

ACADEMY FOR  
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UNION COUNTY  
**MAGNET**  
HIGH SCHOOL



UNION COUNTY  
VOCATIONAL-TECHNICAL  
HIGH SCHOOL



UNION COUNTY  
CAREER & TECHNICAL  
INSTITUTE



Adult  
Post Secondary  
and  
Adult  
Continuing Education



UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS  
2022-2023 STUDENT HANDBOOK

1776 RARITAN ROAD SCOTCH PLAINS, NJ 07076  
908-889-8288  
WWW.UCVTS.ORG



# Mission Statement



THIS HANDBOOK WAS WRITTEN WITH THE UNION COUNTY VOCATIONAL TECHNICAL SCHOOLS BOARD OF EDUCATION POLICY HANDBOOK. FOR ACCESS TO COMPLETE POLICIES, PLEASE SEE YOUR BUILDING PRINCIPAL.

## Mission Statement

The Union County Vocational-Technical School District is dedicated to advancing the learning and well-being of all students. A quality learning experience is provided that fosters democratic values, risk taking and a love of learning. We are committed to developing student's career, decision-making and employability skills. Equal treatment, fairness and respect for diversity are taught and modeled by all. Our faculty guides students to understand the competing demands and responsibilities that are part of the world of work and to embrace a practice of life-long learning.

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The Union County Vocational-Technical School District guarantees equal education, vocational and employment opportunities to all, regardless of race, color, age, creed, gender, ancestry/national origin, sexual orientation, socio-economic status, marital status or disability.

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## MESSAGE FROM OUR BUILDING ADMINISTRATORS

Dear UCVTS Student:

Welcome to the Union County Vocational-Technical Schools. You are about to embark on a wonderful journey, a journey that will enable you to reach academic and personal heights that you have, until now, only imagined.

As a UCVTS student, you will benefit from our supportive and challenging community. Academically, our group of instructors is unmatched. They will challenge and inspire your best efforts and achievements. Our counseling staff will work with you every step of the way to guide your future decisions. Your classmates will support you. They will laugh with you and they will cry with you...but mostly there will be a great deal of laughter. Finally, as your Administrators, we will work hard every day to provide you with every opportunity possible. We will do our best to make you feel welcome so that you can enjoy your time on our campus. We are always available for you.

This comprehensive publication has been designed to give you and your parent/guardian all of the information needed to function successfully as a member of our school community. The following policies and procedures serve to protect and ensure a safe environment. In general, the rules that govern everyday life, such as courtesy, cooperation, and respect for others underlie our expectations of your conduct.

In many ways you are about to work harder than you ever have in your life. The toughest part, however, is over. By attending one of our schools, you have already committed yourself to excellence. Stay strong, be honest, take responsibility, and most of all, have fun.

Best wishes for a wonderful and productive school year.

Sincerely,

The Principals of the Union County Vocational-Technical Schools

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## UCVTS ADMINISTRATIVE TEAM

Superintendent of Schools	<u>Gwendolyn S. Ryan</u>	ext. 120
Assistant Superintendent	<u>Walt Smolenski</u>	ext. 106
School Business Administrator	<u>Janet Behrmann</u>	ext. 115
Director of Counseling, UCVTS	<u>Catherine Alvarez</u>	ext. 840
Director of Curriculum & Instruction	<u>Frank Esposito</u>	ext. 300
Director of Human Resources/ Title 9 Coordinator	<u>Michele G. Dorney</u>	ext. 111
Principal, AAHS	<u>Kevin Dougherty</u>	ext. 812
Principal, AIT	<u>Colleen Gialanella</u>	ext. 404
Principal, APA	<u>Kelly Douglas-Jackson</u>	ext. 701
Principal, MHS	<u>Alice Mansfield-Smith</u>	ext. 202
Principal, UCTECH	<u>Jeffrey Lerner</u>	ext. 897
Principal, UCCTI/Adult Education	<u>Lisa Tauscher</u>	ext. 313
School Administrator, RHS/SYA	<u>Syreetta McClain</u>	(908) 793-9800
Supervisor, AAHS	<u>Jenna Mirabella</u>	ext. 847
Supervisor, AIT	<u>Paul DeFrancesco</u>	ext. 439
Supervisor, APA	<u>Sue Anne Marcello</u>	ext. 721
Supervisor, MHS	<u>Adam Moskowitz</u>	ext. 213
Supervisor, UCTECH	<u>Robert McCurley</u>	ext. 888
Supervisor, UCCTI	<u>Bill Hilferty</u>	ext. 311
Supervisor, SYA	<u>Jasmin Lee</u>	(908) 977-1697
Director of Technology	<u>John Downey</u>	ext. 206

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## IMPORTANT DATES

**UNION COUNTY VOCATIONAL – TECHNICAL SCHOOL DISTRICT****2022-2023 SCHOOL YEAR**

MARKING PERIOD	# OF DAYS	START	INTERIM REPORTS AND COMMENTS DUE	END	GRADES DUE	Powerschool Closes	Powerschool Opens
I	45	9/6/22	10/14/22	11/9/22	11/18/22		
II	44	11/14/22	12/16/22	01/25/23	2/6/23	2/6/23	2/10/23
Mid Term Exams	4	1/26/23		1/31/23			
III	41	2/1/23	3/3/23	3/31/23	4/5/23		
IV	44	4/3/23	5/12/23	6/12/23	Grade 12 6/20/23	6/20/23	6/27/23
Final Exams	4	6/13/23		6/19/23	Grades 9-11 6/21/23		

LAST DAY OF SCHOOL/MAKE-UP EXAMS– JUNE 20, 2022

*Please note that grades at interim times and at the end of the marking periods are due by 3:00 p.m. on the dates listed above.*

**BACK TO SCHOOL NIGHT**

September 28 (SCHOOLS TBA) and 29(SCHOOLS TBA), 2022

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## 1.0 GENERAL RULES & REGULATIONS

### 1.1 ADULT STATUS

Students who reach the age of majority (18) are subject to the same rules and regulations as other students including signed authorizations from parents, i.e. notes for absences, early dismissal, permission slips, medication administration, etc.

“Persons 18 years of age are considered to be an adult as per chapter 81, Laws of 1972 State of New Jersey. Title 18:A:37-1 states; “Regardless of age, students in the public school shall comply with all established rules of the government or such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them.”

### 1.2 BELL SCHEDULES

Period 1	8:00	8:40
Period 2	8:43	9:23
Period 3	9:27	10:07
Period 4	10:10	10:50
Period 5	10:53	11:23
Period 6	11:27	11:57
Period 7	12:00	12:40
Period 8	12:43	1:23
Period 9	1:27	2:07
Period 10	2:10	2:50

### 1.3 BUS TRANSPORTATION AND SAFETY

Students are reminded that the bus driver has a responsibility for passenger safety. Riding the bus is a privilege, not a right. Misbehavior on buses or at bus stops may result in suspension of bus privileges. Students will still be required to attend school. Students may not ride on buses from other towns or districts. Pupils are requested to be at their pick-up spots before the arrival of the bus. Horseplay, littering, throwing things on the buses will not be tolerated.

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## 1.4 IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all. As such, the Board requires all pupils to wear school district issued identification cards around their necks. Identification cards should be visible at all times and worn using a district-issued lanyard. A pupil must present the card to any school staff member or school security officer upon request. Lost or damaged ID's will be replaced at no charge ONCE. Second and subsequent replacements will incur a \$5.00 service fee per replacement. Failure to comply with the ID requirement will result in immediate loss of privileges (LOP) for the day and may result in further disciplinary action. Student IDs remain school property and shall not be altered or defaced.

## 1.5 COMMUNICATION DEVICES

No pupils are permitted to power on, display or access a cell phone or other electronic devices on school district property, without the permission of the Building Principal or Supervisor. Combination Devices (phone/camera or phone/mp3 etc. are considered phones.) Students are not permitted to use any device for the purposes of posting/sharing information on social media websites. Videotaping, recording, or photography is prohibited. Violation of this policy will result in the item being confiscated by the Building Principal or Supervisor and the pupil will be subject to appropriate disciplinary action. The confiscated item will be released to the parent(s) or legal guardian(s) of the student. The use of electronic devices for the purpose of listening to music may be permitted in the following locations on campus provided that the volume is set at a reasonable level:

- a. While working out in the Fitness Centers with permission from the supervising physical education teacher.
- b. During lunch in the cafeteria or co-curricular (no hallways)

Please note, headphones may not be worn at all other times.

