



STUDENT HANDBOOK

2024-2025

Arthur R. Sypek Center

Shared-Time, Culinary Arts Academy, & STEM Academy

129 Bull Run Road
Pennington, NJ 08534
609-737-9784

Assunpink Center

Shared-Time & Health Science Academy

1085 Old Trenton Road
Trenton, NJ 08690
609-586-5144

Mercer County Community College

Career Prep

1200 Old Trenton Road
Trenton, NJ 08690
609-570-3400

www.mcts.edu

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WELCOME!

Dear Student:

Welcome to the Mercer County Technical School District! Our goal is to provide you with the necessary knowledge, skills, and attitudes to advance into the field of your interest upon graduation. Students will have the opportunity to acquire college credits while enrolled in many of our high school technology programs. We sincerely hope that the program you chose will more than meet your expectations.

The Centers and Academies are operated by the Mercer County Technical School Board of Education. For shared-time students, the Centers should be thought of as an extension of your local high school. Our programs have a student-centered and project-based focus. You will be expected to complete related math, science, and literacy, as well as shop requirements. Full-time academies include core subjects, a rigorous course of study, and field experiences. In addition to academic requirements and to achieve the full experience at MCTS, students are expected to adhere to district attendance requirements.

This handbook describes the services and activities found at our schools and provides the guidelines and regulations that are in place. It is strongly recommended that you carefully review and become familiar with the contents. Your knowledge of its contents will help you to become a valuable member of our school community and contribute to your success.

Sincerely,

Mercer County Technical Schools Administration

New Student Information

<https://www.mcts.edu/students-families/new-students>

Frequently Asked Questions

<https://www.mcts.edu/schools/faq>

Calendars

<https://www.mcts.edu/calendar>

Social Media & More

[Instagram](#) • [Facebook](#) • [YouTube](#) • [X](#) • [LinkedIn](#) • [Video & Audio Podcasts](#)

Mobile App

[Apple App Store](#) • [Google Play Store](#)

STAFF DIRECTORY 2024-2025

First Name	Last Name	Job Title	Location
ADMINISTRATORS			
Matthew	Carey	Superintendent (Shared)	Assunpink
Deborah	Donnelly	School Business Administrator (Shared)	District
Charles	Powell	Assistant Superintendent	Assunpink
Susan	Conrad	Assistant Principal	Sypek
Phillip	Crisostomo	Principal	Assunpink
Amanda	Gregorek	STEM Supervisor	Assunpink
Ryan	Haimer	Director of Special Services	Assunpink
Troy	Long	Supervisor of CTE & Grants Administration	Assunpink
Alan	Munford	Director of Post-Secondary Services	Assunpink
Brendan	O'Gibney	Humanities/ESL Supervisor	Sypek
Michael	Orfe	Director of Pupil Services	Sypek
Eric	Finnegan	Assistant Principal	Assunpink
Jared	Warren	Principal	Sypek
TEACHERS			
Barkha	Agrawal	PLTW Teacher	Assunpink
John	Baldino	Health/PE Teacher	Assunpink
Wayne	Bender	Criminalistics Teacher	Sypek
Denver	Bird	Carpentry Teacher	Assunpink
Edward	Birdsall	Horticulture and Turf Management Teacher	Sypek
Carolyn	Brenner-Perlman	Graphic Arts Teacher	Sypek
Christine	Cardinale	Cosmetology Teacher	Sypek
Janet	Cash	Cosmetology Teacher	Sypek
Jeffery	Cavanaugh	Culinary Arts Teacher	Sypek
Samuel	Chilkotowsky	Computer Game Programming Teacher	Assunpink
Danielle	Cooper	Pre-Nursing Teacher	Assunpink
Michael	Cramer	Automotive Technology Teacher	Sypek
Danielle	DiGravio	STEM Teacher	Sypek
John	Dorsi	Social Studies Teacher	Sypek
Scott	Engle	Culinary Arts Teacher	Sypek
Juana	Fernandez	Spanish Teacher	Sypek
Trevor	Geisz	HVAC Teacher	Assunpink
Corrina	Green	Health/PE Teacher	Sypek
Brian	Hahner	Electrical Teacher	Assunpink
Desmond	Hayes	Hydroponics Teacher	Sypek
Rachel	Hendrickson	English Teacher	Assunpink
Wayne	Hummel	Criminalistics Teacher	Sypek
Christina	Jackyra	English Teacher	Sypek
Dakota	Jaworsky	English Teacher	Sypek
Patrick	Jones	Special Education Teacher	Sypek
Diane	Kanellis	Chemistry Teacher	District
Sami	Khayyat	Physics Teacher	District
Bong	Kim	Math Teacher	Sypek
Adam	Kovitz	Engineering Tech Teacher	Sypek
Jana	Kupec	Special Education Teacher	Assunpink

