

**Monmouth County Vocational School District  
Student Handbook & Planner  
2008-2009**



**Marine Academy of Science and Technology  
305 MAST Way, Sandy Hook, NJ 07732  
(732) 291-0995**

*This agenda belongs to:*

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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 cocurricular 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.

### **MCVSD Career Academy Principals**

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**SCHOOL DISTRICT CALENDAR**

2008-2009

Tuesday -Wednesday	September 2-3, 2008	Staff Days
Thursday	September 4	First Day of School
Tuesday	September 30	Closed
Thursday	October 9	Closed
Monday	October 13	Staff Day -School Closed
Thursday – Friday	November 6 -7	NJEA
Thursday – Friday	November 27 -28	Thanksgiving
Wednesday – Wednesday	December 24 – 31	Winter Holiday
Thursday	January 1, 2009	New Year’s Holiday
Friday	January 2	Closed
Monday	January 19	Staff Day – School Closed
Monday	February 16	President’s Day
Thursday	April 9	Staff Day – School Closed
Friday – Friday	April 10 -17	Spring Break
Monday	May 25	Memorial Day
Wednesday	June 17	Last Day of School for Students
Thursday – Monday	June 18 – 22	Staff Days

Total Days for Students 180

Total Days for Staff 188

NOTE: Days when schools are closed for emergency purposes will be made up by eliminating scheduled holidays and/or end of school year.

**EMERGENCY SCHOOL CLOSING**

In case of inclement weather, students should logon to <http://www.cancellations.com>. In addition, school closings will be listed on Television Channel 12 -News 12 New Jersey and the following radio stations. WJLK FM-94.3 Monmouth County WKXW FM-101.5 Trenton

Please do not call the school. The school closing will be announced as Monmouth County Vocational School District.

Emergency school closing decisions will be made by 5:30 AM.

**DELAYED OPENING PROCEDURE**

Delayed opening announcements will be aired as early as possible on the designated radio/TV stations and web site listed above.

Students will report at 9:00 AM.

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.

All field trips will be cancelled.

Decisions related to cancellation of after school events will be made by the building Principal by 2:00 PM. Lunches, where available, will be served at the usual time.

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.

#### 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.

#### 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.
4. 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

5. 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.

6. 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.

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:

- An illness which manifested itself after the pupil reported to school and verified by the nurse
- A verified appointment with a physician/dentist
- A verified driver's test or court appearance

7. Students 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:

a. Full Year Block

- i. On the fifth and tenth absence from school and/or class the pupil and parent will be given formal written notification of problem and the consequence of excessive absences.
- ii. On the fifteenth absence from school and/or class the pupil and parent 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 parents and pupils will also be informed of the appeal procedure.

b. Semester Block

- i. On the fifth and eighth absence from school and/or class the pupil and parent will be given formal written notification of problem and the consequence of excessive absences.
- ii. On the tenth absence from school and/or class the pupil and parent 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 parents and pupils will also be informed of the appeal procedure.

9. In addition to notification of parents 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 five, ten and fifteen absences from class (not including approved class activities) (five, eight and ten for semester block).

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:**

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.

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 parents/legal guardians 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:
  - Committee of Review
  - Principal
  - Superintendent
  - 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 should 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 should 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 late arrivals to school are noted on the student report card and student permanent school record.

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.

**EARLY DISMISSAL FROM SCHOOL**

Any student dismissed for illness must be processed through the nurse's office.

Any student leaving early for appointments, activities and/or sports must have a note on file in the main office.

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 students 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 students 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. Students 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 students will be assessed in these basic skills annually and upon their entry into the district. Students who are not meeting these standards will receive, under N.J.A.C. an individual assessment. Those students progressing independently will be enrolled in an individual Student Improvement Plan.

### **2. Core Content Standards**

All full time schools will annually (November Reorganization Meeting) have their curricula approved by the Board of Education. All students enrolled in their respective schools must meet the requirements of the prescribed curricula.

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. (See attached New Jersey High School Graduation Requirements (N.J.A.C. 6A:8-5)).

Students 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, students will be advised of all alternatives for fulfilling curriculum requirements before they plan each year's schedule.

The Board will provide opportunity for remediation for students not meeting these levels of proficiency.

3. Attendance - The Board's attendance policy will be adhered to for all full-time students.

### **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.

**CURRICULUM PROFICIENCIES**

All full time schools will annually have their curricula approved by the Board of Education. All students enrolled in their respective schools must meet the requirements of the prescribed curricula.

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.

Students 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, students will be advised of any alternatives for fulfilling curriculum requirements before they plan each year’s schedule.

**DISSECTION**

P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25)

The Department of Education would like to make you aware of recent legislation allowing public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisection, 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.

Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the 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.

**FAMILY LIFE EDUCATION**

The Career Academies, in keeping with the NJ State Core Content Standards, “seek to provide students with an understanding of the physical, emotional and social aspects of human relationships and sexuality and how they support a healthy, active lifestyle. Students learn how to develop and maintain healthy relationships with friends and family. Additionally, students learn medically accurate information about both abstinence and contraception and learn the skills to enact behaviors to reduce or eliminate the occurrence of sexually transmitted diseases. HIV/AIDS, and unintended pregnancy.” Parents have the right to request that their student “opt out” from some or all of this curriculum and alternative assignments will be provided.

**SCHEDULES**

Schedules have been developed based on input from students and parents. Because of the complexity and specialization of developing a master schedule changes are rarely made once they are completed. If there is a valid need to change a schedule it must be approved by the principal.

**GRADING**

It is recognized by the Board of Education that a uniform system of assessing student 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:

100 - 92	Superior Proficiency
91 - 85	Above Average
84 - 77	Proficient
76 - 70	Partial Proficiency
69 - 55	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 student who demonstrates less than proficient performance at any reporting period during the school year. The student, parent/guardian and school personnel will work cooperatively to devise and implement this improvement plan.

