and the following radio stations: WJLK FM - 94.3 Mo. County, WKXW FM - 101.5 Trenton. The school closing will be announced as Monmouth County Vocational School District. Note: Please do not call the school.

### DELAYED OPENING PROCEDURE

1. Emergency school closing decisions will be made by 5:30 AM.
2. Delayed opening announcements will be communicated as early as possible through procedures listed above.
3. Students will report at 9:00 AM.
4. Should weather conditions deteriorate after a delayed opening has been announced, the Superintendent may elect to close school for the day. The decision will be made no later than 7:00 AM and announced through the designated radio/TV stations and web site listed above.
5. All field trips will be cancelled.
6. Decisions related to cancellation of after school events will be made by the building Principal by 2:00 PM.
7. Lunches, where available, will be served at the usual time.
8. Dismissal will be at the usual time.

## **ATTENDANCE POLICY**

The Board of Education has an obligation to require that the pupils of this district be present in school in order that they may receive a thorough and efficient education. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### Definitions:

1. Regular attendance is defined as being present for all classes and activities in the pupil's individually approved instructional program.
2. Absence from school is defined as attendance in regular classes and/or assigned locations for less than four hours of instructional time. Absence from school is either excused or unexcused. Absence from class is defined as missing a specific scheduled class period (does not include other assigned curricular activities, school sponsored educational activities or external educational activities sanctioned or approved by the building administrator). Pupils with academic problems will be reviewed with building administration.
3. Excused absence -Pupil's absence will be excused only with a properly signed note from the parent or guardian stating the reason for the absence and such absence is in accord with school policy.  
Excused absences will be for the following reasons:
  - Personal illness
  - Death in the family
  - Observance of the pupil's religion on a day approved for that purpose by the State Board of Education
  - The pupil's suspension from school
  - Examination for a driver's license
  - Additional reasons approved by the principal such as medical appointments, family emergencies, court appearances, etc. It is expected that the pupil will return to classes after the appointment.
  - School-sponsored educational activities or external educational activities sanctioned by the principal
4. Unexcused absence is generally defined as any reason not listed above. The following examples are intended to be illustrative and are not inclusive: babysitting for younger children, shopping, hunting, vacations, working, oversleeping, faulty private transportation, hair dresser appointments, personal prom preparation, etc.
5. Truancy is defined as any unexcused absence from school or classes/assigned location(s) for the whole school day without parent/legal guardian permission, or
  - a. Leaves school without permission when school is in session, or
  - b. Leaves class due to illness and fails to report to the school nurse/main office.

Rules and Regulations:

1. Reporting of pupil's absence to school:
  - a. A parent/legal guardian or an adult pupil is requested to call the school's office before 8:00 a.m. of the day the student is absent.
  - b. A parent/legal guardian or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the guidance office, which will assist in the arrangement of make-up work. If the absence is short term, home assignments will be provided. If the absence is long term, home instruction will be provided.
2. Disciplinary action may be taken for any unexcused absences.
3. Pupils absent from school for any reason are responsible within a reasonable period of time for the completion of the work missed.
4. Pupils who are tardy to school must report to the office to sign in and obtain a pass to class. Pupils who are excessively tardy will be subject to disciplinary action by the school administration.
5. Pupils who are absent from school for the day are not eligible to participate in any after school or evening school-sponsored activity (i.e., dance). Any exceptions must be submitted in writing and cleared through the administration.
6. An early release of a pupil must be requested by the parent or legal guardian (by note or phone) and must be cleared beforehand with the building administrator. The district recognizes the following situations that may occur:
  - a. An illness which manifested itself after the pupil reported to school and verified by the nurse
  - b. A verified appointment with a physician/dentist
  - c. A verified driver's test or court appearance
7. Pupils with the HIV/AIDS infection may not be excluded from attendance in any program.
8. The total number of pupil absences (excused and unexcused) will be scrutinized regularly and notification of pupils and parents will be made on the following basis:
  - 1) **Full Year Block**
    - a) On the fifth and tenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will be given formal written notification of problem and the consequence of excessive absences.
    - b) On the fifteenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will receive written notification that the pupil will lose credit for all courses that pupil has been absent fifteen days unless pupil fulfills conditions established by the teacher(s) and approved by the administration. The administration will not issue grades to pupils who violate the attendance policy. The parent(s) or legal guardian(s) and pupils will also be informed of the appeal procedure.
  - 2) **Semester Block**
    - a) On the fifth and eighth absence from school and/or class the pupil and parent(s) or legal guardian(s) will be given formal written notification of problem and the consequence of excessive absences.

- b) On the tenth absence from school and/or class the pupil and parent(s) or legal guardian(s) will receive written notification that the pupil will lose credit for all courses that pupil has been absent ten days unless pupil fulfills conditions established by the teacher(s) and approved by the administration. The administration will not issue grades to pupils who violate the attendance policy. The parent(s) or legal guardian(s) and pupils will also be informed of the appeal procedure.
- 9. In addition to notification of parent(s) or legal guardian(s) by an administrative official, teachers will make every effort to inform parents via progress reports and/or phone calls when absences for their particular classes indicate impediment to the pupil's instructional program.
- 10. All staff members shall maintain accurate attendance records for each pupil assigned to their particular classes. Pupils not in class for any reason are to be marked absent. Teachers must inform building administration of fifth, eighth and tenth absence from class (not including approved class activities).
- 11. Upon return, notes from parents or guardians are acceptable to explain pupil's absences and tardiness. However, this does not exclude the fact that a physician's note or other types of verification may be required at the request of the school administration. Undocumented absences will be marked unexcused, and the appropriate teachers will be notified.

Denial of Course Credit:

- 1. The teacher will determine the credit to be awarded a pupil for make-up work subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade for the pupil who has not had full opportunity to make up missed work.
- 2. A pupil will be denied course credit when he/she has been absent fifteen days in a year-long course and ten days in a semester course whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Pupils and parent(s) or legal guardian(s) will be apprised of their appeal rights to seek reinstatement of academic credit.

Avenues of Appeal for Loss of Academic Credit:

- 1. An Absence Review Committee will be established. The committee should be composed of three professional staff, although the actual composition is the prerogative of the principal.
- 2. If a pupil's appeal is denied by the committee, the pupil may appeal the committee's decision to the principal of the school.
- 3. The pupil may successfully appeal a negative decision in the following order:
  - 1. Committee of Review
  - 2. Principal
  - 3. Superintendent
  - 4. Board of Education

Note: Excused absences for religious observance are not to be included in determining excessive absence counts.

### **GUIDELINES FOR PARENTS/GUARDIANS**

1. Have Emergency Cards filled out completely with special attention to emergency phone numbers other than that of parent/guardian.
2. Carefully observe child's condition prior to sending to school.
3. Obtain a written excuse from a doctor if student is not to participate in certain or other school activities. A doctor's clearance must be obtained to resume activities.
4. Please notify the nurse if your child has any health problems.
5. Any students retained at home or excluded from school by reason of having or suspected of having a communicable disease shall not be readmitted to school until presentation of a written certificate of good health has been obtained from a physician. FOR EXAMPLE: Conjunctivitis (pink-eye), etc.
6. If a student is to be absent due to an illness or other health related matters, a telephone call must be made to the main office that morning before 8:00 a.m. When leaving a message please include today's date, student's name, grade and reason for absence. Upon the student's return to school a note must be presented to the main office explaining why the student was absent.
7. Students involved in offsite learning experiences (e.g. Mentorship, college classes) are required to contact their respective mentors or college professors to report absence or lateness.

### **LATE ARRIVAL TO SCHOOL**

Students who arrive to school after the bell for homeroom must report to the office to sign in and receive a pass for class.

#### ***Students with Driving Privileges***

1st late – student counseled.

2nd late – student counseled by principal, parents notified.

3rd late – loss of driving privileges for the remainder of the marking period in which the violations occur.

#### ***All Non-Driving Students and Underclassmen***

1st late – parents sign students in and receive copy of late procedure (as a reminder) and/or parents called if they do not sign the student in to school

2nd late – lunch detention

3rd late – detention after school.