William	Lewis	English Teacher	District
Elise	Lybrand	Health Occupations Teacher	Assunpink
Amanda	McCobb	Social Studies Teacher	Assunpink
Dylan	McKinney	Auto Collision Teacher	Sypek
Dana	Nicholas-Mattia	Special Education Teacher	Sypek
William	Park	Automotive Technology Teacher	Sypek
Rory	Philipson	Culinary Arts Teacher	Sypek
Joseph	Ragusa	Biological Science Teacher	District
Samuel	Schools	Welding Teacher	Assunpink
Lester	Schriber	Health/PE Teacher	Sypek
Patrick	Schroeder	Diesel Technology Teacher	Assunpink
Erik	Silverman	Culinary Arts Teacher	Sypek
Julie	Trauger	Spanish Teacher	Assunpink
Valerie	Wallace	Math Teacher	Assunpink
Shuya	Wang	ESL Teacher	Sypek
Jessica	Warshauer	Math Teacher	Sypek
Joseph	Washington	Social Studies Teacher	Sypek
Jin-Pyong	Yim	Physics Teacher	District
SCHOOL NURSES			
Gina	Feeney	Nurse	Sypek
Patricia	Foltiny	Nurse	Assunpink
COORDINATORS			
Zully	Almonte	Social Worker	Sypek
Marcia	Calle	Social Worker	Assunpink
Megan	Ferdetta	College & Career Guidance Counselor	District
George	Gent	CIE Coordinator	Assunpink
Catherine	Kloss	School Psychologist	District
David	Nash	CIE Coordinator	Sypek
Lance	Simek	Social Worker	Sypek
Gabriella	Stinger	Guidance Counselor	Assunpink
Dana	Tanzini	Guidance Counselor	Sypek
TEACHER ASSISTANTS			
James	Bryde	Teacher Assistant	Sypek
Barbara	Dunn	Teacher Assistant	Sypek
Kenyatta	Frater	Teacher Assistant	Sypek
Andrea	Gormerley	Teacher Assistant	Assunpink
Brita	Halder	Teacher Assistant	Assunpink
Joan	Hylton	Teacher Assistant	Assunpink
Nadia	Khaliq	Teacher Assistant	Assunpink
John	Pietras	Teacher Assistant	Sypek
Milton	Sarmiento	Teacher Assistant	Sypek
Olga	Schmid	Teacher Assistant	Sypek
SECRETARIES			
Ramya	Balasubramanian	Main Office Secretary	Assunpink
Lucille	Cavanaugh	Admissions Secretary	Sypek
Sylvia	Correa	Secretary I	Sypek
Jennifer	Hardwick	Guidance Secretary	Sypek
Kristin	Ricci	Main Office Secretary	Sypek