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

3. Marking period grades will be determined by various types of students assessments, described in greater detail in the course proficiencies which are handed out during the first day of class. Some examples of these assessments:

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

4. Incomplete grades will be issued at the end of the marking period when work is missing due to legitimate absences or at the discretion of the teacher with the principal's approval. All work is to be made up within two weeks into the new marking period, except for unusual circumstances.

5. Mid-term and final exams will be required of each student 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: The final average in semester courses (for schools following block schedules) will also count exams as 20% of the final average. Each marking period will count as 40% of the final average.

6. Class rank: Students' class rank will not be shared with colleges/universities or other organizations.

#### **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. 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 12, 2008
- 2) January 30, 2009
- 3) April 3, 2009
- 4) June 17, 2009

Progress Reports -Progress reports will be sent home approximately half way through each marking period. These are to inform the parent/guardian of any changes in the student's status in a class. These reports will be mailed 2-3 days after the date listed below.

Progress Reports Deadline

- 1) October 3, 2008
- 2) December 16, 2008
- 3) March 3, 2009
- 4) May 13, 2009

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

Transcripts -Student transcripts are maintained and updated each year on all students. They show final grade averages, transferred grades, summer school grades, in-school clubs/activities, HSPA Pass/Fail results and SAT results. A transcript request can be made through the guidance office.

**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.</p> <p>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 assignments</b> Credit (teacher-graded)—on time &amp; done well Zero or partial credit (teacher discretion based on time sensitive nature of assignment)—late but done Zero—not handed in at all</p> <p><b>Major assignments</b> Deduction of approximately 8-10% per day If work is not submitted, a grade of zero will be assigned</p> <p>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>	<p>Grades will be recorded in the grade book as earned.</p>
<b>Retesting</b>	<p>Retesting to change the grade will not be allowed. Note: Extenuating circumstances will be considered upon appeal to the building administrator.</p>
<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 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>	<p>Across the district, extra credit must be content related and should not significantly affect (0-2%) the overall grade.</p>

**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.

TEST	DATE
PSAT	October 15, 2008
SAT I & Subject Tests	October 4, 2008
	November 1, 2008
	December 6, 2008
	January 24, 2009 March 14, 2009 (SAT I Only)
	May 2, 2009
	June 6, 2009

Testing Code (CEEB #) \*

- 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 and SAT scores included on a student's transcript.

**AP Exams**

1. If a student is enrolled in an AP course at an academy he or she is required to take the exam and the district will order and pay for the exam.
2. If a student 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 student 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, the district will order and permit the student to take the exam, provided the student has submitted a completed AP contract along with the payment for the full cost of the exam, WHICH MAY NOT BE REFUNDED.

**STUDENT DRESS CODE**

All students are expected to dress appropriately for school and school functions. Students 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 student and their parents/guardians. Students are expected to maintain an appearance that is neither distracting to teachers, other students, or to the educational process of the school. It is the responsibility of the student and parent/guardian to make certain that what their son/daughter wears to school is tasteful and appropriate. The administration reserves the right to advise or counsel students 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 student's fully extended fingertips when placed at the student'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. Students 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 students and their parents/guardians, and will be included in the Student Handbook.
9. Students 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 students who arrive to school dressed inappropriately and/or bring appropriate attire to school. Students 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 authorization from a parent, guardian or designated other person as stated on the emergency card. That person shall be contacted at the discretion of the nurse.

## **HEALTH SCREENING**

An examination of every pupil in grades 9 and 11 will be done for the condition known as scoliosis (lateral curvature of the vertebral column), except when a parent or guardian requests in writing that the student be excused. Notification will be sent to the parent or guardian of any pupil suspected of having scoliosis.

Vision and Hearing screening will be completed in accordance with NJ State regulation.

## **MEDICATION IN SCHOOL**

In accordance with New Jersey State Narcotic and Drug Law: Title 24:21-16 to 18

1. Parent or guardian shall provide a written request for the administration of prescribed medication at school.
2. Written orders are to be provided by the doctor telling what the medication is for, side effects, and how often it is to be administered.
3. Medication containers must be properly labeled by a pharmacy or doctor and brought to the school nurse by a parent.
4. No over the counter medication, including aspirin, Tylenol, etc. will be administered without a doctor's note.

## **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 a written request for the administration of the prescribed medication at school. This letter must include: name of student, name of medication, name of doctor, medical problem, amount to be administered, dosage, time to be administered, number of days medication will be required, with dates, date and signature of parent or guardian. The parent or guardian shall relieve school district and its employees of liability for administration of medication. This document shall be kept on file in the office of the school nurse.
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.
4. When there is a question regarding medication, the school physician shall review and approve, in writing, the orders of the private physician.
5. The school shall provide a secured, locked space for safe storage of medication. Medication will be stored in the original labeled container. Parent or guardian will be responsible for picking up unused medication when it is no longer needed. Medication will be turned over to the head school nurse if not picked up by parent or guardian by the last day of school. The head school nurse will appropriately discard medication on the last day of school.
6. Only persons listed as authorized to administer medication (see above) are permitted to administer medication in the schools.
7. The records or documentation for administering medication to students shall be maintained by the school nurse.
8. A school nurse shall be made available to administer medication.

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 ILLNESS ALLERGIC REACTION**

The school may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses 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 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.

Pupils who need to carry medications will complete Self-Medication Permission Form for a pupil with a Life Threatening Illness, Administration of Medication in School, and Physician Certification for Self-Medication by Pupil forms.