All late arrivals to school are noted on the student report card and student permanent school record.

### **EARLY DISMISSAL FROM SCHOOL**

1. Any student dismissed for illness must be processed through the nurse's office.
2. Any student leaving early for appointments, activities and/or sports must have a note on file in the main office.
3. Any parent signing their child out for early dismissal must report to the main office for pickup.

## **GRADUATION REQUIREMENTS**

In order for all full time secondary Pupils to be assured of a thorough and efficient education and in keeping with its obligation under N.J.A.C. 6A:8-5, the Board sets forth the following as policy and procedure for pupil promotion and high school graduation:

1. Student Assessment
  - a. Prior to graduation from the Monmouth County Vocational School District, all full time secondary Pupils must pass the High School Proficiency Assessment in accordance with N.J.A.C. as adopted by New Jersey State Board of Education.
  - b. Passage of these assessments is a prerequisite to graduation with a state endorsed diploma. Pupils who have not reached the prescribed level of proficiency will be given a remedial program of studies during their high school years to reach such a level of proficiency.
  - c. All Pupils will be assessed in these basic skills annually and upon their entry into the district. Pupils who are not meeting these standards will receive, under N.J.A.C. an individual assessment. Those Pupils progressing independently will be enrolled in an individual Student Improvement Plan.
2. Core Content Standards
  - a. All full time schools will annually (November Reorganization Meeting) have their curricula approved by the Board of Education. All Pupils enrolled in their respective schools must meet the requirements of the prescribed curricula.
  - b. State Requirements: All curriculum adopted by the Board of Education will meet and/or exceed the requirements as set forth by N.J.A.C. and Title 18:A.
  - c. Pupils must demonstrate proficiency in these areas. These expectations will be clearly set forth in writing to the student before taking any course required for graduation, and a copy will be forwarded to the parents or guardians. Additionally, Pupils will be advised of all alternatives for fulfilling curriculum requirements before they plan each year's schedule.
  - d. The Board will provide opportunity for remediation for Pupils not meeting these levels of proficiency.
3. Attendance - The Board's attendance policy will be adhered to for all full-time Pupils.
4. Credit Hours Required For Promotion and Graduation

One hundred sixty (160) credit hours or equivalency are required for graduation. Each student for each year he/she is enrolled shall carry a total of forty (40) credit hours or equivalency. Credit hours or equivalent required for advancement to the next grade level will be as follows:

  - To Grade 10 - 40 credits including all required courses.
  - To Grade 11 - 80 credits including all required courses.
  - To Grade 12 - 120 credits including all required courses.
  - To Graduate - 160 credits including all required courses.

Specific requirements of credit and/or equivalency will be outlined in the annual curriculum approvals for each school. The superintendent is authorized to make individual adjustments at the request of the building administration.

## **Option II: Expanded Opportunities for Fulfilling Graduation Requirements**

Through this policy, the Board of Education establishes alternate pathways for pupils of the Monmouth County Vocational School District to satisfy requirements for high school graduation and meet the New Jersey Core Curriculum Standards in accord with New Jersey Administrative Code (N.J.A.C. 6A:8-5.1(a) i ii).

The purpose of Option II is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore and achieve at high levels. In order to maximize pupil achievement and meet diverse pathways for learning, this policy permits pupils to employ alternative learning experiences that are stimulating and intellectually challenging, and that enable pupils to fulfill or exceed the expectations set forth in the Core Curriculum Content Standards.

### **CURRICULUM PROFICIENCIES**

1. All full time schools will annually have their curricula approved by the Board of Education. All pupils enrolled in their respective schools must meet the requirements of the prescribed curricula.
2. State Requirements: All curriculum adopted by the Board of Education will meet and/or exceed the requirements set forth by N.J.A.C. and Title 18A.
3. Pupils must demonstrate proficiency in these areas. These expectations will be clearly set forth in writing to the student before taking any course required for graduation, and a copy will be forwarded to the parent(s) or guardian(s). Additionally, pupils will be advised of any alternatives for fulfilling curriculum requirements before they plan each year's schedule.
4. The board will provide opportunity for remediation for pupils not meeting these levels of proficiency.

### **DISSECTION**

This section serves as notification, in compliance with P.L. 2005, Chapter 266 (C.18A:35-4.24 & C.18A:35-4.25), that public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt out" of these activities.

Within two weeks of receipt of this notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

### **HEALTH EDUCATION**

The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Core Curriculum Content Standards. This program will be a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

## **EXCUSAL**

Any pupil whose parent(s) or legal guardian(s) presents to the School Principal a signed statement that any part of the instruction in health, human sexuality and family life education or sex education program is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.

## **GRADING**

It is recognized by the Board of Education that a uniform system of assessing pupil growth and achievement is necessary in providing a thorough and efficient education. The following policy will assist the administration and faculty in achieving this goal:

1. Four marking periods per year.

2. Grades to be reported as follows:

|           |   |
|-----------|---|
| 92 to 100 | Superior Proficiency  |
| 85 to 91  | Above Average Proficiency                                   |
| 77 to 84  | Proficient  |
| 70 to 76  | Partial Proficiency   |
| 55 to 69  | Not Proficient/ No Credit                                   |
| I         | Incomplete  |
| P         | Proficient  |
| NP        | Not Proficient  |
| GNI       | Grade Not Issued  |
| CIP       | Course In Progress (Grades Are Issued at the End of Course) |

- A personal improvement plan (PIP) will be required for any pupil who demonstrates less than proficient performance at any reporting period during the school year. The pupil, parent(s) or guardian(s) and school personnel will work cooperatively to devise and implement this improvement plan.

- A pupil who does not achieve a final average greater than 76 can still progress to the next level by successfully satisfying his/her PIP.

3. Proficiency may be determined by the following types of pupil assessment:

- Daily Assignments/Classwork
- Pupil Participation
- Homework
- Testing: written, practical, oral
- Documentation/Notebooks/Portfolios/Journals
- Reports/Research Papers
- Exhibitions/Presentations
- Demonstrations of acquired knowledge

4. Incomplete grades may be issued at the end of the marking period due to legitimate absences or at the discretion of the subject area teacher with the approval of the building administration. All work is to be made up within two weeks into the new marking period, except for unusual circumstances.

5. Exams for year long courses: Mid-Term and Final exams will be required of each pupil enrolled in a year long course. These exams will each count as 10% of the final grade with each marking period counting as 20% of the grade.

Exams for semester courses: For those schools following a block schedule mid term and final exams will each count as 10% of the final average. Each of the two marking periods will count as 40% of the final average.

6. Class rank: Pupil class rank will not be shared with colleges/universities or other organizations unless evidence exists that not providing class rank will eliminate the pupil from consideration. A cumulative, unweighted grade point average (GPA) will be computed each academic year by multiplying the grade earned for each course by the number of credits and dividing by the total possible number of credits. Only courses that award high school credit will be counted toward the GPA.

#### **MAKE-UP WORK/EXTRA HELP**

All students are responsible for arranging make up work with their teachers when absent. If the student is expecting to be absent for an extended period (3 or more days) a parent may call the guidance office and arrangements will be made to obtain assignments from the student's teachers.

It is the responsibility of the student to pick up and return these assignments to the guidance office or teacher.

It is the student's ultimate responsibility to complete make up work in a reasonable amount of time. If extra help is needed, the student should make arrangements with the teacher. If help is needed to coordinate a meeting time, feel free to seek assistance from the guidance office.

#### **ACADEMIC ASSISTANCE**

An academic assistance program has been implemented in an effort to improve student performance. Any faculty member can recommend a student for academic support. This program will take place during lunch/activity period on designated days. The program will focus on raising student expectations, improving student achievement/ motivation and increasing the success rate in all subject areas. Students will remain on academic support until performance improves as determined by the subject area teacher.