## 1.6 RESPONSIBLE USE POLICY-NETWORK

**All UCVTNET users must read and electronically sign the Responsible Use Policy annually before gaining access to any network resources.**

UCVTS Responsible Use of Computer Networks/Computers and Resources Policy:

It is the intent of the Union County Vocational-Technical Schools (UCVTS) to make the UCVTNet (Union County Vocational Technical Schools Network) available to students and staff in order to promote personal and academic growth in information gathering techniques, critical thinking skills, and communication skills.

The term UCVTNet pertains to all computers and peripherals that are connected to the UCVTNet infrastructure, including network folders, e-mail, Internet access and software programs sanctioned by the district. The following regulations shall apply equally to students, employees, volunteers, and contractors employed by the District. UCVTNet is not for private, commercial or business use or to promote political or religious ideologies or illegal activity. Filtering software is now in use on all computers with access to the Internet. Use of UCVTNet to access or process sites of the following nature is prohibited:

Violence/Profanity, Partial Nudity, Full Nudity, Sexual Acts, Gross Depictions, Militant Extremist and Questionable/Illegal/Gambling. Sending material via UCVTNet that is likely to be offensive or objectionable is prohibited. UCVTNet users must respect the rights and property of others and will not improperly access, misappropriate or misuse

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the files, data, or information of others. UCVTNet users must not share individual accounts with anyone. Users must either log off or lock any unattended workstations.

The illegal installation of copyrighted software and unauthorized executable files on district computers is prohibited. The building administrator or the technology department must approve any software installation on UCVTNet.

1. UCVTNet user accounts are work in progress accounts. Users are urged to make archive and backup copies of all files. Users should realize that network use (e.g. WWW, email, etc.) is logged and is subject to administrative monitoring/review at any time.
2. Users are responsible to take precautions to prevent viruses on UCVTNet equipment. UCVTNet is not responsible for any damage caused by files taken from UCVTNet.
3. District technology equipment is not to be reconfigured or relocated without the approval of the building principal, coordinator of technology and the superintendent. Any non-district equipment that is added to the existing technology topography without the approval of the building principal, coordinator of technology and superintendent, will be considered district equipment and will be subject to confiscation.
4. Any district hardware/software/peripherals that are signed out for temporary use must be returned within two weeks, unless the building principal and/or technology department grants an extension.

All technology is for work related or educational purposes only. Disciplinary action for violation of this Responsible Use Policy may include, but is not limited to, the loss of an account for a limited or extended period of time (depending on the offense) and/or a reduction of access to computer labs.

Interpretation, application, and modification of this Responsible Use Policy is within the sole discretion of the Union County Vocational-Technical School District. Any questions or issues regarding this policy should be directed to Union County Vocational-Technical School District Administration.

## 1.7 CHROMEBOOK INITIATIVE EXPECTATIONS

1. Students are expected to treat their Chromebooks and their accessories with care and respect.
2. Upgraded versions of licensed software/apps are available from time to time. Students may be required to check their Chromebooks for periodic updates and Synching.
3. Students should not deface the Chromebook in any way. This includes, but is not limited to, marking, painting, drawing, or damage to any surface of the Chromebook. Stickers, glitter, and any other decorative markings are expressly prohibited.
4. Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
5. Chromebooks should be protected from the weather, water, or other liquid, food, and pets. Students should never eat or drink while using their Chromebook or use their Chromebook near others who are eating and drinking.
6. Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
7. Students should use care when plugging in their power cord or USB drive.

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- Care must be taken not to lose the Chromebook or the charger as there is no coverage for lost items. Similar to a textbook, lost items will result in fines that will allow the District to replace the device. The approximate cost of the Chromebook is \$450 and the charger cost is estimated at \$50.

#### Prohibited Activities

- Students are prohibited from sending any communications not required for class, (i.e.; IM, Facebook, or other social networking), except when directed by a faculty member.
- Students are prohibited from hosting any Internet services (including Web page hosting, ftp hosting, etc.) on their Chromebook.
- Inappropriate school material, including but not limited to obscene or violent text, photos, animations, videos, and music, is prohibited from being installed on the Chromebook.
- No downloading of unauthorized content or material (i.e.; games, music, and videos from the Internet), except when directed by a faculty member.
- Students are prohibited from lending or trading their Chromebook to anyone else.
- Illegal use or transfer of copyrighted materials is not allowed.
- Additions, modifications, or deletion of files, except individual student work, is not allowed.
- Students are prohibited from installing any application software on the Chromebook.
- Students are prohibited from any inappropriate or mischievous behavior involving any Chromebook.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

#### Student Expectations and Responsibilities at School

- Students are responsible for backing up important documents and bringing Chromebook into school for required software updates and maintenance.
- Student file sharing is limited to school-related projects and activities and must follow all appropriate District, School, and Class Policies.
- Students will keep all passwords secure.

#### Student and Family Expectations and Responsibilities at Home

- When transporting their Chromebook to and from school, students should always be sure their Chromebook is protected.
- All Chromebook repairs are conducted by UCVT's technical staff. Under no circumstances should students or parents attempt any repairs on the Chromebook as this will cancel the device's manufacturer warranty.
- Accidental damage repairs occurring within the same calendar year will be billed to the student.

#### Consequences of Inappropriate Use of District Technology





The use of any District technology is a privilege and not a right. Students are expected to use their computer in accordance with these Responsible Use Guidelines, the District Responsible Use Policy, and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Union County Vocational Technical School which may include but is not limited to termination of student use or access to Chromebook privileges.

The privilege of using the technology resources provided by the Union County Vocational Technical School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Union County Vocational Technical School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Union County Vocational Technical School District's Student Code of Conduct and District Responsible Use Policy shall be applied to student infractions. Violations may result in disciplinary action; when applicable, law enforcement agencies may be involved.

## 1.8 EMERGENCY CLOSING INFORMATION

In the event of heavy snow, icy roads, or other inclement weather conditions, information regarding school closings or delays will be available through our Blackboard Alert System, or over broadcasts from the following radio and TV stations:

WNJN -- 101.5 FM    WERA -- 1590 AM    WCTC -- 1450 AM  
 WCBS -- 880 AM    W MGQ -- 98.3 FM    Channel 5 TV

## 1.9 FIRE DRILL PROCEDURE

When the Fire Alarm sounds, all students and staff should report to one of the meeting areas outside the building and await further instructions. Students are to leave books, bags and other items in the classroom (exception: purses) and are not allowed to stop at the lockers on the way out of the building. Faculty should turn off the lights, shut the door and take their attendance / grade books with them. Attendance should be taken again once outside. Students and Faculty should stand together quietly in a group and wait for further instructions. In the case of a real fire, faculty should lead all students to the ball field where attendance will be taken and everyone will wait for further instructions. Please refer to the posted maps for the primary exit route from your classrooms. Students who are not currently with their class should exit the building at the closest exit and then walk around the outside of the building to where their class is assembled.

## 1.10 FITNESS CENTER

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A District Fitness Center is open after school for use by the faculty and students. Days of operation are posted on the Fitness Center door. Anyone using the Fitness Center must sign in at the front desk. Those students staying after school to work out in the Fitness Center must be picked up at or before 4:30 pm. Following their time in the Fitness Center, students may also use the MMC until 5:00 pm. Students who are not picked up by 4:30, or who have not reported to the MMC, may be barred from participation in all after-school activities.

### 1.11 FITNESS PARTICIPATION POLICY

If a student is medically unable to participate in fitness for an extended period of time, the student must submit a doctor's note to the instructor and to the nurse. The student will receive an assignment to complete instead of participating in fitness class. The assignment must meet the instructor's specifications to receive a grade for that marking period.