Pupils who may carry medication after requirements are met include:

1. Pupils with severe allergic reactions, which can result in anaphylactic shock.
2. Pupils with diagnosis of Asthma, who need to use inhaler for acute attacks.
3. Pupils with diagnosis of Diabetes, requiring Insulin.

#### **DEFIBRILLATOR**

The Board of Education is committed to providing the highest quality of care to its students, 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 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.

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 actions 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.

For further information contact the school nurse or a guidance counselor.

### **INSURANCE**

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

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

Any student 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 student must not be in jeopardy of violating the attendance policy.
2. The student must not have failed more than one course during the previous marking period. A student who demonstrates less than proficient performance during the marking period of the activity may be eligible to participate providing that the student meets proficiency by satisfying a PIP and is verified by the teacher.
3. The student must not have a record of recurring disciplinary infractions.

### **AFTER SCHOOL ACTIVITIES**

Students may stay after school to meet with teachers, participate in student activities, or to use the computer lab. Students 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.

Students 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 student 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.

Students 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**

Student/Team attendance at National competitions will be Board approved and financially supported by the MCVSD only if the student/team qualifies 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.

### **ADDITIONAL GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:**

Students in excess of 5 tardies or unexcused absences may not be eligible to participate in school related activities both during and after school, including the school prom. Participation will be determined by the Principal.

Students 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.

Students, 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.

**ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS**

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

**FREE AND REDUCED LUNCH**

Federal free and reduced lunch applications will be given to each student at the beginning of the school year. All students must complete and return the application to the school. Additional applications can be acquired through the schools 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 student 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**

Students 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 student 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**

Students will be assigned lockers at the beginning of each school year. Students are expected to maintain their lockers neatly. Students 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 STUDENTS**

In accordance with MCVSD Cell Phone Procedure, students are not permitted to use their cell phones during the school day. Messages of an urgent nature should be phoned into the main office.

**SELLING OF FUND RAISING ITEMS**

Only recognized student 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**

Students 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 student conduct are in effect during all school-sponsored activities.

**CHANGING CLASSES/OUT OF CLASS**

During the changing of classes, students are expected to walk, arrive on time and be courteous to the administration, faculty, staff and each other. When a student 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. Students 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 student. No items should be taped to painted surfaces.

### **VISITORS TO THE BUILDING**

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

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

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

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Any student 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 will not be processed for any student with an outstanding fine.

### **FIRE DRILLS**

Fire drills are necessary for the safety of the students 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. Fire drill information is posted in all rooms and teachers will give students specific instructions for leaving the building during the fire drill. Students should exit the building quietly.

### **CRISIS MANAGEMENT**

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

### **STUDENT CODE OF CONDUCT**

It is recognized by the Board of Education that in order for a thorough and efficient education to take place there must be an organized and controlled environment. It is also recognized that due to the nature of vocational and technical training, the safety of students, staff members and others is of utmost importance.

In accordance with Title 18A:37-2, "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

It is, therefore, the responsibility of the building Principal, under the direction of the Superintendent's office, to promote and maintain a positive educational environment that discourages the least amount of disruption to the educational program and individual safety.

### **CAUSES FOR DISCIPLINARY ACTION**

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

- I. 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 students 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 student'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**

Students are discouraged from organizing, supporting and/or participating in school pranks. Pranks often have unintended outcomes producing damage to property or harm to individuals. Students and their parents will be held accountable for costs incurred to remediate damage. Student activity accounts may be held accountable for pranks associated with a particular class or club.

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

### **CELL PHONES, IPODS, CAMERAS, VIDEO CAMERAS, SKATEBOARDS, ETC.**

Beepers, cell phones, iPods, CD players, cameras, etc., are not permitted to be displayed, activated or used on or off school grounds during school hours without administrative approval. Skateboards, rollerblades, etc., are not permitted in or around the school building during school hours. These items will be confiscated and parents will be required to pick them up.

**TYPES OF INFRACTIONS:**

Category 1 infractions are those offenses that require a student to be suspended from school. These include but are not limited to: drug/alcohol involvement, fighting/assault, and possession of a weapon.

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, vandalism, and cheating.

**LUNCH DETENTION**

Lunch detention may be assigned by classroom teacher or Principal. Students 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 student assigned to after school detention include the following:

1. Students 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 student 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 student's behavior and actions require temporary removal (suspension) from the program
2. All pertinent information had been documented to support such action.
3. The student 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 student assigned to in-school suspension include the following:

1. In-school suspension will be held as necessary.
2. Work assignments will be given to students 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. Students will report directly to the principal's office upon arrival to school.
5. In-school suspension will be held in an area designated by the Principal.
6. Students 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 students will be allowed to leave I.S.S. Students will be permitted to use the bathroom.
9. Lunch will be supervised by the Principal. No talking will be permitted.
10. Students will turn in all assignments for grading and be dismissed at the end of the school day.

**OUT OF SCHOOL SUSPENSION**

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

1. The student 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 student 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 student 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 student on the first day back to school and must be signed by all of that student'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.

### **STATUTE OF LIMITATIONS**

Category 1 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 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.

### **ALCOHOL / OTHER DRUGS**

Students 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 student 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 student 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 student 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 student shall be subject to full administrative disciplinary action. Any student 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 students.

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

Monmouth County Vocational School District prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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 students to support students 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 students, 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 student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students 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 students 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 students 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 students, parents, volunteers and visitors, are required to report any act that may be a violation of this policy.

Consequences and appropriate remedial action for students 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 student 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 student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

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 student, when made by any member of the school staff to another staff member or when made by any student to another student 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 student 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 student who engages in sexual harassment activities shall be subject to disciplinary action.