#### **ACADEMIC INTEGRITY**

In keeping with the educational philosophy of the Monmouth County Career Academies, a student's honesty and integrity in all academic work is expected. Copying of another's work, improper conduct during tests and examinations, any form of plagiarism, or any other lack of honesty in doing one's individual academic work will be considered a serious violation of the school's goals and academic program. Students who manifest such behavior will be referred to the principal and subject to discipline. A student caught cheating on tests or examinations, or copying the work of another student will receive no credit for the assignment. Parents will be informed of this violation of school policy.

#### **GUIDELINES FOR ACADEMIC INTEGRITY**

As evidenced by our school's mission statement and supporting philosophy, our school community has a commitment to producing literate, moral and productive members of society. We expect our students to exhibit academic integrity:

Our definition of academic dishonesty includes, but is not limited to, the following:

## **PLAGIARISM**

Plagiarism is the use of another's words or ideas without acknowledgement. It is the equivalent of theft. Some plagiarism is extreme and willful – buying term papers, for instance. Other forms of plagiarism may arise from carelessness or ignorance – misusing quotation marks or citations. Regardless, plagiarism of any kind is not acceptable and will not be tolerated.

### **COMMON FORMS OF PLAGIARISM**

- Buying a paper; having someone else write your paper; using someone else's paper, however altered.
- Quoting without acknowledging the exact words of another person.
- Paraphrasing a text closely (changing only words and syntax) without acknowledgement; summarizing the ideas (a shortened paraphrase) without acknowledgement; confusing paraphrase and quotation.
- Misusing quotation marks, note numbers, and parenthetical citations, and thereby implying that portions of a paper are yours when they are not.
- Cheating on examinations or quizzes.
- Unauthorized collaboration on assignments, quizzes, or exams, including unauthorized dissemination of quiz, test or exam content to other students.
- Multiple submissions of the student's work without the teachers' express consent, including resubmitting previously completed assignments or handing in work prepared for or in other classes.
- Misusing resources for teaching and learning, including the unauthorized use of teachers' editions of textbooks, or the use of stolen exams or quizzes.
- Falsifying information, forgery, bribery, and any other acts intended to deceive others about one's work.

Students who have violated our guidelines for academic integrity, and who have chosen to participate in academically dishonest behavior as described above, may receive a grade of zero for the assignment, quiz or test, and have a disciplinary report filed in the student's record, and attend a conference with parents present; repeated violations will be handled on a case by case basis; for all incidences, the National Honor Society will be notified.

Please note that it is the student's responsibility to behave in a manner above suspicion.

### **STUDENT RECORDS**

Student records/folders are maintained on all students in accordance with state law. Those students or parents wishing to review a student's record should make an appointment with the guidance office.

Report Cards - Grade reports for each class along with teacher's comments will be sent home approximately one week after the completion of each 5-week marking period.

Marking Periods

1) November 9, 2011

2) January 26, 2012

3) March 30

4) June 14

**PROGRESS REPORTS**

Progress reports will no longer be issued, as parent(s)/guardian(s) will have regular access to their child's grades through the parent portal of PowerSchool. It is expected that students and parent/guardian will review grades on a regular basis (every two weeks is recommended) and bring issues or concerns to the teacher in a timely fashion. All questions about grades should be referred to the relevant teacher first. Guidance and the building principal are available for concerns that cannot be resolved through direct communication with the teacher or for technical difficulties accessing the parent portal.

Parents may request additional progress reports by contacting the guidance office.

Transcripts -Student transcripts are maintained and updated each year on all students. Transcripts show course titles, final grades earned, credits awarded, HSPA Pass/Fail results, annual GPA and cumulative GPA. A transcript request can be made through the guidance office.

**COLLEGE TESTING**

Students in the 10th and 11th grade are afforded the opportunity to take the PSAT at district expense during school hours. Arrangements for all other college testing must be made by the student at their own expense. Students applying for college will need to take one or more of the tests given throughout the year.

| <u>TEST</u>                   | <u>DATE</u>   |
|-------------------------------|---|
| PSAT                          | October 12, 2011                                    |
| SAT I & Subject Tests         | 2011 - 10/1, 11/5, 12/3<br>2012 - 1/28, 5/5, 6/2    |
| ACT                           | 2011 - 9/10, 10/22, 12/10<br>2012 - 2/11, 4/14, 6/9 |
| <u>Testing Code* (CEEB #)</u> |   |
| AAHS (310870)                 | BTHS (310904) CHS (311586)                          |
| HTHS (310694)                 | MAST (310412)                                       |

\* Inclusion of the CEEB code on ETS/College Board tests will result in scores being reported to the academy. PSAT and SAT scores will not be included on a student's transcript.

**MCVSD GRADE 9-12 ASSESSMENT PROCEDURE**

All Academies assess students in a consistent fashion with the emphasis on their ability to demonstrate proficiency of the Core Curriculum Content Standards. Any variations in grading policies will be the result of the inherent differences in the subject matter of individual disciplines.

|  |   |
|--|---|
| <b>Late work</b>                       | <p>The Career Academy faculties believe that all work should be handed in on time. Late work has the potential to affect the overall grade in all classes if work is significantly late or not submitted.</p> <p><b>Minor assessments</b><br/> Credit (teacher-graded)—on time &amp; done well.<br/> Zero or partial credit (teacher discretion based on time sensitive nature of assignment)—late but done.<br/> Zero—not handed in at all</p> <p><b>Major assessments</b> Deduction of approximately 8-10% per calendar day. NOTE: Extenuating circumstances will be considered upon appeal to the building administrator.<br/> If work is not submitted, a grade of zero will be assigned<br/> Note: If necessary to demonstrate course proficiency, the student will still be required to submit an acceptable product.</p> |
| <b>Grade minimums (in grade books)</b> | Grades will be recorded in the grade book as earned.  |
| <b>Retesting</b>                       | Retesting to <u>change the grade</u> will not be allowed. Note: Extenuating circumstances will be considered upon appeal to the building administrator.   |
| <b>Class Participation</b>             | <p>Routine class participation may count 0-10% of a marking period grade. Applicability and assessment method will be determined within individual disciplines and will be included in grading policy, as needed.</p> <p>NOTE: The assessment method for class participation (preferably a rubric format) needs to ensure that proficiency is assessed.</p>   |
| <b>Homework</b>                        | <p>Homework for the purpose of preparation, practice, and/or review may count up to 10%.</p> <p>Note: Out of class work for the purpose of demonstrating proficiency will be categorized and given weights within disciplines and will be included in grading policy, as needed.</p>  |
| <b>Extra credit</b>                    | Across the district, extra credit must be content related and should not significantly affect (0-2%) the overall grade.   |

### **AP Exams**

1. If a pupil is enrolled in an AP course at an academy he/she is required to take the exam and the district will order and pay for the exam.
2. If a pupil is not enrolled in an AP course but is being provided with support and/or additional activities to prepare for an AP exam, the district will order and pay for the exam.
3. If a pupil wishes to take an AP exam for which they are neither enrolled in that AP course nor being provided with assistance and support by our school, at the discretion of the building administrator, the school may order and permit the pupil to take the exam, provided the pupil has submitted a completed AP contract along with the payment for the full cost of the exam, WHICH MAY NOT BE REFUNDED. Students may also be directed to an alternative testing location.

### **PUPIL DRESS CODE**

All pupils are expected to dress appropriately for school and school functions. Pupils must maintain a neat, clean appearance at all times. Apparel shall not be so tight fitting, sheer, transparent, brief, low cut or revealing above or below the waist as to be indecent, overly provocative, distracting or disruptive to the school environment. Knowledge of the dress code is the primary responsibility of the pupil and their parent(s) or legal guardian(s). Pupils are expected to maintain an appearance that is neither distracting to teachers, other pupils, or to the educational process of the school. It is the responsibility of the pupil and parent(s) or legal guardian(s) to make certain that what their son/daughter wears to school is tasteful and appropriate. The administration reserves the right to advise or counsel pupils as to what is or is not in good taste and appropriate.