### 1.12 LOCKER USE FOR PHYSICAL EDUCATION

Temporary lockers are available for student use during fitness class/intramural session. The administration urges all students to lock valuables whenever left unattended. It is the student's responsibility to provide a combination lock to secure personal items for the duration of the period. All locks must be removed at the end of each class/intramural session.

### 1.13 FOOD IN THE BUILDING

Unless otherwise approved by the principal there shall be no food consumed in the building. Students are to eat their lunch in the cafeteria or outside weather permitting. Any individual / group wanting to bring food into a building must get prior permission from the administration. NO FOOD or DRINKS are allowed at any computer station or in the hallways. Drinks must be in a plastic / sealed container. The selling of food during the course of the day is prohibited. This includes cookies, candy, soda, pizza, etc. Please be aware that some students have food allergies and could be seriously harmed by exposure to food allergens.

### 1.14 HOMEWORK

The purposes of homework are multifold. It reinforces the lessons taught in class, provides a framework for independent thought and research, and enables students to work independently on tasks that cannot be taught fully in the classroom. Homework also is a way for parents to follow classroom activities, acquaint themselves with the readings and the expectations of the instructor, and, most important, directly contribute to the education of their child. Students should plan to have homework every night. As a guide, an average of 45 minutes per class per night (that is, about three hours) is a reasonable expectation.

### 1.15 LOST AND FOUND

Lost and found is located in each school. It is the responsibility of the student to periodically check the lost and found if they are missing an item. Items of value will be held by the secretary and can be retrieved by describing the item to the secretary. At the end of each marking period any items left in the lost and found will be donated to charity.

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### 1.16 LUNCH

During their designated lunch period all students will report to the cafeteria. Students will be allowed outside when the weather is appropriate only if a faculty member is available for supervision – no students are to be outside or in the hallways unsupervised. Students are responsible to clean-up their lunch area after themselves-failure to do so may result in loss of privileges including loss of outside lunch privilege.

### 1.17 MULTI-MEDIA CENTER

A district Multi-Media Center is staffed during lunch periods and after school until 5pm (Monday – Thursday). Students must sign into a computer at the counter. Those students staying after school must be picked up promptly at or before 5 pm. Students not picked up by 5:00 may be barred from participation in all after-school activities.

### 1.18 PHOTOGRAPHS OF STUDENTS / POSTING OF STUDENT PICTURES ONLINE

Taking pictures of students and buildings on the UCVTS campus for commercial purposes is prohibited without written approval of the chief school administrator. A picture of a student appearing on the school's website will at most be identified with the student's first name and last initial, provided the school has the appropriate photo release form on file.

### 1.19 PLAGIARISM

Presenting the work of another person, as one's own is not only unethical but also illegal. Students caught plagiarizing will face harsh disciplinary action including but not limited to loss of credit on the given assignment, and expulsion from school honor societies. Students allowing others to copy their work will be subject to the same consequences. Refer to your school administrator for specific procedures.

### 1.20 STAYING AFTER SCHOOL

Students must have a faculty sponsor in order to stay after school. No one is allowed to stay after the end of the school day unsupervised. All school rules continue to apply. Food & drink rule: see 1.12. Since faculty members must stay until all students are gone, students should be picked up at the end of the activity in the designated area. Students not picked up by the conclusion of the activity may be barred from participation in all after-school activities.

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## 1.21 STUDENT RIGHTS AND RESPONSIBILITIES

### Rights

State and federal statutes, court decisions and the Commissioner's rulings guarantee certain rights for students. The "Public School Education Act of 1975" provides for a thorough and efficient system of free public schools. The United States Constitution guarantees students certain rights of free expression (speech, assembly, petition, and press). The Constitution also guarantees equal protection under the law and procedural due process rights.

### Responsibilities

Each student is responsible and accountable for his/her behavior in the school or at any school related activities. Students are expected to:

- Attend school all days and hours when school is in session
- Arrive at school on time
- Perform according to his/her ability
- Show respect to all school employees and students
- Respect all personal and school property
- Adhere to all rules, regulations and procedures

## 1.22 TELEPHONE / MESSAGES / P. A. SYSTEM OFFICE

Telephones may be used by the students in the case of an emergency or when given permission by a staff member. Only emergency messages from parents will be taken and delivered to students. Students will not be called out of class to answer phone calls. Parents are reminded that students are not permitted to use cell phones on school property. The PA system is for use by the faculty and office staff only. An assigned student will do the morning and afternoon announcements from a main office phone.

## 1.23 TEXTBOOKS/MATERIALS/SUPPLIES/ CALCULATORS

Textbooks, materials, supplies and calculators that are distributed to the student by the teachers at the beginning of a course, must be returned at the end of the course or at the time a student withdraws from the school. A student must pay for any of these items that have not been returned to the teacher. Teachers will keep records regarding the distribution and condition of textbooks, materials, supplies and calculators. No diplomas, transcripts, or official recognition of attendance will be issued until all financial obligations are fulfilled.

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## 1.24 STUDENT VEHICLES

All motor vehicles must be registered and must display a parking permit, which may be obtained after filing a special request with the main office. All student drivers are expected to obey signs and park in designated school areas. Student parking is in front of West Hall adjacent to the athletic field. ***Fulltime students of the five UCVTS High Schools should note that, due to the limited space available to us, only students in their senior year will be permitted to park on campus and no student will be permitted to park a vehicle on our campus without first completing a parking request form and presenting proof of a valid Driver's License, vehicle registration and insurance.***

Vehicles parked illegally may be towed without notice at the owner's expense and student operators may be subject to further disciplinary action. Student drivers are reminded to adhere to the requirements of a provisional driver's license. Once parked, students are not permitted to return to their vehicle or visit the parking area for any reason until dismissal.

Driving to school is a privilege that can be revoked by the principal if the student:

- Parks in unauthorized areas or does not obey signs.
- Fails a course.
- Has more than 3 unexcused tardy arrivals.
- Has unfulfilled obligations such as detentions, fines, etc.
- Other valid reasons, determined by the administration.
- 

## 1.25 WORKING PAPERS

All students between the ages of fourteen and eighteen must have working papers to be employed. Students must have a promise of employment before they can obtain working papers from their counselor. The student's primary care provider or other licensed physician must complete the Physician certificate section.

## 1.26 ADMISSIONS

The Board of Education guarantees admission regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap provided the student meets the admission standard. For more information on admissions, please visit our [Admissions Homepage](#).

## 1.27 AFFIRMATIVE ACTION

The Board of Education guarantees equal education and employment opportunity to all, regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap.

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## 1.28 AFFIRMATIVE ACTION OFFICER/ TITLE IX COORDINATOR

The Board designates a member of the staff as the Affirmative Action Officer (AAO) and implements the district's efforts to comply with law and code. The AAO will conduct systematic monitoring and submit an annual report of progress regarding affirmative action plans and programs and report to the Board of Education.

Ms. Michele G. Dorney, Affirmative Action Officer  
 1776 Raritan Road  
 Scotch Plains, NJ  
 908.889.8288 x111

Mrs. Lisa Tauscher, Title IX Coordinator  
 1776 Raritan Road  
 Scotch Plains, NJ 07076  
 908.889.8288 x313

Affirmative Action/ Title IX grievance procedures are in place to secure solutions to grievances. Please refer to Board of Education Policy number 5751 and District Regulation number 5751 located at the District Website at [www.ucvts.tec.nj.us](http://www.ucvts.tec.nj.us)