### **SMOKING**

Smoking by students 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 student 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. Students must not extend arms or heads out of the windows.
3. Profanity is strictly forbidden on the bus.
4. Students 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. Students must ride in the assigned bus and be picked up and dropped off at the assigned stops.
9. Students 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. Students 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 students and the school administration must be maintained.

Students 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 student, the guidance counselor and/or building administrator will meet with the student or students at the earliest opportunity. If it is not possible to resolve the matter, the student may proceed formally with a grievance in the following manner:

A. A grievance shall be in writing and include each of the following:

- I. The specific nature of the grievance and a brief statement of the facts giving rise to it.

2. What result the student desires.
  3. The reasons why the student 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 student or up to three students 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 student or students.
- 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 and Section 504 Handicapped Coordinator Timothy M. McCorkell, Assistant Superintendent 4000 Kozloski Road, P.O. Box 5033 Freehold, New Jersey 07728-5033 732-431-7942.

### **GRIEVANCE PROCEDURE POLICY**

Applicable to Federal Title IX Regulations/Section 504 Handicapped Regulations

1. 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**

Candidates Selection Procedures Revised June 2003 2008-2009

Students 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 students' 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 student which are done with or on behalf of others above self-interest. To demonstrate service, a student 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

1. To be eligible, students must evidence a minimum of 100 documented hours of service.
2. The eligible hours are those accrued commencing with freshman year of high school.
3. 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).
4. 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.
5. Students complete and submit the service forms to the prospective references.
6. The National Honor Society advisor should receive completed forms by the established deadline.

## 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

1. To be eligible, students must evidence a minimum of 50 documented hours of leadership. (These hours are in addition to the service hours required.)
2. The eligible hours are those accrued commencing with freshman year of high school.
3. 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).
4. 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.
5. Students complete and submit the leadership forms to the prospective references.
6. The National Honor Society advisor should receive completed forms by the established deadline.

## C. CHARACTER

### I. 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 students will submit to ten faculty members, of their choice, the appropriate character reference form
2. students are responsible for returning all ten signed character reference forms to the National Honor Society advisor by the established deadline
3. all faculty receive a list of eligible National Honor Society candidates.
4. all faculty is invited to comment on student'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. 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 student 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 student'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 Student Grievance Policy for all academies. (Refer to the Student Handbook)
- G. If a student 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 student 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 student and his/her parent(s)/guardian(s). This letter must be submitted to the advisor.
- B. Those students 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.

## **ACCEPTABLE USE – STUDENT**

The following is the Monmouth County Vocational School District's policy on district access to electronic information, services, and networks:

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship. In making decisions regarding student access to the Internet, the Monmouth County Vocational School District considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries' databases, bulletin boards, and other resources while exchanging messages with people around the world.

Outside the school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the MCVSD's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the MCVSD. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
2. To transmit obscene, abusive, sexually explicit, or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable the property of another individual or organization.
5. To access another individual's materials, information, or files without permission.
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The MCVSD makes no warranties of any kind, neither expressed or implied, for the Internet access it is providing. The district will not be responsible for any damage users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access.

The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Parents of students in the MCVSD shall be provided with the following information:

The MCVSD is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other information as well. Even should the district institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the district's acceptable use procedure. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians or minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The MCVSD makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the

community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This procedure and all its provisions are subordinate to local, state, and federal statutes.

DISCLAIMER: Monmouth County Vocational School District has no control over information transmitted over the internet, including items automatically collected into news groups or mail items sent into or stored within the BBS.

### **BBS REGULATIONS**

Users of the MCVSD – Internet Bulletin Board System (BBS) based electronic mail (E-Mail) and news resources must realize that they are using a service provided by the Monmouth County Vocational School District (MCVSD) as part of the educational process. As such, the rules concerning its use are somewhat more conservative than those governing other forms of written communications such as the postal service.

Please read the following rules of conduct. If you agree to follow them, your e-mail account will remain set up for your private use. With this account you will be able to communicate with students not only within the Monmouth County Vocational School District, but also students and adults around the globe. Remember that access to the Internet electronic mail and news resources is a privilege that can be taken away if you do not follow these rules.

#### BBS Requirements:

Copyright laws need to be observed carefully. This applies to software and all written messages. Do not steal other people's work. Give credit where credit is due. Software may not be sent to other computer users unless you are the owner and author of the software. Commercial software may not be stored or transferred on the system.

E-mail is private. Protect the privacy of others as you would want yours protected.

Passwords need to be kept secret; Do not share your account or password with others, and do not attempt to gain access to other user's accounts. Be sure to properly log off the BBS system when you are done sending or checking mail.

Posting credit card information is against the law.

Posting account passwords for this or any other system is not allowed.

Use of the Internet and news resources for commercial purposes, product advertisement, or political lobbying is prohibited.

It is unlawful to represent yourself as another user in any form of computing activity, including all forms of electronic communications. Never deliberately impersonate an adult or student on-line.

Any language or descriptive situations that would not be heard or seen on public television and in PG rated movies are considered to be offensive and not allowed. Private e-mail falls within these guidelines when a user receives such a message and it is unwanted.

Repeatedly sending e-mail to a person who has indicated they do not wish to receive e-mail is considered harassment and is prohibited.

System administrators reserve the right to read and intercept any electronic mail passing through the system and to verify the contents of a user's desktop. Keep in mind that your mail may be read by administrators. System administrators may revoke accounts for any other behavior that they deem unacceptable. Violation of these rules may result in the termination of your account.

#### Recommendations:

Change your password often. Try to make them as long as possible (8 characters or longer is preferable), and try to avoid using proper names or words one can find in the dictionary. Unique spelling or capitalization, numbers and punctuation marks in your password will help keep your account secure.

Attention to grammar, spelling and subject line is important because others will be reading your message without the benefit of an interactive conversation. You want them to see your best work and to be able to find it quickly.