1. Shorts are permitted during school hours. The length of cutoffs, shorts, "skorts," dresses, and skirts must exceed the length of the pupil's fully extended fingertips when placed at the pupil's side. Running shorts and gym shorts are not permitted unless during physical activities. Undergarments must not be visible. Swimsuits and pajama pants are not permitted. Size and/or length of pants must not present a safety hazard.
2. Halter-tops, tank tops, spaghetti straps, tube tops, and open-backed shirts are not permitted. Sleeveless blouses and sleeveless shirts may be worn if they have a minimum of a two-inch width and no undergarments are showing. Male sleeveless undershirts are not permitted. Basketball jerseys are permitted, if worn over a T-shirt. Sweatshirts, warm-ups and T-shirts are permitted if they are neither torn nor contain a questionable slogan or print that is clearly vulgar, offensive, lewd, obscene, or connotes the use of alcohol and/or drugs. Pants and/or shirts that expose the midriff are not permitted. Excessively low-cut shirts are not permitted. Sheer tops are only permitted with an additional layer of clothing underneath.
3. Footwear is required. Open-toed shoes with backs may be worn if they do not present a safety hazard to the wearer. Flip-flops, and sports sandals without backs are not permitted. Heels over three inches are not permitted. Your foot must be secure in your shoes at all times.

4. Safety and protective clothing/glasses, and footwear as well as athletic or gym clothing, shall be worn as required by the administration in concert with the suggestions of the classroom teacher.
5. Hats may not be worn indoors. "Hats" shall not include headwear of medical or religious significance.
6. Sunglasses may not be worn indoors unless prescribed by a doctor.
7. Pupils attending any school functions (field-based experience, field trips, dances, activities during or beyond school hours) will not be permitted to participate unless they are properly attired. Properly attired is defined as the school dress code or a specific dress code issued for the school related activity.
8. Individual schools, based upon programmatic needs, may have more specific dress code requirements. These requirements will be communicated to all pupils and their parents/guardians, and will be included in the Pupil Handbook.
9. Pupils not conforming to the dress code shall be disciplined by the building administrator, in accordance with other board policies. In addition, parents, when notified, will be expected to pick up pupils who arrive to school dressed inappropriately and/or bring appropriate attire to school. Pupils not in accordance with the dress code may be kept from attending class at the discretion of the building administrator.

#### **HEALTH SERVICES**

In order to obtain assistance from the nurse, a student must first report to class and obtain a pass from the classroom teacher. No student will be admitted without a pass except in an emergency situation. Students may not leave the building due to illness without being evaluated by the school nurse. Students will only be released to parent/guardian or other person as designated on emergency card.

#### **HEALTH SCREENING**

The school nurse shall ensure that pupils receive health screenings as outlined below in accordance with New Jersey Department of Education Health Service Guidelines for all full time secondary students:

1. Height, weight, and blood pressure shall be conducted annually.
2. Visual acuity conducted in grade 10, auditory acuity conducted in grade 11.
3. Scoliosis conducted biennially for pupils in grade 9 and 11.
4. Screenings shall be conducted by the school nurse or other school personnel properly trained.
5. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.

#### **IMMUNIZATION**

Pupils shall be required to be immunized in accordance with statutes and rules of the New Jersey State Board of Education and the New Jersey State Department of Health and Senior Services.

The Board shall not require the immunization of any pupil for whom such immunization is medically contraindicated or any pupil for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

### **ADMINISTRATION OF MEDICATION**

The administration of a physician-approved prescription is discouraged by the Board of Education as a normal function of education. However, some children with chronic illnesses and specific disabilities often require medication during the school day.

Authorized to administer medication to students in schools:

1. School Physician
2. Certified or non-certified school nurse
3. Substitute school nurse employed by the District
4. Student's parent or guardian
5. Student approved to self-administer for a life threatening illness pursuant to N.J.S.A. 18A:40-12.3 and 12.4
6. The school nurse shall have the primary responsibility for the administration of epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene.
  - a. The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services.
  - b. The parents or guardians of the pupil consent in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees.

### **To administer medication in schools, the following conditions must be met:**

1. The parent or guardian shall provide the school with written authorization for the administration of medication in school. Download the "Administration of Medication in School" form from school website at <http://www.mast.mcvsd.org/parents.html>.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects, number of days medication will be required, with dates and signature of physician. This document shall be kept on file in the office of the school nurse.
3. The medication should be brought to the school by the parent or guardian in the original container, appropriately labeled to include: name of medication, the prescription number, date, physician's name, and other pertinent information given by the pharmacy or physician.

No school employee, including a school nurse, or any other officer or agent of the MCVSD Board of Education, shall be held liable for any good faith act or omission consistent with the provisions of P.L. 1997,c.368 nor shall an action

before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to section 2 of P.L.1997,c.368 C18A:40-12.6). Good faith shall not include willful misconduct, gross negligence or recklessness.

### **SELF-ADMINISTERING MEDICATION BY A PUPIL FOR A LIFE THREATENING ILLNESS OR A LIFE THREATENING ALLERGIC REACTION**

The school may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses or life-threatening allergic reaction if the following is provided:

1. The parent or guardian of a pupil must provide the school with written authorization for self-administration of medication (Self-Medication Permission Form).
2. The parent or guardian of a pupil must provide the school with written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication (Physician Certification for Self-Medication by a Pupil for a Potentially Life Threatening Illness Form).
3. The parent or guardian of a pupil must provide the school in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil. Additionally, the parent or guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.
4. This permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements.

### **DEFIBRILLATOR**

The Board of Education is committed to providing the highest quality of care to its pupils, staff and visitors. Consistent with this commitment, the Board will have available a defibrillator in a central location (to be identified by the school) in all of our school buildings, for use during the school day and for all after school educational programs, activities and events.

Disciplinary action will be taken against anyone tampering with the defibrillator (AED) apparatus. That person will be responsible for the cost of repair or replacement of the AED.

### **INTERVENTION AND REFERRAL SERVICES**

In accordance with N.J.A.C. 6A: 16-8.1 MCVSD career academies have established a coordinated system for the planning and delivery of intervention and referral services. These services are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who are having difficulties in addressing students' learning, behavior, or health needs. For further information contact the school nurse or a guidance counselor. The primary functions of an I & RS team are as follows:

1. Identify learning, behavior and health difficulties of students;
2. Collect thorough information on the identified learning, behavior and health difficulties; and
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties; and
4. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans.

### **INSURANCE**

The Board of Education has made available pupil accident insurance, which will be underwritten by the Bollinger Insurance Agency. Descriptive brochures and information will be distributed to all pupils at the beginning of the school year. The program is a voluntary one. All pupils must, however, return the information to their homeroom teacher whether they desire to participate in the program or not.

The State of New Jersey provides affordable health coverage for New Jersey families. Additional information can be found at <http://www.njfamilycare.org/>.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES/FIELD TRIPS**

Any pupil wishing to participate in any extra-curricular activities and/or extended out-of-school field trips must meet eligibility criteria established by a faculty council and the school administration. Criteria will include attendance, academic standing and discipline as follows:

1. The pupil must not be in jeopardy of violating the attendance policy.
  - a. Pupils not in attendance for a full day of school on the Friday before a weekend activity/competition may not be eligible to participate unless approved by the Principal.
  - b. Pupils, who do not attend school the day after a competition or school activity during the week or on a weekend, may not be eligible to participate in the next school activity/competition unless approved by the Principal.
2. The pupil must not have failed more than one course during the previous marking period. A pupil who demonstrates less than proficient performance during the marking period of the activity may be eligible to participate providing that the pupil meets proficiency by satisfying a PIP and is verified by the teacher.
3. The pupil must not have a record of recurring disciplinary infractions.

### **AFTER SCHOOL ACTIVITIES**

Pupils may stay after school to meet with teachers, participate in pupil activities, or to use the computer lab. Pupils must receive permission from the teacher prior to staying after school for any reason. The parent will be responsible for providing on time pickup and transportation home from

school. Pupils must be under the direct supervision of a staff member when they are in the building.