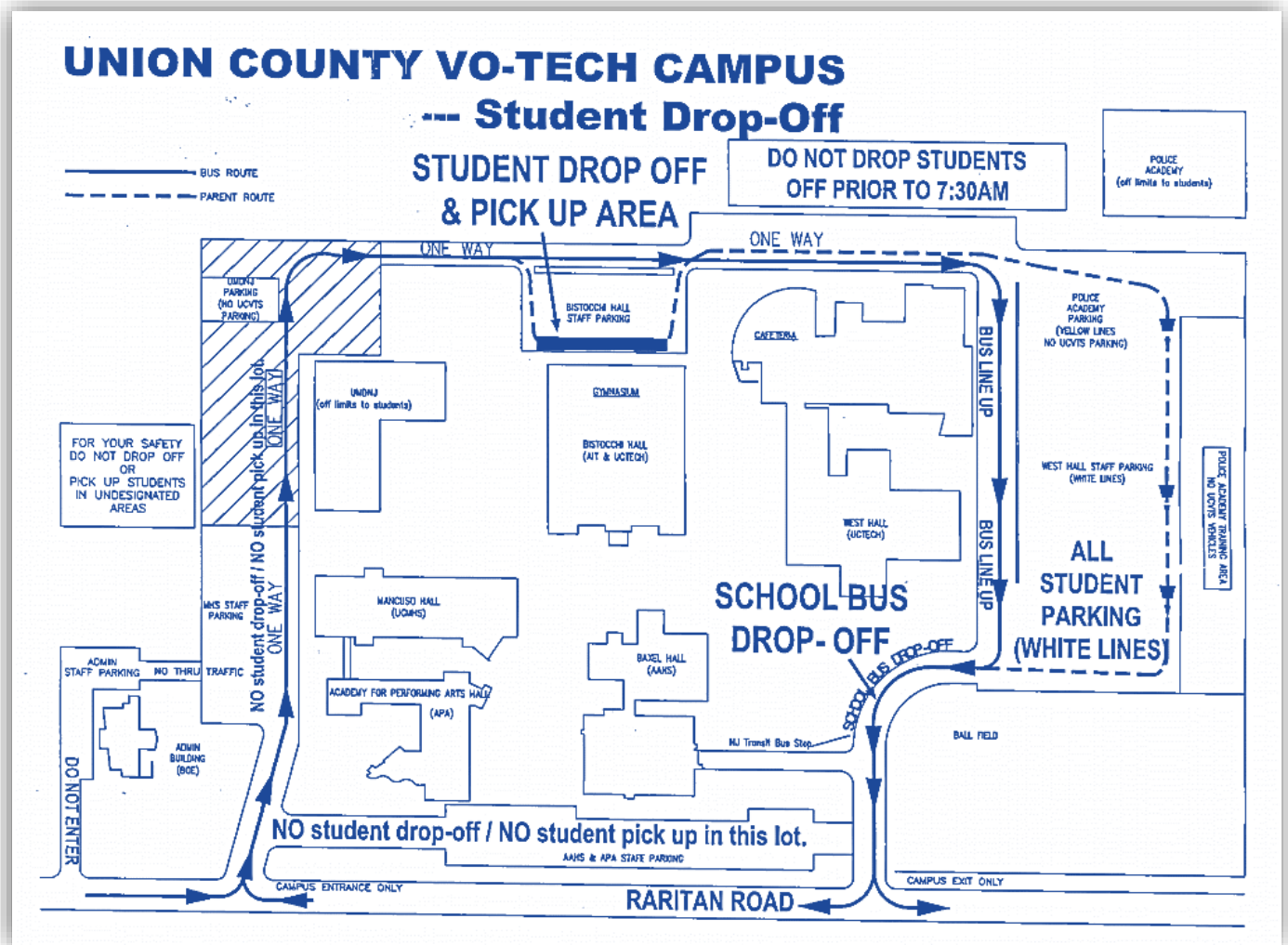
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## 2.0 SCHOOL MAPS

School maps are available in each Main Office. The image below displays appropriate student drop off and pick up patterns.



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### 3.0 ACCIDENTS / SCHOOL NURSE / MEDICATION

#### 3.1 SCHOOL NURSE

Laws in New Jersey protect the privacy of health information. The nurse is not permitted to notify a student's teachers about health conditions without the written permission of the parent/guardian each year. Board of Education employees shall not be responsible for the diagnosis and treatment of student illness. When unforeseen situations arise and an accident occurs, a school nurse will be responsible for providing emergency services to a student. The school nurse's office is located in Bistocchi Hall. Students must obtain a pass from their teacher and return with the pass signed by the nurse. Enter Bistocchi Hall through the front door. If a student is sent home from school due to illness or injury, they should report to the nurse upon their return. Students should be sent to the nurse if they are coming to school for the first time with crutches, casts or other appliances that may interfere with their ability to participate fully in the school program; and/or if a teacher has immediate concerns, i.e. a student who arrives with red eyes and purulent discharge that may indicate pink eye.

#### 3.2 GUIDELINES FOR DEALING WITH ACCIDENTS/INJURIES

- The nurse or another trained person shall be responsible for administering first aid.
- In all cases where the nature of an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
- In extreme emergencies, the school nurse, school physician or principal will contact the local first aid squad and the police for treatment/hospitalization/ of injured students.
- Notify the nurse of any health matters that may affect a student's participation in school, especially health issues that may cause an emergency during the school day.

#### 3.3 ADMINISTERING MEDICATION

The school medication administration policy applies during the school day and to all school sponsored trips and activities. All medication whether prescribed or over the counter will be administered in accordance with law and code which prohibit student administration of medication except under special circumstances. The administration of medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available to him/her during school hours. Students requiring medication at school must have a written statement from the primary health care provider identifying the diagnosis, the medication, the dosage, the time(s) for administration, and the number of days of which the medication is to be administered. The board shall require the written request of the parent/guardian or adult student, which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. The form can be obtained at the nurse's office.

Permission is effective for the school year for which it is granted and must be renewed for each subsequent school year. State law prohibits staff members from distributing any medical treatment (including over the counter medications) to students unless the staff member is appropriately licensed.

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### 3.4 SELF-ADMINISTERING OF MEDICATIONS

The board shall permit self-administration of medication by students for asthma or other potentially life-threatening illnesses only if proper documentation from the primary healthcare provider, parent and student has been submitted. This policy applies on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Permission is effective for the school year for which it is granted and must be renewed for each subsequent school year. The form can be obtained at the nurse's office.

### 3.5 CHILD ABUSE AND NEGLECT

The Board of Education believes that it is important to identify and investigate suspected child abuse and neglect immediately. The school district will cooperate with the Division of Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS), in the identification, reporting and investigation of allegations of suspected child abuse or neglect.

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## 4.0 ATTENDANCE / TARDY / EARLY DISMISSAL

### 4.1 GENERAL

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education, the district provides a minimum of 180 days in the school calendar. Cooperation of parents/guardians and students is essential to ensure good attendance. The chief school administrator will recognize exemplary student attendance.

The Period 1-2 teacher will take daily attendance. The attendance/tardy data will be entered into the computerized attendance register. After period 1-2, all other teachers will take meeting attendance and register data into the computerized attendance register.

Parents/guardians are responsible for notifying the school before 8:00 AM regarding an absence and for informing the school of the reason for the absence. The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements.

A student must be in attendance for 162 or more school days in order to be considered to have completed the instructional program requirements of the course. If the minimum student attendance is not achieved, the student may not receive course credit.

A waiver of these attendance requirements may be granted for good cause by the Principal upon a recommendation from the Attendance Review Committee (ARC), appointed by the Principal, consisting of a guidance counselor, two classroom teachers and the school nurse, when appropriate.

In recommending the granting of a waiver of this attendance requirement, the Attendance Review Committee shall consider the nature and causes of all absences.

Documentation of the nature and causes of all absences shall be the responsibility of the student and the parent/guardian.

### 4.2 ADMINISTRATIVE PROCEDURES

#### Attendance

Every student shall attend school and each class on all days approved by the Board of Education in the official calendar. Students must attend school a minimum of 162 days set by the official calendar.

#### Recording of Absences

All absences for all reasons, inclusive of a full day and individual class absences are recorded and charged toward a student's attendance record. Absences occasioned by religious activities are recorded but are not charged toward a student's attendance record.

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### 4.3 ABSENCES

Parents/guardians are responsible for notifying the school before 8:00 AM regarding an absence and for informing the school of the reason for the absence. In addition to the phone call, a note from the parent/guardian explaining each absence is required to be given to the front office secretary on the day the student returns to school. Absences will be dealt with in the manner described below:

With the exception of religious observances, which will be recorded but not charged toward a student's attendance record, the board considers the following categories as legitimate but chargeable reasons for absence:

- Disabling illness (Medical documentation required);
- Required court attendance (Court documentation required);
- Death in the family;
- Good cause with prior approval of the Principal.