Answer e-mail as quickly as possible because people may be waiting for your response, and mail may take as long as 2-3 days to be delivered.

Delete your e-mail as quickly as possible. Do not store large files or applications on the system. Storing messages and files that you no longer need wastes the computer resources of networks.

Your name is automatically attached to every message you send. When appropriate include your age, school, and location. NEVER post a home address or phone number to public boards. Giving that information to those you do not know is not wise to do in private messages, either.

Mail access is a privilege that can be taken away if abused. Respect the rights and cultural differences of others. Be courteous and never send insensitive, abusive, or offensive messages. **IF IN DOUBT, DO NOT SEND IT!**

**DAILY BELL SCHEDULES**

2008--09

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

**Non-Discrimination Clause**

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.

**RADIOS, TAPE RECORDERS, SKATEBOARDS & BEEPERS, ETC.**

Radios, tape recorders, walkmans, skateboards, beepers and cell phones are not permitted in or around the school building during school hours or at school sponsored activities. Permission for walkmans for extended field trips, must be obtained from the Principal. Violators will have these items confiscated.

**REMOTELY ACTIVATED PAGING DEVICES**

No student shall buy or possess a remotely activated paging device on any property used for school purposes without the written permission of the principal, unless he/she is an active member in good standing of a volunteer fire company or first-aid, ambulance or rescue squad. Student members of a volunteer fire company or first aid, ambulance or rescue squad, may carry remotely activated paging devices provided that:

- Student is in request to respond to an emergency
- A copy of the statement by the Chief Executive Officer of the volunteer company or first aid, ambulance or rescue squad authorizing is in the possession of the student at all times while the student is in possession of the remotely activated paging device.

**STUDENT OFFICERS**

STUDENT COUNCIL

President	Deanna Corio
Vice President	Max Kornek
Secretary	Brittany Kinsella
Treasurer	Rishi Sugla
Representative at Large	Erica Linnell

SENIOR CLASS

President	Richard Cohen
Vice President	Lauren Keiser
Secretary	Stephanie McAlary
Treasurer	Danielle Devinsky

JUNIOR CLASS

President	Joseph Deller
Vice President	Philip Savitsky
Secretary	Julie Walker
Treasurer	Victoria Lucyk

SOPHOMORE CLASS

President	Amanda Pell
Vice President	Christine Conlon
Secretary	Sue Jean Sung
Treasurer	Megan Grey

**CODE OF CONDUCT AND EXPECTATIONS FOR STUDENT COUNCIL MEMBERS**

Adopted 2003

The major purpose of the Student Council is to bring about the best possible cooperation between the students, the teachers, and the administration of the Marine Academy of Science and Technology.

**ELIGIBILITY REQUIREMENTS**

The Council shall be composed of four representatives from each class and five executive members elected at large from the student body.

The following is the eligibility requirements for all class officers:

- Member of the class
- Maintains a cumulative grade point average of 77 or above in all subjects
- No recurring disciplinary referrals in the marking period preceding elections
- Has not been elected to serve as a member of the Executive Board

The following is the eligibility requirements for members of the Executive Board:

If running for President or Vice President, must be a member of the incoming senior class

- If running for Treasurer, Secretary, or Representative at Large a member of the incoming sophomore, junior, or senior classes
- Maintains a cumulative grade point average of 77 or above in all subjects. No recurring disciplinary actions within the marking period preceding elections

No student shall be permitted to serve as President or Vice President of a class or the Executive Board who holds the equivalent of those offices in another school organization.

Those students found in violation of these requirements and/or other situations may need to refer to Expectations/Consequences for Behavior.

### **PROCEDURE FOR ELECTION**

Elections for executive board and class positions shall be held at the end of every school year. Freshmen class elections shall be held the third week of the new school year.

Students interested in running shall be required to see the Council advisor, who will provide them with a signature petition, this document, and any other information. Two weeks shall be allowed to pass from the time the petitions are made available to the time they are due. Upon their return, the Executive Board Secretary is responsible for creating and copying the ballots. At the time petitions are turned in, potential candidates for office will also submit, in electronic format and in hard copy, a statement of 350 words or less addressing their qualifications for the office sought and their "platform". The statement will be published in the school newspaper just prior to the election.

The election for executive board shall be presided over by the outgoing Board President, and the class elections by his successor. Candidates shall be permitted to give one two-minute speech to those voting on why they should be elected. Voting by secret ballot will immediately follow the candidate remarks, and will subsequently be tallied by the Council Advisor.

Once the ballots are counted, the President must submit them to the principal for his review. In the case of a challenge, the ballots will be secured in Building 305

The exact results of the election shall be kept confidential, and the winners will be announced without their vote tally on the Council bulletin board in Building 77.

### **LENGTH OF TERM**

The term of each office shall run from September to June of the school year.

### **MEETINGS**

The Council shall convene a regular meeting the first Monday of every month. Likewise, class officers are responsible for determining a day that is convenient for them to meet each month. The time and place of both meetings must be published and open to the public to attend.

There shall also be an annual summer meeting for the Council held at a location and time determined by the Advisor.

All officers must attend all meetings. Absentees will be handled individually.

### **RESPONSIBILITIES**

Each position has certain responsibilities and obligations that must be fulfilled in order to achieve a successful school year. Those responsibilities are outlined, by office, below:

**Executive Board President:** The Executive Board President shall be the representative of the student body to the faculty, administration, and community. He/she is responsible for staying abreast of the needs of those he/she represents. He/she must be a leader, and meet with the principal on a regular basis with the express purpose of offering a student's perspective on issues facing the school.

**Executive Board Vice President:** The Executive Board Vice President shall serve as a bridge between the class officers and the Council. He/she is responsible for keeping in communication with the classes and providing them with whatever assistance they might need in meeting their goals. In the absence or the removal of the President, he/she shall assume all the duties of said office.