### **SCHOOL DANCES/EVENING EVENTS**

All school rules and regulations pertaining to pupil conduct are in effect during school dances and evening events. When required guests must be registered 24 hours prior to the start of the event. Pupils who are absent from school for the day are not eligible to participate in any after school or evening school-sponsored activities. Any exceptions must be submitted in writing and cleared through the administration.

### **NATIONAL COMPETITIONS**

Pupil/Team attendance at National competitions will be Board approved and financially supported by the MCVSD in the amount of one-third of total expenses. The pupil/team must qualify via a first place finish in a qualifying competition directly corresponding to a Board approved curricular or extracurricular club/activity. Second and third place qualifiers will not be permitted to attend nor will substitutions be permitted for individuals on a first place team. All approved participants and a parent/guardian must attend a mandatory planning meeting with trip coordinator and principal.

### **ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS**

Any pupil wishing to participate in interscholastic athletics at their home high school must meet all academic requirements set forth for eligibility by that school.

### **FREE AND REDUCED LUNCH**

Federal free and reduced lunch applications will be given to each pupil at the beginning of the school year. All pupils must complete and return the application to the school. Additional applications can be acquired through the main office throughout the year.

### **PRIVACY INFORMATION / MILITARY RECRUITING**

The Federal Family Educational Rights and Privacy Act (FERPA) requires public schools to obtain written consent from parents/guardians before disclosing personally identifiable information from pupil records. Schools may disclose without consent certain "directory information" unless the parent/guardian has advised the school to the contrary. The primary purpose of directory information is to allow the school to include such information in certain publications such as yearbooks, graduation programs, event programs, etc.

Directory information that is generally not considered harmful or an invasion of privacy can be disclosed to outside organizations without prior written consent. These would include companies such as yearbook publishers and class ring manufacturers. As well, federal law (e.g. NCLB) requires schools to release directory information to military recruiters unless a parent specifically instructs the school to not release this information. The Monmouth County Vocational School District will provide to recruiters only your child's name, address, and phone number.

If you do not want this information released, parents should complete the appropriate form, available from the school office, and return it to the building principal.

#### **WORKING PAPERS**

Pupils between the ages of 14 and 18 years of age who wish to engage in outside employment must secure working papers. All forms must be completed and a Birth Certificate or some legal proof of age must accompany the forms before the working papers will be issued. The necessary forms may be obtained from and returned to a main office secretary.

#### **CHANGE OF ADDRESS**

When a pupil changes an address or telephone number, he/she must immediately report the change to the Principal so that all appropriate files may be updated.

#### **LOCKERS**

Pupils will be assigned lockers at the beginning of each school year. Pupils are expected to maintain their lockers neatly and are responsible for any expenses associated with damages incurred. Pupils who have a problem with their locker must report this to the principal's office. Lockers are the property of the Monmouth County Vocational School District and are subject to inspection by the administration.

#### **MESSAGES FOR PUPILS**

Pupils are not permitted to use their cell phones during the school day. Messages of an urgent nature should be phoned in to the main office.

#### **SELLING OF FUND RAISING ITEMS**

Only recognized pupil organizations are permitted to conduct fund raising activities in the school. Student Government and administrative approval are required for all fund raising activities.

#### **SCHOOL ACTIVITIES OFF SCHOOL PREMISES**

Pupils on field trips with teachers or other designated supervisors away from school grounds must return to school with the teacher or supervisor at the conclusion of the trip unless arrangements have been made with the principal prior to the trip. All school rules and regulations pertaining to pupil conduct are in effect during all school-sponsored activities.

#### **CHANGING CLASSES/OUT OF CLASS**

During the changing of classes, pupils are expected to walk, arrive on time and be courteous to the administration, faculty, staff and each other. When a pupil arrives at his/her next class, he/she should enter promptly. Lateness to class is only excused if supported by a note from a faculty or staff member. Pupils are not permitted in the hallway without a pass during class time.

### **LOST AND FOUND**

Lost and found articles should be turned in and claimed at the main office. Articles not claimed within a reasonable time frame will be donated to local charity.

### **NOTICES AND POSTERS**

All posters and notices are to be placed only on the proper bulletin boards with approval of your activity advisor and the Principal. Scotch tape and nails are never to be used when hanging posters or notices. Posters and notices not properly hung will be removed and any damage will be charged to the class, organization or pupil. No items should be taped to painted surfaces.

### **VISITORS TO THE BUILDING**

Visitors to the building must sign in and receive a visitor badge. Pupils are asked to report any unfamiliar individuals not wearing a visitor badge to a staff member. Under no circumstance should a pupil bring a visitor to school.

### **ENTERING AND LEAVING THE BUILDING**

Pupils entering and leaving the building will be expected to behave in a reasonable and responsible manner. Pupils arriving late will sign in at the main office and obtain a late pass to enter class. Pupils are not permitted to leave the school grounds during the school day without a note from their parent and administrative approval. Pupils with permission to leave early must be signed out in the main office.

### **CARE OF SCHOOL PROPERTY**

Pupils are responsible for the proper care of all lockers, books, supplies and furniture provided by the school. Pupils, who cause damage to school property or equipment will be subject to disciplinary measures and required to pay for the damage done or replace the item. Any pupil who has an outstanding fine (example, lost books) will not be issued a report card until the fine is paid or the book is returned. In addition, transcripts and/or diplomas will not be processed for any pupil with an outstanding fine.

### **EMERGENCY DRILLS**

Emergency drills are necessary for the safety of the pupils and faculty. Everyone should know the specific route for reaching a point of safety from the area of the building in which he/she may be. Emergency drill information is posted in all rooms and teachers will give pupils specific instructions for leaving the building during the emergency drill. Pupils will follow all emergency protocol as directed.

### **CRISIS MANAGEMENT**

MCVSD reviews, updates and practices their crisis management plans with staff and pupils on an annual basis in accordance with individual building plans and procedures.

### **PUPIL CODE OF CONDUCT**

The Board of Education has adopted a Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development

and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. The Building Principal or designee shall have the authority to assign discipline to pupils pursuant to N.J.A.C. 6A:16-7.6.

### **CAUSES FOR DISCIPLINARY ACTION**

This list is for reference and is not considered all-inclusive.

1. The use of, the sale of, the distribution of, the possession of, or being under the influence of narcotics, dangerous drugs, controlled substances, anabolic steroids or alcoholic beverages.
2. Use of tobacco during school hours.
3. Destruction and/or defacing of school property.
4. Malicious damage to school personal property.
5. Theft.
6. Threatening or attacking other pupils and/or school personnel.
7. Willful or continued disobedience.
8. Disruptive conduct.
9. Carrying dangerous and/or offensive weapons.
10. Vulgarity or profanity.
11. Gambling.
12. Unauthorized parking or use of a pupil's vehicle during school hours.
13. Leaving the school without permission during the day.
14. Truancy.
15. Invalid absence from school or assigned place.
16. Failure to report to the office upon request.
17. Insubordination
18. Creating a safety hazard.
19. Excessive tardiness to class/school.
20. Fighting.
21. Public displays of affection that are not appropriate in or around school.
22. Cheating.
23. Open defiance of the authority of any teacher or person having authority.

### **PRANKS**

Pupils are discouraged from organizing, supporting and/or participating in school pranks. Pranks often have unintended outcomes producing damage to property or harm to individuals. Pupils and their parent(s) or legal guardian(s) may be held accountable for costs incurred to remediate damage. Pupil activity accounts may be held accountable for pranks associated with a particular class or club.

Pupils associated with pranks may face disciplinary procedures and seniors may be excluded from graduation exercises and other senior functions.

### **REMOTELY ACTIVATING COMMUNICATION DEVICES – PAGERS & CELLULAR TELEPHONES**

The Board recognizes the need to provide access to technological resources. For the purposes of this policy, "Remotely activated, or Activating Communication Devices" are defined to include portable two-way telecommunications devices, including but not limited to cellular telephones

with or without cameras, beepers, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

The Monmouth County Vocational School District Board of Education extends to pupils the privilege to possess, display, and use "Remotely Activated or Activating Communication Devices" before and after the instructional day provided such "Remotely Activated or Activating Communication Devices" are not displayed, activated, or used during the instructional day on school grounds or while attending school sponsored activities on or off school grounds. All such devices must be turned off and in a locker, backpack or similar enclosure during the instructional day. The instructional day includes, but is not limited to lunch breaks, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Exceptions will be made for pupils with specific needs that require such devices, with administrative approval.