Vacation days will not be considered as legitimate reasons for absences.

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board.

### 4.4 TRUANCY/UNVERIFIED ABSENCES

When a student misses school without a documented legitimate reason (see 4.3) and no parent/guardian contacted the school office, the student is considered truant (unverified absence) and their attendance record is charged accordingly. For cumulative unverified absences of 10 or more, the student is truant pursuant to N.J.S.A. 18A:38-27. The administration is mandated to report to the appropriate authorities all infractions of the law regarding attendance of pupils.

Students who arrive to class 10 minutes late without an appropriate pass will be considered to have cut. Any student who cuts a class will be subject to disciplinary action and the parent/guardian will be notified. Disciplinary action can include one or more central detentions, suspension from school, and possible loss of credit.

### 4.5 POTENTIALLY MISSING STUDENTS

If daily attendance records indicate a student is absent and the parent/guardian has not called, the Principal's office shall contact the parent/guardian.

### 4.6 COMPLETION OF ASSIGNMENTS

When a student is absent, he/she is responsible for the completion of assignments missed. Students who have been excessively absent and have not completed the required assignments by the conclusion of the marking period may be assigned an "Incomplete" grade for the marking period. Incompletes must be made up within 2 weeks of a student's return to school.

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## 4.7 LATE ARRIVAL

The board recognizes that from time to time compelling circumstances will cause a student to be late for school. All students must report to the Principal's Office, sign-in, and receive a pass that will be submitted to the appropriate teacher.

Students who are late to school due to sending district bussing will be marked as "Bus" and will not accrue a chargeable absence from class. Students who are privately transported cannot receive a "Bus" tardy.

All other tardy students must present a note written by the parent/guardian within 24 hours of the tardy, explaining the tardiness and requesting that the student be excused. The student will be excused in accordance with the reasons designated as acceptable under "absences (4.3)." Students who are late to school for reasons other than those identified as acceptable (4.3) or who have no note to explain their lateness will be assigned an "Unexcused Tardy" and are subject to disciplinary action.

Students who miss a class due to tardiness (other than Bus Tardiness) will be marked as absent from that class and will be charged with an absence on their attendance record for that class. Similarly, students who arrive to a class more than 20 minutes late due to excused or unexcused tardiness to school will be considered absent from that class and will be likewise charged with an absence on their attendance record for that class. Students are still expected to attend and to complete the work for that class.

A student who is tardy and does not sign-in, in accordance with established practice, will be marked as absent for any classes he/she attends or misses that day and will be so charged on their attendance record.

## 4.8 EARLY DISMISSAL

When a student has to leave school early for an acceptable reason with parent approval, the parent must write a note (in advance in most cases), stating the reason for the early dismissal and the time the student is to be excused. The student shall be excused only if the parent/guardian himself/herself comes to the office to pick up the student. Another adult may be designated to pick up a student if they are specifically authorized by the parent/guardian in the written note and if a telephone number where the parent/guardian can be reached is included to validate the note.

Please note a UCVTS student cannot be designated to sign another UCVTS student out. Under no circumstances will a student be released to an adult they do not recognize. Students who are 18 years old and have been granted adult status (with documentation) may sign themselves out of school for legitimate reasons.

Students who are 18 years old, but who have not been granted adult status may sign themselves out for legitimate reasons with a note from a parent provided that there is a telephone number where the parent/guardian can be reached to validate the note. In cases where a UCVTS Senior has not reached 18 years of age, permission may be granted for students to sign themselves out under limited circumstances. Circumstances may include family or weather emergencies, or participation in sending district sponsored events. In such cases, written permission from the student's parent or guardian must be provided in advance. Documentation of the school event must also be provided and may include such items as an athletic schedule. Students who sign out of school may not return to school that day without prior permission from the Principal. Absences from classes due to early dismissal other than religious or school-sponsored activities are charged toward a student's attendance record. Students will be expected to makeup all assignments due to an early dismissal.

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## 4.9 PARTICIPATION IN AFTER SCHOOL ACTIVITIES

Students must be present in school for four continuous hours to be eligible to participate in any school-sponsored activities. Students who are not present for four continuous hours, for other than religious observances, will be marked absent from school for the day, their attendance record will be so charged, and they will not be allowed to attend school sponsored activities such as dances, competitions, presentations, the Prom, etc... Students not picked up promptly at the conclusion of an event may be barred from participation in all after-school activities.

## 4.10 DENIAL OF CREDIT

When a student exceeds 18 chargeable absences in a full-year course, 9 chargeable absences in a semester course, or 4 chargeable absences in a quarter-year course, he/she may be denied credit in the course(s). Similarly, excessive cuts from a class may result in the denial of credit for the course.

## 4.11 NOTIFICATION OF PARENTS/GUARDIANS

When a student is absent from school and the parent/guardian has not contacted the school, the Principal's Office will attempt to verify the absence with the parent/guardian.

Parents will be notified in writing on the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> absence from school.

Parents/guardians are notified of each instance of class cutting.

## 4.12 APPEALS PROCEDURE

Upon notification of denial of credit, the decision to deny credit may be appealed by a parent/guardian, in writing to the Principal, within five (5) school days after receipt of notification. The Principal will refer the appeal to the Attendance Review Committee (ARC). The ARC established by the Principal will be charged with the responsibility for rendering decisions related to all attendance appeals. The ARC will meet and submit a recommendation to the Principal. The student and their parent/guardian have the option of attending this meeting.

- The following circumstances may constitute an exception to loss of credit:
  - Illness requiring hospitalization;
  - Illness of five or more consecutive school days, verified by a doctor's note on the day the student returns to school;
  - Illness of one or two day duration, which is of a chronic or persistent nature and requires regularly, scheduled medical treatment over a prolonged period, such as physical therapy;
  - If a student is suspended from school, the days will not be counted against the chargeable allotment because this would constitute double jeopardy.
  - The Principal will review the case and forward a letter to the parent/guardian stating:  
*The student has received an attendance waiver or The student will not receive course credit.*

Note - If a student is given an attendance waiver, a plan will be developed relative to his/her attendance. If the student does not adhere to the plan, he/she may not receive course credit. The parent/guardian can appeal the Principal's decision to the chief school administrator. The written appeal should be submitted within fifteen calendar days of receipt of the letter informing the parent/guardian of the Principal's decision.

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## 5.0 AWARDS FOR ACHIEVEMENT

### 5.1 GENERAL

The board of education believes that student achievement should be recognized at all levels in a manner appropriate to the student's accomplishment.

The board directs the chief school administrator or designee to develop criteria and procedures for presenting awards to students for scholarship and outstanding accomplishments. The chief school administrator shall review and advise the board on acceptance of proposed trophies, prizes, scholarships or other awards from non-school donors. Any such proposed award shall be free from bias as outlined in the district's affirmative action program.

Criteria regarding eligibility and selection for awards shall be disseminated to all students and parents/guardians.

### 5.2 ACADEMIC RECOGNITION

The board directs the chief school administrator or designee to establish criteria and procedures for placing students in grades 9 through 12 on academic honor rolls. Also, students may be recognized monthly.

### 5.3 VALEDICTORIAN /SALUTATORIAN

The student in each school with the overall highest QPA at the end of the third marking period of the senior year will be named valedictorian for that school. QPA will be the only factor taken into consideration. The student with the second highest QPA at the end of the third marking period of the senior year will be named Salutatorian.

### 5.4 AWARDS BY DISCIPLINE

One award in the following areas may be given to a member of the graduating class from each high school: Biology, Chemistry, Physics, Mathematics, English, History, World Language, Fitness and Vocational/Technical Concentration.

### 5.5 VOCATIONAL RECOGNITION

Each year vocational students may be honored by scholarships and awards to celebrate their outstanding achievements in vocational-technical education.

### 5.6 SERVICE PARTICIPATION

School service and community participation shall be recognized in order to emphasize the importance of good citizenship in school life.

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## 6.0 CONDUCT AND DISCIPLINE

### 6.1 GENERAL

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board expects students to conduct themselves with a proper regard for the rights and welfare of other students and for the care of school facilities and equipment. Students must learn to assume and accept responsibility for their own behavior and for the consequences of their misbehavior. Their behavior must include a respect for self and others, as well as for school property.