**Executive Board Secretary:** The Executive Board Secretary is responsible for all Council correspondence and communication. His/her principal task is to keep a record of the minutes of Council meetings, and to publish the monthly meeting agenda and corresponding minutes to the Student Council folder on the BBS.

**Executive Board Treasurer:** The Executive Board Treasurer shall keep an accurate accounting of Council funds, and retrieve the monthly financial statement from Building 305.

**Executive Board Representative at Large:** Exclusively an Executive Board position, the Representative at Large shall work with the other officers to address the concerns and issues of the student body. Additionally, he/she shall serve as the Council liaison to the MAST PTSA.

**Class President:** The President shall serve as the executive of each class. It is his/her responsibility to provide direction and leadership for fundraising, community service, and class fellowship events.

**Class Vice President:** The Vice President shall serve at the pleasure of the President, and offer input into his/her decisions. In the absence or the removal of the President, he/she shall assume all the duties of said office.

**Class Secretary:** The Secretary is responsible for all class correspondence and communication. His/her principal task is to keep a record of the minutes of Council meetings, and to publish the monthly meeting agenda and the corresponding minutes to the Student Council folder on the BBS.

**Class Treasurer:** The Treasurer shall keep an accurate accounting of class funds, and retrieve the monthly financial statement from Building 305.

### **COMMITTEES**

Committees shall be established to aid in the administration and management of Council business and events. Examples of good use of the committee would be for planning for the Talent Show or Student/Faculty Basketball Game.

### **OFFICER/ADVISOR RELATIONSHIP**

A harmonious officer/advisor relationship is key to a successful year. The Council and class advisors shall be given the respect accorded to them by their position. It is their responsibility to represent the Council or class to the administration and other faculty members.

Should an advisor have concerns or complaints about a particular officer's conduct, they may be addressed personally or through the procedure for discipline outlined in Expectations/Consequences for Behavior.

### **NAVAL SCIENCE RELATIONSHIP**

The Council shall work in congruence with the Naval Science Department and the student leadership of the school battalion. It should be understood that Student Council and Naval Science are two separate entities, and that at no time shall it be presumed that one has authority or takes priority over the other.

### **EXPECTATIONS FOR BEHAVIOR**

As leaders of the school community, Council members are expected to serve as an example to their peers. In keeping with this statement, they must strive at all times to insure that their behavior is above reproach. This means not only following the rules set forth in the Student Handbook, but also taking the extra step and discouraging behavior that is contrary to school rules.

Should a Council member be disciplined by the administration, he shall come under review by the Principal and Council advisor. Discipline by Administration means a Discipline Report has been filed or has missed 3 unexcused meetings.

A Student Council member is expected to:

- Attend all school functions which include after hour events such as dances and information sessions and,
- Help aid in various school ceremonies.

Consequences for behavior that call for disciplinary action will proceed as follows:

- For the first offense, a formal reprimand will be issued to the student which places the student under probation for the period of one marking period or ten weeks from date of conference,
- For the second offense, the Administration and Council Advisor has the option to continue probation or dismiss the student of his or her responsibilities,
- For the third offence, the student may have the option to remove him or her self, or asked to be removed from their respected position following consultation and approval by the Administration and Council Advisor.

### **CLASS AND CLUB ADVISORS**

The following class, club and co-curricular organizations exist at the present time at the Marine Academy:

ORGANIZATION

SkillsUSA

Yearbook	Technology Student Association
Yearbook Business Manager	BBS Coordinator
Masthead (Newspaper)	Media Lab
Beacon (Literary Magazine)	Good Leaders Against Drugs (GLAD)
Drill Team/Color Guard	Math League
National Honor Society	Academic Team
World Language Advisor	Forensics Club
Senior Class Advisor	Environmental Science/Marine Science Club
Junior Class Advisor	SCUBA
Sophomore Class Advisor	Creative Arts
Freshman Class Advisor	Mock Trial
Student Council Advisor	Key Club

In September advisors for these organizations will be listed on the MAST website ([www.mast.mcvsd.org](http://www.mast.mcvsd.org)).

**NATIONAL COMPETITIONS**

Student/Team attendance at national competitions will be Board approved and financially supported by the MCVSD only if the student/team qualifies 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.

**NJROTC CADET OFFICERS 2008-2009**

**BATTALION STAFF**

Battalion Commander	c/Lcdr Nicholas Dona
Deputy Commander	c/Lt Kevin Iannacone
Operations Officer	c/Lt Gabrielle Cudney
Drill Company Commander	c/Lt Richard Cohen
Administrative Officer	c/Ltjg Brittany Kinsella
Supply Officer	c/Ltjg Eleanor Morse
Master Chief Petty Officer	c/Mcpo Alexander Rojewski

Company Commander	c/Lt Thomas Ferrara
Executive Officer	c/Ltjg Christian Andrews
Administrative Officer	c/Ens Lindsay Benedict
First Platoon Commander	c/Ens Shane Hausmann
Second Platoon Commander	c/Ens Jared McBath

**B COMPANY OFFICERS**

Company Commander	c/Lt Kevin Mack
Executive Officer	c/Ltjg Erica Linnell
Administrative Officer	c/Ens Christina Do
First Platoon Commander	c/Ens Jessica Morris
Second Platoon	c/Ens Max Kornek

**C COMPANY OFFICERS**

Company Commander	c/Lt Courtney Stefanik
Executive/ Officer	c/Ltjg Rebecca Newman
Administrative Officer	c/Ens Sarah Katzen
First Platoon Commander	c/Ens Nicole DePasquale
Second Platoon	c/Ens Kara Quiros

**D COMPANY OFFICERS**

Company Commander	c/Lt Christen Sagui
Executive Officer	c/Ltjg Stephanie McAlary

Administrative Officer  
 First Platoon Commander  
 Second Platoon

c/Ens Rebecca Hagge  
 c/Ens Lauren Keiser  
 c/Ens Paige Reinhardt

### **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. Students **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

### **BULLYING**

Student and Staff Bullying Incident Forms are available on the BBS.