Kim	Schreck	B&G and Spec. Ed Secretary	Assunpink
Barbara	Venanzi	Guidance Secretary	Assunpink
Laura	Wurtzel	Secretary I	Assunpink
CUSTODIAL/MAINTENANCE STAFF			
John	Allen	Maintenance Tech	Sypek
Edward	Atkins	Custodian II	Sypek
Daniel	Blazovic	Custodian II	Assunpink
Ranceford	Byles	Custodian II	Assunpink
Ruben	Casillas	Custodian I	Sypek
Esaw	Coons	Custodian III	Sypek
Christian	Feliciano	Custodian II	Assunpink
Stephen	Harcher	Custodian I	Assunpink
Zachary	Mazur	Custodian II	Sypek
Joseph	Salzano	Custodian II	Sypek
Matthew	Stroud	Custodian II	Assunpink
UNAFFILIATED STAFF			
Michelle	Baldwin	Human Resources Manager	Assunpink
Larkesa	Carr	Administrative Assistant to the School Business Administrator - (Shared)	District
Jake	Corrigan	IT Technician	Assunpink
Peter	Corrigan	IT Technician	Sypek
Jose	Cruz	Manager of Buildings & Grounds	Assunpink
Anthony	Giovannetti	Manager of Technology - (Shared)	District
Matthew	Goldstein	Network Coordinator - (Shared)	District
Annette	Hoffman	Administrative Assistant to the Assistant Superintendent	Assunpink
Ileana	Leon	Bus Driver - (Shared)	Assunpink
Steve	Middleton	School Safety & Security Director - (Shared)	District
Amy	Nemeth	Administrative Assistant to the Superintendent - (Shared)	District
Barbara	Paskewicz	Accounts Payable Specialist	District
Annmarie	Ricci	Payroll Coordinator - (Shared)	District
Nicholas	Sakowski	Community Liaison - (Shared)	District

As of 10/08/2024

CREDIT SHEET • MERCER COUNTY TECHNICAL SCHOOLS

County of Mercer

Hon. Dan Benson, County Executive

Board of County Commissioners

Hon. John A. Cimino, Vice Chair

Hon. Kristen L. McLaughlin, Commissioner

Hon. Samuel T. Frisby, Commissioner

Hon. Cathleen M. Lewis, Commissioner

Hon. Nina D. Melker, Commissioner

Hon. Terrance Stokes, Commissioner

Hon. Lucille R.S. Walter, Commissioner

Board of Education of the Area Vocational Technical Schools of Mercer County

Mr. Albert W. Pitman, President

Mr. Michael Sabo, Vice President

Ms. Tennille McCoy, Board Member

Ms. Barbara Panfili, Board Member

Mr. Johnnie E. Whittington, Board Member

Mr. Jayson Maksymovich, Board Member

Dr. Daryl Minus-Vincent, Interim Executive County Superintendent of Schools

Ms. Deborah Donnelly, Board Secretary

Mercer County Technical School District Administration

Mr. Matthew C. Carey, Superintendent

Dr. Charles Powell, Assistant Superintendent for Curriculum and Instruction

Ms. Deborah Donnelly, School Business Administrator

Dr. Phillip L. Crisostomo, Principal Assunpink Center

Mr. Jared Warren, Principal Sypek Center

Ms. Susan Conrad, Assistant Principal Sypek Center

Mr. Eric Finnegan, Assistant Principal Assunpink Center

Mr. Michael Orfe, Director of Pupil Services

Mr. Ryan Haimer, Director of Special Services

Adult / Postsecondary Vocational Education

Mr. Alan Munford, Director of Post-Secondary Services

STUDENT DETAILS

MISSION STATEMENT

Mercer County Technical Schools' mission is to produce a community of inspired, compassionate learners who are knowledgeable, skilled, and possess the competencies that will prepare them for success in an ever-changing technological world. We provide our students with educational opportunities in preparing for careers in business and industry while emphasizing a culture of personal attention that focuses on the individual learner. Our goal is to foster a school climate that emphasizes the importance of the teaching-learning process and provides youth and adults the opportunities to maximize their potential, reflect, and offer solutions to challenges posed by society.

To fulfill this mission, the faculty and staff will:

- Embrace the belief that every student can learn.
- Continuously emphasize that learning is a life-long process.
- Assist students to enable them to think critically, analyze problems and develop solutions.
- Assist students in becoming productive citizens in a global society.

It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards (NJSLS) at all grade levels.

In partnership with the educational, business, healthcare, industrial, cultural, and labor communities, the Mercer County Technical School district enables youth and adults to acquire the knowledge, skills, and attitudes necessary for career success in the ever-changing technological world.

Policy 2110 DISTRICT MISSION STATEMENT/PHILOSOPHY OF EDUCATION (M)

Adopted: 17 November 2009

Revised: 22 January 2013

DUAL ENROLLMENT STUDENTS

Students enrolled in courses at institutions outside of Mercer County Technical Schools must adhere to their policies and procedures in addition to being in compliance with all applicable policies and procedures at Mercer County Technical Schools.