Students will adhere to the rules and regulations established by the administration and submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

### 6.2 MAJOR OFFENSES

Serious offenses will be directed immediately to the administration for disciplinary action. In addition, some infractions may require notification of municipal authorities and/or police. These offenses include, but are not limited to:

- Fighting;
- Insubordination;
- Abusive or profane language or obscene gestures, use of racial or ethnic slurs, slogans or symbols, sexual harassment;
- Stealing;
- Vandalism, including “hacking” and abuse of school property including texts and classroom materials;
- Cheating/plagiarism (student will receive a grade of “0” for that assignment and a report of the offense sent to the office and recorded in the student’s permanent record);
- Smoking or use of tobacco-related materials (snuff, chewing tobacco) (This offense will also include a possible municipal fine);
- Substance abuse, possession of drug paraphernalia;
- Weapons possession, weapons paraphernalia and fireworks; and,
- Extortion

### 6.3 SUBSTANCE ABUSE

The Board of Education recognizes that a pupil’s abuse of harmful substances seriously impedes that pupil’s education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and exposure from harmful substances. Accordingly the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

“Substance” means alcoholic beverages, controlled dangerous substance as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent

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having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

**Possible Use of Drugs/Alcohol** Whenever it appears to any teaching staff member, or other educational personnel that a student has used alcohol or other drugs, he/she shall report the matter as soon as possible to the school Principal and then inform the school nurse.

The Principal will immediately contact the parent/legal guardians, superintendent, and arrange for the immediate examination of the student. The examining physician shall furnish a written report of examination to the Principal within twenty-four hours. The student is not allowed to return to school until the Principal receives the results of the alcohol or drug test, confirming the student has not used drugs or alcohol. If there is a positive diagnosis from the medical examination indicating that the student has used alcohol or other drugs, the student shall be returned to the care of the parent as soon as possible. An adult student will not be released if he/she poses a danger to self or others.

Attendance shall not resume until a conference is held with the student and parent and a written report submitted to the Principal from the physician who examined the student to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the student's physical and mental ability to perform in school and that the student does not pose a danger to himself/herself or others and certifies that the student will not present a safety hazard.

### **Possession of Drugs/Alcohol**

If a student is found in possession of alcohol or other drugs, he/she will be subject to suspension and will not return to school until after a conference has been held by the Principal with the parent/guardian or the adult student. If applicable, the sending district Principal will be notified.

If a student is found in possession or under the influence of alcohol or other drugs for a second time, the student will be referred to the local police department and a recommendation will be made by the Chief School Administrator to the Board of Education concerning the expulsion of the student.

### **Distribution of Drugs/Alcohol**

Students possessing for distribution, or administering alcohol or other drugs on school grounds as defined in this policy to others in school shall be immediately referred to the Principal. The Principal shall immediately notify the local police department, the Principal of the sending school (if applicable) and the parent/guardian. The procedures followed will be in accordance with the guidelines of suspension and expulsion and the Drug-Free School Zones policy. The student will be suspended immediately.

## 6.4 WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, at any school function, or while en route to or from school or any school function. Consistent with state law, the school district has a zero tolerance for weapons and will comply fully with these guidelines for the removal of students from school.

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## 6.5 DATING VIOLENCE AT SCHOOL

The Board of Education of the Union County Vocational-Technical Schools believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

Acts or incidents of dating violence may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling. A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

Students are encouraged to report any act of dating violence. Complaints alleging dating violence shall be reported to the Principal or his/her designee. All school employees are required to report alleged acts of dating violence to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardians(s), volunteers and visitors are encouraged to report any act that may be considered dating violence.

In such cases where a student has committed an act or acts of dating violence, consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-3

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## 6.6 HARASSMENT, INTIMIDATION AND BULLYING

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

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

### Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Pursuant to law, all UCVTS Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

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## Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with 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 consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district.

This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students as they:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

## Consequences and Appropriate Remedial Actions

### Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

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## Factors for Determining Remedial Measures

### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

### Environmental

1. School culture;
2. School climate;
3. Student staff relationships and staff behavior toward the student
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;

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6. In-school suspension
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

### Examples of Remedial Measures

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);

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3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

### **Consequences and Appropriate Remedial Actions – Adults**

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures

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may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

### Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

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A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

### **Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)**

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.
2. The district Anti-Bullying Coordinator shall:
  - a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
3. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.
4. The school Anti-Bullying Specialist shall:
  - a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

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5. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic operational procedures and educational practices in the school, and to issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

### Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

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A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

## 6.7 SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. All pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment.

School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. School district staff and/or pupils can and should report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

### **Sexual harassment can be defined as:**

1. Quid pro quo harassment occurs when an individual explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

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## 6.8 OTHER OFFENSES

The administration, faculty or staff may deal with other offenses on a case-by-case basis. They include, but are not limited to:

Presence in an unauthorized area;

- Disruption in the MMC, cafeteria or auditorium;
- Class disruption resulting in expulsion from class;
- Misbehavior at extracurricular activities;
- Playing cards and/or gambling;
- Leaving school;
- Cutting class;
- Forgery of notes, passes, permission slips;
- Improper bus conduct;
- Violation of dress code;
- Failure to report to assigned detentions;
- Parking in unauthorized areas or without a parking permit.

## 6.9 POSSIBLE DISCIPLINARY ACTIVITIES

Any of the above infractions may result in the following disciplinary actions:

- Loss of privileges including co-curricular, extracurricular activities, field trips, dances, parking privileges, senior privileges, etc...
- Peer Mediation
- Central detention
- Suspension
- Expulsion

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## 7.0 COUNSELING SERVICES

### 7.1 GENERAL

The Counseling Office provides individualized student services in the areas of educational (secondary and post-secondary), career, and social/personal development. Students can meet with their counselor as needed to discuss their educational program, college planning, or any other school-related or personal concerns. Information on such topics as summer programs, job placement, scholarships, and community service are also available in the Counseling Office. Parents are always welcome to sit in on student-counselor meetings or schedule a conference separately.

### 7.2 WITHDRAWAL/TRANSFER PROCEDURES

Students wishing to withdraw/transfer from UCVTS during the academic year must have an exit interview with the principal and a parent/guardian. No transcripts, grades, or health records will be released until all school property and textbooks are returned.

### 7.3 STUDENT RECORDS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records as follows:

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school.

Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records. All requests to review student records must be made in writing.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law
- Military recruiters (as required by the federal No Child Left Behind law)

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools are obligated to notify parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The District will send a letter home at the start of each school year notifying parents and students about their FERPA rights.

### 7.4 TRANSCRIPT RELEASE POLICY

UCVTS may not release transcripts to third parties without a written release form signed by the parent/guardian and the student. Transcript release forms are available in the office; transcripts should be requested at least two weeks in advance. Records will not be released unless a student has met all school obligations, including serving all detentions.

## 8.0 DRESS CODE

### 8.1 GENERAL

All students are expected to dress appropriately for school and must maintain a neat and clean appearance at all times. Safety and protective clothing/glasses, as well as athletic or gym clothing, as required by the teacher, shall be worn. Students attending any school sponsored functions: field trips, dances, etc... will be permitted to participate only if they are properly attired. Apparel shall not be so short, tight fitting, sheer, transparent, brief, low cut or revealing as to reveal undergarments, be indecent, distracting or disruptive to the school environment. Students will be asked to change into appropriate attire. If acceptable attire is not available, parents will be called to bring other clothing for the student to wear. Students may be disciplined for inappropriate dress.

### 8.2 INAPPROPRIATE DRESS

- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, weapons, violence, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
- Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulation and do not cause disruption, disorder or danger.
- Hats, headbands, visors, or other forms of non-religious head covering, sunglasses, and headphones are not permitted.
- Footwear must be securely fitted. In science labs or technical shops or fitness facilities, shoes which cover the entire foot must be worn.
- Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops, dresses and tank tops with “spaghetti” straps are not permitted. Clothing that expose even partial cleavage are not permitted.
- Clothing which is extremely ragged, tight, vulgar, short, exposes skin inappropriately, is transparent, or any other clothing which is distracting is not permitted.