### **MEDIA CENTER**

The Media Center, located in Building 317, houses both the print collection and the computer lab of the Marine Academy. The computer center has Macintosh computers available for student use. Students are encouraged to make use of the center.

Rules for computer use (Media Center & other computer labs):

- Computer use is a privilege, not a right, & ignoring the rules will result in loss of that privilege.
- Students are not to change settings, delete or modify programs installed by staff.
- Students are expected to have their own removable media available for saving their files: 3.5" diskettes, 100 MB zip disks or "flash" drives can be used. Some computers are equipped to burn CDs and/or DVDs; students must provide their own CD-Rs and DVD-Rs if they want to make disks for themselves.
- The school also provides each student storage space on a school server; like lockers, students' folders on the school's servers may be opened by school personnel.
- Students are **NOT** to install software of any nature on school computers.
- No food or drink near computers.
- Anyone found trying to subvert the security features programmed into the computers will be subject to appropriate disciplinary measures.
- Anyone found deleting, changing or making unauthorized use of others' files which have been stored on the school's computers will be subject to appropriate disciplinary measures.
- Printers are provided for printing school-related materials only.

Rules for Internet use (Media Center & other computer labs)

- No downloads of software.
- No sites other than P-G or those appropriate for class use.
- No chatrooms.
- No games.
- Computers are provided for instructional purposes and are to be used with that in mind – they are not for amusing the bored or for entertainment – they are for **LEARNING!**
- No indiscriminate printing of entire web-pages. Text and pictures/images should be transferred to a word-processing document and edited before printing. The use of "print preview" is encouraged to cut back on wasting paper.

Students may be disciplined for not following computer-use directives (also encompassing BBS-use and Internet-use).

In addition, the student/parents of a student may be held responsible for paying for the time of a technician (or on-staff personnel) who is required to restore a computer to working condition after it has been modified by that pupil in defiance of the stated rules for computer-use.

Students and parents should be aware that certain offenses carried out through the Internet could result in the involvement of State or Federal authorities and that MAST & the MCVSD will cooperate fully with those authorities.

### **MEDIA CENTER POLICIES**

The Media Center serves as a place to accomplish work relating to school; for such purposes, the following are provided:

- reference books to use on site and books which may be borrowed

- computers for students' use in generating school assignments; at times programs may be installed on these computers which students are expected to work through on assignment from their teachers
- computers which access the Internet providing research opportunities
- current magazines for in-Center use

Parents who wish to find out more about the use of the Internet are invited to make an appointment with the Media Specialist to learn more about the use of this facility.

Students may come to the Media Center:

- before school
- during lunch
- or after school until 3:15 each school day (or longer, if prior arrangements are made with the Media Specialist in advance)

provided they have legitimate work to do.

Students coming to the Media Center during class time with the idea of simply hanging out or "Surfing the Net" will be sent back to class without question.

Classroom teachers handing out passes to the Media Center are encouraged to first ascertain that the student requesting the pass has legitimate work to accomplish there that could not be completed in the classroom.

Students coming into the Media Center may be asked to state what they will be working on while using the Center; students using the printer may be asked to show the Media Specialist what has been printed in order to insure that printing is being done for school-related projects only.

While quiet conversation among students is acceptable in the Media Center, it must be remembered that students are there in order to work on assignments and any conversation going on must not be disturbing to any others in the room.

Students planning to use any of the computers are expected to have formatted disks with them, as well as a carrying case for the disks. Disks simply carried in a book bag can easily become damaged which can damage the computers and may result in the student's work being "lost".

Students are expected to check out any materials that are taken from the Media Center.

Without exception, all materials must be returned in a timely fashion and any materials not returned by the final exam period will result in the student's grades being withheld until the materials have either been returned or paid for.

Willful damage to Media Center equipment or any computer equipment in the school will result in disciplinary action. Willful damage to any other Media Center materials will also result in disciplinary action.

As the Media Center computers and other computers located though out the school are MCVSD property, students are reminded that student files on the computers as well as their use of the computer may be monitored at any time.

**Borrowing laptop computers and other computer equipment**

A limited number of laptop computers are available for students' use at home.

- These laptop computers are lent out as available on a first-come, first-served basis for limited time periods.
- Laptop computers with AutoCAD installed on them will be lent out only upon approval of the CAD teacher or a Systems Engineering teacher in addition to the student's provision of a parent's note.
- In order to borrow a laptop computer, the student must present the Media Specialist with a signed and dated note from his/her parent stating the parent is willing to take responsibility for the laptop computer and agrees to repair or replace the the laptop computer should the the laptop computer be broken, lost or destroyed.
- This note should be given to the Media Specialist no later than the morning the the laptop computer is to be taken out (the laptop computer being lent out are distributed at the end of the school day), as it may take the

Media Specialist a while to find a the laptop computer loaded with appropriate programs, to charge the battery, etc.

- The rules applying to the use of MAST computers in-school apply to the use of MAST computers taken home: no software is to be installed, the settings are to remain as they were when the laptop computer was borrowed, etc.
- Students are requested to return the laptop computers they have borrowed as soon as they are finished with their assignments as others may be waiting to borrow them.
- Problems with the laptop computers are to be reported to the Media Specialist upon return of the laptop computer.
- If a student requests to borrow a laptop computer for longer time periods, a limited number of desktop computers, monitors, keyboards and mice are available for this purpose. The process for borrowing these computers is the same as outlined above. The rules governing their use is also the same as outlined above.
- In addition to computers, the Media Center may have other electronic equipment such as digital cameras available for students to borrow overnight. The procedure for borrowing this equipment is the same as outlined above, and the rules governing its use are the same.