In the event a pupil violates this policy, the Building Principal or designee will confiscate the device, contact the parent(s) or legal guardian(s), and may suspend the pupil's privilege for future possession or use of "Remotely Activated or Activating Communication Devices".

The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction, or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extra-curricular or after school activity.

#### **USE OF HOME/PERSONAL COMPUTING DEVICES ON CAMPUS**

Effective immediately, home or personal computing devices are not permitted to be used on Monmouth County Vocational School District property for any reason. Computing devices include devices such as laptops, desktops, handhelds, and other technologies that could potentially access/connect to the Monmouth County Vocational School District network.

The Monmouth County Vocational School District makes every effort to provide appropriate tools for staff and pupils to help meet the thematic needs of each of our district programs. For reasons such as security, liability from theft/damage/abuse, and to prevent disruption of the educational process, we do not permit users to bring in, connect, or use their own personal computing devices on our campuses.

If staff or pupils require the use of a computer while on school property, they may make use of open computer labs, and Monmouth County Vocational School District-owned portable computing tools. In addition, if special needs exist, Monmouth County Vocational School District-owned "loaners" may be made available for use while on campus, or other arrangements will be made with the Monmouth County Vocational School District Technology Group.

#### **TYPES OF INFRACTIONS:**

Category I infractions are those offenses that require a pupil to be suspended from school. These include but are not limited to: drug/alcohol involvement, fighting/assault, and possession of a weapon. **Category I infractions remain a part of the student's permanent record and will be**

**reported to all agencies or organizations having legal right to this information regardless of when the event occurred.**

Category 2 infractions are all other offenses which, based upon the individual circumstances, may result in a suspension, detention, reprimand, restrictions or loss of privileges, at the discretion of the building administrator. These include, but are not limited to continued or willful disobedience, open defiance, use of profane/obscene language, safety violations, harassment/bullying, possession of beepers and electronic paging devices and vandalism. Category 2 infractions shall not be reported to any agencies or organizations if a satisfactory time period, defined as one semester, has occurred in which the student has not repeated the offense. The building administrator is responsible for making this decision and removing all references of the infractions from the student's file.

Academic integrity violations may be retained in the student file at the discretion of the building administrator and reported to school level organizations.

#### **LUNCH DETENTION**

Lunch detention may be assigned by classroom teacher or Principal. Pupils will be instructed on reporting time, location and duration.

#### **AFTER SCHOOL DETENTION**

After school detention will be assigned in place of in school suspension where possible. Rules governing a pupil assigned to after school detention include the following:

1. Pupils will report to the office at the end of the school day.
2. Dismissal time from detention will be determined by the principal.

#### **SUSPENSION**

The term of suspension will be determined by the seriousness of the infraction and the number of previous suspensions received during the school year. A pupil suspension for a period of up to 10 days is permissible if the following conditions are met:

1. It has been determined by the building administration that the pupil's behavior and actions require temporary removal (suspension) from the program
2. All pertinent information had been documented to support such action.
3. The pupil involved is given due process in accordance with Board Policy.

The length of the suspension will be determined on a case-by-case basis and will be accompanied by a mandatory parent conference.

#### **IN-SCHOOL SUSPENSION**

Rules governing a pupil assigned to in-school suspension include the following:

1. In-school suspension will be held as necessary.
2. Work assignments will be given to pupils by each teacher one day prior to the I.S.S. date.

3. All books and materials needed for in-school suspension will be due in the principal's office by the end of the day prior to the assigned I.S.S. date.
4. Pupils will report to the principal's office upon arrival to school.
5. In-school suspension will be held in an area designated by the Principal.
6. Pupils will be seated at all times and talking will not be permitted.
7. Work assignments will be completed in order of assigned classes and all work will be handed in at the end of each period.
8. No pupils will be allowed to leave I.S.S. Pupils will be permitted to use the bathroom.
9. Pupils will turn in all assignments for grading and be dismissed at the end of the school day.

### **OUT OF SCHOOL SUSPENSION**

Rules governing a pupil on out of school suspension include the following:

1. The pupil is not allowed to be on school grounds or in the school buildings for the duration of the suspension unless special permission, in writing, is obtained from the administration.
2. The pupil is not permitted to take part in or attend any school-sponsored activity on or off the school grounds during the period of suspension.
3. All work missed during a suspension must be made up in order to obtain credit.
4. No pupil may be readmitted to school or classes from suspension without a pass from the principal's office.
5. A suspension return form will be hand-carried by the pupil on the first day back to school and must be signed by all of that pupil's teachers. The form must be returned to the principal's office at the end of the day.
6. Failure to abide by the above rules may result in:
  - Additional suspension time.
  - Police action.
  - Expulsion from school.

### **DUE PROCESS**

The following procedure will be followed in the implementation of the discipline procedure:

1. The student will be confronted by a building administrator with a description of the alleged misconduct.
2. The student will be given an opportunity to present his/her side of the story.
3. An administrative determination will be made on the basis of the information available.
4. This procedure may result in disciplinary action; if suspension or termination is deemed necessary, the student and parent or guardian will be informed directly of this decision.
5. Students and parents will be apprised of their right to appeal adverse disciplinary actions.

### **ALCOHOL / OTHER DRUGS**

Pupils are forbidden to possess or use alcoholic beverages and to possess, use or induce others to use illegal drugs or narcotics at any time while they are at

a school function, under the jurisdiction of the school or on school property, or under the influence of any of the above while attending school or school functions.

Full administrative disciplinary action is defined as:

1. Suspension from school.
2. Signing of the appropriate complaint or juvenile petition.
3. Suspension from all extra-curricular activities until the end of the academic year.

Any Pupil who upon finding or receiving any controlled dangerous substance as defined in N. J. Statutes 24:21-46 or paraphernalia used for consuming the substance and fails to turn the said material over immediately to a member of the school staff shall be subject to full disciplinary action by the school administration.

Any Pupil who shall appear to be under the influence of a controlled dangerous substance as defined in N. J. Statutes 2A:170-25.9 shall be handled under the procedures outlined in N.J.S.A. 18A: 40-41 upon notification of such influence to the school administration. The procedures are as follows:

1. If a Pupil is suspected by a member of the school staff of being under the influence of drugs or alcohol he/she shall be reported at once to the Nurse or Principal.
2. It then shall be the responsibility of the Principal to notify the parents and the Superintendent and arrange for an immediate medical examination in accordance with the law. The Pupil shall be subject to full administrative disciplinary action. Any pupil who is found distributing any controlled dangerous substance as defined in N.J. Statutes 24:21-2-8 shall be subjected to full administrative disciplinary action. School officials shall cooperate fully with the law enforcement officials investigating the possession, use or transmitting of illegal drugs or narcotics by pupils.

### **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

Monmouth County Vocational School District prohibits acts of harassment, intimidation or bullying and complies with New Jersey State law and administrative code NJSA 18A:37-13 through 17 related to bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. MCVSD prohibits active or passive support for acts of harassment, intimidation or bullying, and encourages pupils to support pupils who walk away from these acts when they see them, constructively attempt to stop them or report them to the principal or principal's designee.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function, on a school bus, or cyber bullying (e.g., the use of electronic wireless

devices to harass, intimidate or bully) as it relates to the safety and well being of other pupils, staff, school grounds, or disrupts the operation of the school

1. motivated by any actual or perceived characteristic, such race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, gender identity and expression, mental, physical or sensory handicap, or socioeconomic status; or
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. N.J.S.A. 18A:37-15(3)(b)(2)

The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including pupils, parents, volunteers and visitors, are required to report any act that may be a violation of this policy.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

## **SEXUAL HARASSMENT**

It is the policy of the Monmouth County Vocational School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district's staff to harass another staff member or pupil through conduct or communications of a sexual nature. It shall also be a violation of this policy for pupils to harass other pupils through conduct or communications of a sexual nature.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a pupil, when made by any member of the school staff to another staff member or when made by any pupil to another pupil when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or pupil in the school district may use the procedure detailed in the appropriate Grievance Procedure Policies (MCVSD Board Policy #5145.6A) or may complain directly to his or her immediate supervisor, building principal, affirmative action officer or superintendent. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

Any staff member or pupil who engages in sexual harassment activities shall be subject to disciplinary action.