The administration reserves the right to make the final decision regarding appropriate dress in the school.

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## 9.0 EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

### 9.1 GRADING

The Chief School Administrator, in consultation with the teaching staff, shall develop a marking system to be utilized throughout the schools. The system should be clear, easily understood by parents/guardians and students, and able to be applied with consistency of interpretation. Evaluation and grading symbols shall be intended to appraise the student's progress toward established goals and shall be a factor in promotion/graduation decisions.

The Board of Education encourages the certified staff, under the direction of the chief school administrator, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring student progress, including, but not limited to, student performance, written/verbal/practical quizzes and tests, written assignments and recognized certification, licensing or occupational competency tests.

In order to help students who may have had some initial academic difficulty, no grade 10 points below the minimum passing grade will be issued for the first two marking periods of a full year course. In the case of a semester course, no grade 10 points below the minimum passing grade will be issued in the first marking period of that course.

Teachers' grade books will be submitted to the Principal or designee upon request.

At a conference with the teacher, the Principal will review any disputed grades and may adjust them with approval from the Chief School Administrator. A parent/guardian and/or a student may appeal a decision regarding a grade by utilizing the board of education grievance procedure.

### 9.2 THE QUALITY POINT AVERAGE (QPA)

Because students are admitted to UCVTS full-time schools through a selective process and all career academy courses are designed and taught at the honors or enriched level, all course grades are unweighted.

The QPA will be calculated in the following manner: The numeric final grade for an individual course will be multiplied by the number of credits earned for that course. The product will represent the number of quality points earned for that course. Final grades that are failing will accrue no quality points. Courses that are taken to earn credit for previously failed coursework will not be included in the QPA calculations. The sum of all quality points will be divided by the total number of credits attempted. Courses used to replace previously failed coursework are not included in this calculation. The quotient will be the QPA.

### 9.3 INCOMPLETE GRADES

At the discretion of the teacher and with the approval of the Principal, a student may be issued an "incomplete" in lieu of a marking period grade. An incomplete may be issued when, due to extenuating circumstances, assignments are outstanding and it is not feasible to give a student an appropriate grade for that marking period. Incomplete grades must be made up within a specified period of time, usually two weeks, as determined by the teacher and the counselor.

Upon completion of the work, the grade will be changed and notice of the grade change will be sent home to the parent or guardian. If the student does not make up the missed work within the specified period of time, the student will receive zeros for that work and the appropriate grade will be assigned.

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## 9.4 TESTING

The school district shall establish and maintain a testing program to:

- Measure the needs and progress of individual students;
- Measure the achievement of grade levels; and
- Aid in evaluation of instruction programs/curricula.

The district-testing program shall embody at least the tests required by state law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district. School personnel shall not use tests, procedures or other guidance and counseling materials which are differentiated or stereotyped on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status. District test results shall be discussed at a public meeting.

## 9.5 COURSE FAILURE AND MAKE-UP POLICIES

It is the policy of UCVTS to require any student receiving a final grade of 64 or below to make up that course in summer school prior to entering the next grade. Students will not be allowed to “double up” on courses during the regular academic year to make up for the previous years’ failing grade.

## 9.6 ACADEMIC PROBATION

Students whose work falls below acceptable standards of achievement (all grades 70 or better) may be placed on academic probation. A conference with the school administrator, counselor, parent, and student will be required so that the academic expectations of UCVTS may be reviewed. Options to help a student, such as peer tutoring, individualized instructional plans, or extra assistance from the faculty, may be implemented. The school administrator may also take other actions on a case-by-case basis and may exclude student participation in extra-curricular activities and clubs.

## 9.7 GRADING PERIODS

For most classes, there will be four standard grading periods per school year. Each grading period will count as 20% of the student’s final grade; the mid-term and final exams count as 10% each and credit is given at the end of the year.

## 9.8 PROGRESS REPORTS

Progress Reports are periodic communications between teachers and the guardians of students providing a preliminary assessment of student achievement. These reports are prepared for each student in all academic classes and are available to parents/guardians through the Parent Portal during week five of each marking period. Hard copies are available upon request.

## 9.9 EXAMINATIONS

Mid-term examinations will be administered at the end of the second marking period, and final examinations will be administered at the end of the fourth marking period. Each of these examinations will count as 10% of the student’s final grade, except in the case of a semester or trimester course, where only the final examination will count as 20% of the student’s final grade. All students will be required to take mid- term and final examinations.

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## 9.10 HONOR CODE

The UCVTS School District requires adherence to specific standards of conduct in academic affairs. These standards are provided by each School at the opening of the School year.

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## 10.0 EXTRA-CURRICULAR

### 10.1 CLUBS/SERVICE ORGANIZATIONS

Please visit [www.ucvts.org](http://www.ucvts.org) to view the extra-curricular clubs/service organizations and activities that are available to UCVTS Students.

### 10.2 HONOR SOCIETIES

UCVTS offers its full-time students several curriculum specific honor societies. See the advisor for that honor society for more information and entrance requirements. UCTECH offers qualifying students entrance into the National Vocational Honor Society. Students interested in applying to be a member of an honor society should speak with their Counselor and the respective Advisor for more information on entrance requirements.

### 10.3 SPORTS

UCVTS does not offer interscholastic athletics. If you are interested in participating in interscholastic athletics, contact the athletic director at your sending district's high school.

We offer intramural sports during fall and spring season. The UCVTS intramural program provides an environment where full-time students can learn, participate, and succeed in extracurricular activities that will enhance their education and social progression. The program not only provides students with athletic competition but also instructs students on how to improve upon their skills in the chosen activity. The program consists of two seasons of sports activities, one in the fall and one in the winter. Students and parents should note that the school district is now requiring a physical from a doctor before your son/daughter is allowed to participate in the Intramural program.

Permission slips and physical forms must to be returned to Jenna Mirabella, in order for students to participate. Unfortunately, there can be no exceptions for late forms. Intramurals sessions are TBD.

### 10.4 DANCE PROCEDURES

Every year, the Union County Vocational-Technical School District hosts five dances throughout the school year for the student population. Dates for these dances are TBD. As a means of communicating our expectations, provided below is a set of guidelines to follow during each of these dances. Please speak to your schools' administrator if you have any questions.

- All students attending the dance must bring their UCVTS School ID with them. They do not need to wear it during the dance, but they must have it with them at the ticket table for identification purposes.
- If your child is bringing a guest to the dance, you (as the parent) are agreeing to be responsible for your child's guest. Every guest must have a permission slip which must be signed by you (the parent), and submitted ahead of time. Only one guest is permitted per student.
- No drinks or beverages are permitted to be carried into the dance under any circumstances. Food and beverages will be available to all students for purchase at the dance.
- Students will not be dismissed early without written, advanced, notification.

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## 11.0 FIELD TRIPS

### 11.1 GENERAL

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. The field trip must be an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

All students involved in the class hosting the trip will be invited to participate provided they are not suspended or receiving academic or disciplinary sanctions for any reason. Any student who does not attend the field trip on a given day must report to school as usual. Students who are absent may be asked to pay for the trip but all attempts will be made to accommodate those unable to attend for financial reasons.

The school medication administration policy applies to all school sponsored trips and events.

### 11.2 OVERNIGHT FIELD TRIP POLICIES

- All student luggage will be dropped off at school the evening before the trip by at least one parent or guardian. The parent / guardian will check all pieces of luggage with a gender- appropriate faculty member present.
- Student curfew will be strictly enforced. At the last room check, a strip of tape will be placed across the door opening to notify chaperones if someone has left their room.
- All overnight trips will require parent chaperones equaling at least 10% of the number of students going on the trip. It will be the job of parent chaperones to work in shifts through the night to ensure that the student curfew is followed. The cost for parent chaperones will be built into the cost of the trip for each student. If the number of required parent chaperones is not met, the trip may be cancelled.
- All school policies, including those dealing with medication and with illegal or controlled substances, will be in full effect for the duration of the trip. Students who do not adhere to all school policies may be sent home with an adult, both at the expense of the parents, and will be subject to disciplinary action as appropriate.