### **RULES GOVERNING STUDENT PHOTOGRAPHY**

Students taking pictures, while on the MAST campus or during off-campus school-sponsored events, need to have permission from a staff member in order to do so.

Pictures are not to be taken, whether on the MAST campus or during off-campus school-sponsored events, of any MAST community member without that person's knowledge and explicit consent.

Students found violating these rules will have their cameras confiscated and turned over to the principal who will then deal with the matter in an appropriate manner.

### **STUDENT DRIVING**

Student driving at the Marine Academy of Science and Technology is limited to seniors only (regardless of vehicle type) and is regarded as a privilege. Senior students who wish to drive must provide all appropriate information as to vehicle description, drivers license number, license plate number, insurance carrier and policy number as well as parent/guardian signature. In addition the following rules and regulations will be adhered to:

Seniors will be allowed to drive to school.

Seniors only will be allowed to ride in a student driven car to school. Siblings may ride together to and from school.

The second time a student driver is late to school, the parents will be called. The third time will result in loss of driving privileges for the remainder of the marking period in which the violation occurs. The next offense may result in a loss of privilege for the remainder of the school year.

All students who drive do so with the understanding that the sending school district's responsibility for transportation may/will be waived.

All pertinent registration information must be completed for any vehicle that is driven to the Marine Academy

A qualified junior will be allowed to drive to school in the second semester of his/her junior year. Qualified is defined as obtaining permission from the Principal and:

- Meet all eligibility standards (applies to Junior/Senior Drivers)
- Provide all vehicle registration information.
- No passengers are permitted in the car unless approved by the Principal.

**STUDENTS MAY NOT GO TO THEIR CARS DURING THE SCHOOL DAY.** Students who violate this regulation may lose their driving privilege. Permission must be granted from a staff member or the principal in order to go to a

car during the day. The first offense is detention. The second offense is loss of driving privilege for 5 school days. The third offense may result in loss of privilege to drive to school.

Any registered student driver (Junior or Senior) may drive underclass students home following a student or school activity, or during the day, with a written parental note and approval from the administration. Students who drive other students to or from school, without permission, may lose their driving privilege. The first offense is detention; the second offense is loss of driving privilege for 5 school days. The third offense is loss of privilege to drive to school.

Students MAY NOT drive to field trip sites from their home or from school. All students must ride the bus to and from all field trips.

Underclass (Junior, Sophomore, Freshmen) students MAY NOT ride with authorized student drivers. Permission must be obtained from the Principal BEFORE any underclass student rides with a student driver. Student drivers and passengers who are in violation, will be assigned detention and may place their driving privilege in jeopardy when they become eligible to drive.

All Student drivers MUST display a parking decal/pass in their vehicle while parked on the school campus.

The following guidelines apply to all students:

- Students with more than 5 tardies or 6 unexcused absences by December may not be eligible to participate in decorating for the Winter Ball.
- Students with more than 8 tardies or unexcused absences by the date of the Winter Ball may not be eligible to attend. Participation will be determined by the Principal.
- Students with more than 5 tardies or 6 unexcused absences by Winter Recess, may not be able to participate in school related activities both during and after school. The time of exclusion will be determined by the Principal.
- Students with additional tardies and absences from January to June, may also not be eligible to participate in school related activities both during and after school, including the Naval Ball. Participation will be determined by the Principal.
- Students 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.
- Students 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.

Teachers are not to accept students late to homeroom.

If a student driver exhibits the same pattern of lateness for a continued period, loss of privileges will occur. Continued lateness after the second violation may result in further loss, including driving privileges to school and school functions. All late arrivals to school are noted on the student report card and student permanent school record.

**FACULTY**

TECHNOLOGY / CAD

Mr. David Alfonse  
 Mr. John Cuttrell  
 Ms. Wendy Green  
 Ms. Cheryl McDonald

ENGLISH

Ms. Carol Johns  
 Mr. Matthew Meyers  
 Ms. Kathryn Trinidad

FOREIGN LANGUAGE

Mr. Joseph Grabler  
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 Ms. Jessica Godkin  
 Ms. Cheryl McDonald  
 Ms. Clare Ng  
 Mr. John Valente

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MATHEMATICS  
 Mr. Christopher Barnes  
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NAVAL SCIENCE  
 LCDR Thomas Cramer  
 LCDR Paul Mucciarone  
 MSgt. Doug Strebel

SOCIAL STUDIES  
 Mr. Michael Ellithorpe  
 Ms. Joanne Fronzo  
 Ms. Kathleen Jeys

LEARNING RESOURCE SPECIALIST  
 Ms. Betsy Hoffman

**ADMINISTRATION, COUNSELORS AND HEALTH**

Paul J. Christopher, Ed.D  
*Principal*

Ms. Marcy Kay  
*Guidance Counselor*

Mr. Richard Spakowski  
*Guidance Counselor*

Ms. Diane S. Loughrey  
*School Nurse*

**OFFICE PERSONNEL**

Ms. Eileen Manti  
*Secretary*

Ms. Lori Scisco  
*Secretary*

**CUSTODIAL / MAINTENANCE SUPPORT STAFF**

Mr. Christopher Ballas  
*Maintenance*

Mr. Christopher Cullen  
 Mr. Brian Drovon  
 Mr. Francesco Lepore  
 Mr. Richard Lewis

**FOOD SERVICE STAFF**

Mr. Thomas Lehmann