### **SMOKING**

Smoking by pupils in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. Smoking shall be defined as all uses of tobacco including cigars, cigarettes, pipes and chewing tobacco.

### **SCHOOL BUS CONDUCT**

New Jersey law provides that any pupil who habitually violates the regulations listed below concerning conduct on school buses may be denied the privilege of utilizing bus services.

1. No smoking on the bus.
2. Pupils must not extend arms or heads out of the windows.
3. Profanity is strictly forbidden on the bus.
4. Pupils should refrain from shouting to people passing on the street or making comments to or about people outside the bus.
5. Nothing shall be thrown in the bus or out of the windows.
6. School buses must be kept clean and neat.
7. Aisles of buses should not be cluttered.
8. Pupils must ride in the assigned bus and be picked up and dropped off at the assigned stops.
9. Pupils should remain seated while the bus is in motion.
10. Weapons or any objects that would likely cause a problem are not permitted on the bus without permission.
11. Pupils will not distract the driver's attention with loud talking, laughing or unnecessary confusion.

12. Bus drivers must be obeyed. Directions issued by the driver are to be followed with the same respect for authority as shown to the teaching staff.

### **STUDENT GRIEVANCE POLICY**

It is recognized by the Board of Education of the Vocational Schools of Monmouth County that open lines of communication between pupils and the school administration must be maintained. Pupils are encouraged to consult with the guidance counselor and/or the school administration on any matters of concern. Request forms are available in the school office and when completed by a pupil, the guidance counselor and/or building administrator will meet with the pupil or pupils at the earliest opportunity. If it is not possible to resolve the matter, the pupil may proceed formally with a grievance in the following manner:

- a. A grievance shall be in writing and include each of the following:
  1. The specific nature of the grievance and a brief statement of the facts giving rise to it.
  2. What result the pupil desires.
  3. The reasons why the pupil feels he/she is entitled to the requested results.
- b. A copy of the grievance shall be delivered to the principal and the principal shall then arrange for and hold a hearing at which there shall be present the pupil or up to three pupils if a group is involved.
- c. The principal shall report the results of the hearing to the Superintendent of Schools with recommendations and determinations and shall convey his/her determinations to the pupil or pupils.
- d. If the aggrieved is dissatisfied with the determination of the principal, the aggrieved shall set forth in writing reasons for disagreement and send copies to the principal and the Superintendent of Schools.
- e. Upon receipt of the report from the principal together with any objection set forth, the Superintendent shall, if within his authority, make a final determination, or in the event it is a matter on which the Board of Education is required to act, he shall make his recommendations to the Board.
- f. Any party who has participated in the proceedings and is not satisfied with the determinations of the Superintendent shall have the right to request a hearing before the Board of Education, provided such a request is filed in writing with the Superintendent. The Board shall then make a final determination subject only to such further review as may be available under the provisions of Title 18A of the New Jersey Statutes.

Affirmative Action Officer/Title IX & Section 504 Handicapped Coordinator  
Anthony Schaible, Assistant Superintendent, 732-431-7942  
4000 Kozloski Road, P.O. Box 5033, Freehold, New Jersey 07728-5033

### **GRIEVANCE PROCEDURE POLICY**

Applicable to Federal Title IX Regulations/Section 504 Handicapped Regulations

- I. A written statement of the grievance shall be presented to the Affirmative Action Officer stating the alleged violation of the law. The

Affirmative Action Officer will hold a meeting, within ten (10) school days to resolve the matter. If the matter cannot be resolved or if the Affirmative Action Officer fails to act within the ten (10) days, the grieving person will proceed to the superintendent.

2. The superintendent will attempt to resolve the matter within twenty (20) school days. If the matter cannot be resolved at this level or the superintendent fails to act within the twenty (20) school days, the grievance may be filed with the Board secretary.
3. The matter will then be placed on the agenda and a decision reached by the Board at its next regularly scheduled meeting. The decision will be communicated to the grievant in writing within five (5) school days following the meeting.

Affirmative Action Plans: Employment/Contract Practices and School and Classroom Practices are located in District Policy Manual and on file at the Board of Education Office, 4000 Kozloski Road, P.O. Box 5033, Freehold, New Jersey 07728-5033, 732-431-7942.

## **NATIONAL HONOR SOCIETY**

Revised March 2011

Candidate Selection Procedures 2011-2012

Pupils in the junior and senior years of high school shall be selected for membership to the National Honor Society according to the following criteria:

### **I. SCHOLARSHIP**

Juniors and seniors who have maintained an overall cumulative average of 92.00 or higher for the 9th grade to the last semester of their previous year shall be eligible candidates. The academic threshold is 92.00 exactly (e.g. an average of 91.98 would fail this threshold.)

Transfer pupils' sophomore and junior grades, which are in letter form, will be converted to the mid-numerical grade of their school. If no numerical scale is provided, the letter grade is converted to match the corresponding mid-numerical grade at the academy.

### **II. SERVICE-LEADERSHIP-CHARACTER**

Juniors and seniors who fulfill the scholastic requirements and meet the following criteria for service, leadership, and character by the established deadline are eligible for election to the National Honor Society. The service and leadership verification process must be completed in a two week time period.

#### **A. SERVICE**

I. Definition: Service incorporates those actions undertaken by a pupil which are done with or on behalf of others above self-interest. To demonstrate service, a pupil will:

1. give time, effort and talents for the class, school, or community;
2. volunteer and provide dependable and well-organized assistance to others;
3. work well with others and be willing to take on difficult responsibilities.

Note: Service is not based on classroom or community work/projects/activities for which grades or pay are given. Nor does mere membership in school or community organizations qualify as

service. In addition, practice and/or preparation hours for a game/event are not eligible.

## 2. Procedure

- a. To be eligible, pupils must evidence a minimum of 100 documented hours of service.
- b. The eligible hours are those accrued commencing with freshman year of high school.
- c. These hours should consist of a minimum of two service roles - one in the school (academy or sending district) and the other in the community (i.e. non-profit national organizations, scouts, hospitals, libraries, and places of worship).
- d. One service role must be significant, equivalent to 40 hours - the remaining 60 hours may be cumulative time from several activities with a minimum of 5 hours per activity.
- e. Pupils complete and submit the service forms to the prospective references.
- f. The National Honor Society advisor should receive completed forms by the established deadline.

Note: No additional information will be accepted after the established deadline. Therefore, students should submit documentation for any and all service activities in which they have participated.

## B. LEADERSHIP

I. Definition: A leader organizes and motivates others to achieve a common goal. A leader:

1. demonstrates respect, responsibility, initiative and self-motivation;
2. demonstrates attitudes and behaviors that are supportive of others' goals and needs in the classroom or community;
3. contributes ideas and looks for innovative ways to improve civic life;
4. exhibits managerial qualities such as delegating tasks, running effective meetings and empowering others.

Note: Leadership qualification is not restricted solely to those holding elected offices.

## 2. Procedure

- a. To be eligible, pupils must evidence a minimum of 50 documented hours of leadership. (These hours are in addition to the service hours required.)
- b. The eligible hours are those accrued commencing with freshman year of high school.
- c. These hours should consist of a minimum of two leadership roles, one in the school (academy or sending district) and the other in the community (i.e. non-profit organizations, scouts, hospitals, libraries, and places of worship).
- d. One leadership role must be significant, equivalent to 20 hours -the remaining 30 hours may be cumulative time from several leadership roles with a minimum of 5 hours per role.