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## 12.0 REQUIRED COURSES

### 12.1 REQUIREMENTS FOR EARNING A VOCATIONAL CERTIFICATE

All UCVTS full-time students must earn vocational certification in the appropriate field related to their school theme. See your guidance counselor for more detailed information.

### 12.2 GRADUATION REQUIREMENTS

Each school, AAHS, AIT, MHS, APA, and UCTECH meets or exceeds the NJ State minimum requirements. Please consult your guidance counselor.

NOTE: Students are responsible for purchasing caps and gowns for use during the graduation ceremony.

### 12.3 COMMUNITY SERVICE

Every student is encouraged to complete a total of 40 hours of community service while attending Union County Vocational- Technical Schools. Twenty hours should be completed by the end of the sophomore year and the remainder before graduation. These hours should be fulfilled with at least two different community service activities.

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## 13.0 SEARCH AND SEIZURE

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and search by law enforcement officials on presentation of a proper warrant. Students shall be informed of this policy when lockers are assigned. A student's locker and possessions may be searched by school officials provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search will be reasonably related to the objectives of the search and not excessively intrusive. If illegal objects or controlled dangerous substances are found, the chief school administrator and the local police shall be notified immediately. The student will be disciplined according to board policy and may be prosecuted in accordance with the law. Each student shall have the privilege of using a locker for personal belongings. The locker is designed for the use of one student only. Combinations should be kept private and not shared with other students. It is expected that lockers are to be kept clean and free of debris. The hallway is not to be used to store personal items, books or bags.

### 13.1 SUBSTANCE ABUSE SEARCHES

Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated will be based on the reasonable grounds required by this policy. When law enforcement officials conduct searches, the more stringent grounds required by law must be applied.

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## 14.0 INTEGRATED PEST MANAGEMENT POLICY

### 14.1 OPERATION AND MAINTENANCE OF PLANT

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations. The chief school administrator or designee shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made. The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually. Please refer to Board of Education Policy number 5751 and District Regulation number 5751 located at the District Website at [www.ucvts.tec.nj.us](http://www.ucvts.tec.nj.us)

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## 15.0 VOCATIONAL-TECHNICAL EDUCATION

### 15.1 SAFETY REGULATIONS

- A clean work area is essential in all shops/classrooms.
- Report all accidents to your teacher. The school nurse must examine all injuries-no exceptions.
- Fire drills are conducted at least once per month. Safety/lockdown drills are conducted monthly or as needed. Listen to your teacher and follow the evacuation plan posted.
- Use safety equipment as required, including safety glasses, aprons, or other required safety essentials.
- A written or oral safety test must be taken and passed by each student prior to working in any shop.
- Failure to follow safety instructions or safety rules may result in exclusion from the shop or technical program.

### 15.2 STUDENT INSURANCE

Student accident insurance is available to every student through the C.W . Bollinger Company. This is available in September through the Office of the School Nurse.

### 15.3 TECHNICAL CERTIFICATE

Students are eligible to receive a Union County Vocational- Technical Schools Certificate by:

1. Successfully completing the prescribed technical curriculum with a passing grade (65 or higher).
2. Amassing the required hours as mandated by NJ State Licensure.
3. Adherence to the attendance policy.
4. Scoring at or above the national or state average on an occupational competency test in the chosen major.

### 15.4 EVALUATION OF INDIVIDUAL STUDENT

Performance in Technical Shop Classes Teachers will distribute the grading criteria at the beginning of each school year. The minimum requirements per marking period are as follows:

- 50% Student Participation-Hands-On Performance
- 30% Written Exams
- 10% Oral Exams
- 10% Home Work/Assigned Activities

Final course grades for Vocational-Technical classes are determined as follows:

- 20% Marking Period 1
- 20% Marking Period 2
- 10% Mid-Term Exam
- 20% Marking Period 3
- 20% Marking Period 4
- 10% Final Exam

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## 15.5 LIVE WORK PROCESSING

Live work is approved by the Principal, and in collaboration with the teacher, will be assigned as shop projects to students. Teachers or students will not collect money and all transactions will take place in the Principal's Office. A customer should make an appointment with the teacher to discuss live work services. The Principal will reserve the right to reject projects which do not serve the educational needs of the students. Union County Vocational-Technical Schools, its teachers or its students will not be responsible for guaranteeing services or repair projects.

## 15.6 SHARED-TIME STUDENTS

Shared-Time students are students who are enrolled in a vocational or technical program at UCCTI during the AM or the PM session and receive their academic coursework at their home high school. The rules and regulations outlined in this handbook, unless otherwise noted, apply to shared-time students.

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## 16.0 PROJECT CHILD FIND

New Jersey recognizes the importance of providing services to children with special needs through its Project Child Find efforts. Local school districts can provide screening and evaluation for children three to 21 years of age who appear to have problems in communication, motor, social-emotional, or learning areas. Children found to be eligible for special education and related services are entitled to free and appropriate special education programming and related services. Information is provided to parents of children from birth through three years of age regarding early intervention services.

If you know of children who appear to have one or more of the following signs, please ask their parents to call their local school district's Office of Special Services, or the Union County Vocational-Technical Schools Office of Special Education at 908-889-8288 x339:

- Significant delays in acquiring language or significant speech problems;
- Significant difficulty walking, running, or manipulating small objects;
- Frequent health problems or birth handicaps;
- Consistent trouble seeing or hearing;
- Tendency toward temper tantrums or excessive anxiety or shyness;
- Significant difficulty playing appropriately with other children; and/or,
- Significant problems paying attention and listening.

All information about such request will be kept confidential.

## 16.1 SECTION 504 COMPLIANCE OFFICER

Mrs. Lisa Tauscher, Principal of Special Education is the district Compliance Officer, Section 504 of the Rehabilitation Act of 1973-Americans with Disabilities Act and serves as the Title 504 Officer. Mrs. Tauscher can be reached by email or by phone at 908-889-8288 ext. 313.

## 17.0 ADULT EDUCATION

### 17.1 ADULT POST-SECONDARY CERTIFICATE PROGRAM

The adult programs for high school graduates are designed to provide the skills needed for a student to gain entry into the technical areas of high demand. The courses combine hands- on training with academics related to each specific field. A student will be in their way to a career with a promising future in as little as ten months. Students can choose from Automotive Technology, Cosmetology, Electrical Technology, and Heating Ventilation & Air Conditioning. Professionals in the field will provide students with the most recent industry standards. Our shop/classrooms are designed to look like actual job sites to increase the experience and to provide knowledge necessary for after graduation. For information about the Post-Secondary full-time Certificate Programs, call (908) 889-8288 ext.301.

### 17.2 ADMISSIONS REQUIREMENTS

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The Board of Education guarantees admission regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap provided the student meets the admission standard.

### 17.3 ADMISSION STANDARD

- High School Diploma
- Student Transcript

### 17.4 STUDENT TRANSFER POLICY

Union County Vocational-Technical Schools encourages adult postsecondary students to submit their transcripts for evaluation. Previous coursework deemed appropriate to the current course of study is evaluated for transfer into the student's program. Transferring previous course work hours can help shorten the length of time it takes to complete a certificate program. Prospective students should contact the adult admissions office.

Union County Vocational-Technical Schools accepts adult postsecondary transfer students who present a complete application and transcript from the institution last attended. Records from the previous trade/technical school should be submitted as soon as possible.

The student transferring from another accredited vocational- technical school may receive course work hours for courses completed with a grade of "C" or better if the course is applicable to the student's program at Union County Vocational-Technical High School. UCVTS reserves the right to refuse transfer credits. Students who wish to transfer into programs requiring a licensure must present a transcript which will be evaluated by the admissions counselor and the program instructor. A limit of up to 400 hours for cosmetology hours will be transferred and accepted from another institution.

### 17.5 FINANCIAL AID

Please contact the Financial Aid Office (908-889-8288 ext. 316) for information on Financial Aid, County Chargeback, Veterans Benefits and other sources of financial aid.

### 17.6 TUITION REFUNDS

The application fee is non-refundable.

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