- e. Pupils complete and submit the leadership forms to the prospective references.
- f. The National Honor Society advisor should receive completed forms by the established deadline.

Note: No additional information will be accepted after the established deadline. Therefore, students should submit documentation for any and all leadership activities in which they have participated.

### C. CHARACTER

#### 1. Definition: A person of character demonstrates the following:

- 1. meets promptly individual pledges and responsibilities both inside and outside the classroom;
- 2. upholds the highest standards of honesty, respect, reliability, fairness and tolerance;
- 3. adheres to school rules and regulation (i.e. attendance, tardiness, truancy, academic honesty, conduct, etc.);
- 4. takes criticism willingly and accepts recommendations graciously.

#### 2. Procedure

- 1. to be eligible pupils will submit to ten faculty members, of their choice, the appropriate character reference form
- 2. pupils are responsible for returning all ten signed character reference forms to the National Honor Society advisor by the established deadline
- 3. all faculty and the building principal receive a list of eligible National Honor Society candidates.
- 4. all faculty and the building principal are invited to comment on pupil's character and meet with the faculty council.

### III. FINAL REVIEW

- a. The list of eligible candidates is subject to final review by the Faculty Council. This council consists of five faculty members appointed annually by the principal. The chapter advisor is an ex-officio member.
- b. The Faculty Council reviews the authenticity of all applications. Falsification of information will result in automatic disqualification.
- c. The Faculty Council will consider at its final meeting any extenuating circumstances that affect a candidate's selection.
- d. Candidates will be notified on the status of their application.

### IV. APPEAL PROCESS FOR DENIAL OF ADMISSION

- a. Within five school days of notification, student must submit to the chapter advisor, in writing, intent to appeal, where students will have the opportunity to clarify their application, as submitted.
- b. Within two school days, students will be notified, in writing, of the faculty council's decision by the chapter advisor.
- c. Within two school days, the faculty council's decision may be appealed to the building administrator.

#### V. DISMISSAL PROCEDURE

- a. Members who fall below the NHS standards which were the basis for their selection will be promptly warned in writing by the chapter advisor. In all cases of impending dismissal, a member will have the right to a hearing before the Faculty Council.
- b. The pupil and parent/guardian receive written notification from the chapter advisor of the reason for possible dismissal. The letter will apprise them of a date for the meeting and the pupil's right to a hearing before the Faculty Council.
- c. A member has the opportunity to present his/her defense, with or without a parent/guardian present.
- d. The Faculty Council will meet in executive session and make a decision based on evidence presented and any extenuating circumstances. The Faculty Council may dismiss a member by a majority vote.
- e. If a member is dismissed, he/she is notified in writing by the building principal within 10 days, with a certified copy of the letter forwarded to his/her parent/guardian.
- f. Dismissal may be appealed in accordance with the Pupil Grievance Policy for all academies. (Refer to the Student Handbook)
- g. If a pupil is dismissed from the National Honor Society, he/she is expected to surrender the membership card, pin, and certificate to the chapter advisor. When a pupil is dismissed, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

#### V. RESIGNATION

- a. Resignation from the National Honor Society should involve the submission of a written statement by the resigning member that is dated and signed by both the pupil and his/her parent(s)/guardian(s). This letter must be submitted to the advisor.
- b. Those pupils who resign from the National Honor Society will never again be eligible for membership or its benefits.
- c. The member must surrender the NHS certificate, pin, and membership card to the chapter advisor.

#### VI. INDUCTION CEREMONY

National Honor Society induction ceremony shall be scheduled for the fall of each school year.

## **DAILY BELL SCHEDULES**

2011 - 2012

|               |                               |
|---------------|-------------------------------|
| 7:45          | Teachers report to School     |
| 7:53          | Teachers report to Classrooms |
| 7:55 - 8:00   | Homeroom Period               |
| 8:00 - 9:20   | Periods 1, 2                  |
| 9:25 - 10:45  | Periods 3, 4                  |
| 10:50 - 11:50 | Lunch                         |
| 11:55 - 1:15  | Periods 5, 6                  |
| 1:20 - 2:40   | Periods 7, 8                  |
| 2:45          | End of School Day for Staff   |

## **ACTIVITY SCHEDULE B**

(60 minute periods – designed for personnel inspections, the NJROTC annual inspection, and advancements)

|                   |               |
|-------------------|---------------|
| Homeroom          | 7:55 – 8:00   |
| Periods 1/2       | 8:00 – 9:00   |
| Periods 3/4       | 9:05 – 10:05  |
| Periods 5/6       | 10:10 – 11:10 |
| Lunch             | 11:15 – 12:15 |
| Periods 7/8       | 12:20 – 1:20  |
| Activity Period B | 1:25 – 2:40   |

## **NAVAL SCIENCE UNIFORM REQUIREMENTS**

PLEASE NOTE: The Naval Junior Reserve Officers' Training Corps (NJROTC) uniform **MUST** be worn in compliance with Navy Uniform guidelines and school guidelines. To be specific, the uniform must be worn with all parts of the uniform, (i.e., hat, shirt, trousers, shoes, socks, coat, jacket). Missing clothing items can be obtained through the school uniform supply area. Pupils **NOT** conforming to the NJROTC dress code, shall be counseled by the building administrator and the NJROTC staff. Parents will be expected to bring the appropriate clothing to school.

## **FACULTY**

|                  |   |
|------------------|---|
| TECHNOLOGY / CAD | Mr. David Alfonse<br>Mr. John Cuttrell<br>Ms. Wendy Green<br>Ms. Cheryl McDonald  |
| ENGLISH          | Ms. Carol Johns<br>Mr. Matthew Meyers<br>Ms. Kathryn Trinidad   |
| FOREIGN LANGUAGE | Mr. Joseph Grabler<br>Mr. Francis Haddad<br>Ms. Susan Lepis<br>Ms. Teresa Mancini   |
| MARINE SCIENCE   | Ms. Liza Baskin-Arboleda<br>Ms. Barbara Boyd<br>Ms. Jessica Godkin<br>Ms. Cheryl McDonald<br>Ms. Clare Ng<br>Mr. John Valente |
| VESSEL CAPTAIN   | Mr. Jay Andrews   |
| MATHEMATICS      | Mr. Christopher Barnes<br>Ms. Christine Burger<br>Mr. Eugene Stoye<br>Ms. Laura Widmer  |
| NAVAL SCIENCE    | BMCS Michael Vaccarella   |
| SOCIAL STUDIES   | Mr. Michael Ellithorpe<br>Ms. Joanne Fronzo<br>Ms. Kathleen Jeys  |
| MEDIA SPECIALIST | Ms. Angela Valenzuela   |

**ADMINISTRATION AND STUDENT SERVICES**

Paul J. Christopher, Ed.D, *Principal*

Ms. Marcy Kay and Mr. Richard Spakowski, *Guidance Counselors*

Ms. Diane S. Loughrey, *School Nurse*

**OFFICE PERSONNEL**

Ms. Eileen Manti and Ms. Elaine Sansone, *Secretaries*

**CUSTODIAL / MAINTENANCE SUPPORT STAFF**

Mr. Christopher Ballas, *Maintenance*

Mr. Christopher Cullen, Mr. Brian Drovon, Mr. Richard Lewis, Mr. Cristian Tomaini

**FOOD SERVICES**

Ms. Marge McAlary

**Monmouth County Board of Chosen Freeholders**

Robert D. Clifton  
Director

John P. Curley  
Deputy Director

Lillian G. Burry

Amy A. Mallet

Thomas A. Arnone

**Monmouth County Vocational School District  
Board of Education**

Clement V. Sommers  
President

Russell T. Olivadotti  
Vice-President

Joseph A. Manfredi

Dennis Ingoglia

Joseph F. Passiment, Jr.

**Monmouth County Vocational School District  
Central Office Administration**

Timothy M. McCorkell  
Superintendent of Schools

Anthony Schaible  
Assistant Superintendent

Collette Flatt  
School Business Administrator/Board Secretary

The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.