ATTENDANCE POLICY

Students are expected to have full knowledge of the Mercer County Technical Schools Board of Education Policy on Student Attendance which is pursuant to New Jersey Statutes Annotated Title 18A and Administrative Code, Chapter 6.

The Board of Education has an obligation to require that the students enrolled in this district be present in school in order that they may receive proper instruction. This policy is for the benefit of the students, their parents/guardians, and the community at large.

The Board of Education believes attendance is important in order to provide the student with the maximum opportunity for acquiring the necessary technical skills and other learning experiences appropriate to each technical program. Attendance has a direct effect on the accomplishments at the school as well as providing positive work habits necessary for securing future employment.

Students are expected to abide by the following:

1. Students who accumulate more than 18 unexcused absences will be placed in non-credit status for the school year. (See #8 regarding appeal of attendance status.)
2. Attendance in compliance with this policy is necessary for continuation in the program. Students who complete the first year of the program with a final grade of “D” and/or less than 18 unexcused absences shall continue in the program unless a written recommendation with documented evidence to the contrary is submitted by the teacher to the Principal.
3. Attendance in compliance with this policy is required to achieve a Certificate of Achievement for both 1 and 2-year programs. Cosmetology students must earn a minimum of 1,000 instructional hours and a passing grade of 75% or above to be eligible for the State Boards.
4. The Principal or designee of each school shall require from the parent/guardian of each student (or the student if he/she is of age), a written statement of the reason for the absence. The Principal or designee shall take whatever means are necessary to ensure the validity of all written reasons for absence.
5. All students absent, regardless of the reason, must complete assignments, which in the professional opinion of the teacher are necessary to ensure the continuity of the instructional program.
6. Parent conferences may be scheduled when the Principal or designee detects potential student attendance problems.
7. Absences shall include the following:
 - a. Excused
 - b. Religious holidays as defined by Title 18A:36-14 and approved by the State Board of Education
 - c. Authorized Absences with Official Documentation
 - d. Illness/injuries verified by a physician
 - e. School activities as approved by the Principal or designee
 - f. Doctor's Appointment
 - g. Funeral
 - h. College Visit
 - i. Home School Activity
 - j. Court Attendance (if required)
 - k. Driver's Test
 - l. Not Excused
 - m. Explained Absences without official documentation
 - n. A parent note or phone call – while a parent call or note is appreciated, we cannot excuse an absence without the official documentation listed above.
8. Attendance Appeal
 - a. Appeals must be initiated by a student on the student appeal form.
 - b. All required documents must be submitted to the Attendance Review Committee (Counselor/Social Worker/Assistant Principal) with a recommendation from the instructor for review.

- c. The initial review will be completed by Guidance. A recommendation to grant or deny the appeal will be submitted to the Administration for a final determination one week prior to the end of the school year.
- d. Only the Administration has the authority to grant an appeal waiver.

LATENESS TO SCHOOL

For students arriving late, they must report to the main office or they will be reported absent. Please see the Late to School Procedural Document. https://bit.ly/mcts_lateness

Shared-Time

AM Session: 8:00-10:30 a.m.

PM Session: 11:45 a.m.-2:30 p.m.

Academy

Block 1: 8:00-9:20 a.m.

Block 2: 9:22-10:42 a.m.

Block 3: 11:48 a.m-1:08 p.m.

Block 4: 1:10-2:30 p.m.

Repeated lateness will result in disciplinary action which may include a parent conference.

Excused Lateness:

- Late bus from Home District
- Weather Conditions (at the discretion of the Administrator)

Excused Lateness with Official Documentation:

- Doctor's Appointment
- Home School Activity
- Funeral
- Court Attendance (if required)
- College Visits
- Driver's Test

Appropriate documentation must be presented at the time of lateness. School staff will mark the appropriate excuse on the late pass to the teacher or mark it as unexcused.

Extenuating circumstances will be reviewed by the administration.

Late to class is a Level 1 offense, please see the code of conduct. <https://bit.ly/conduct-24-25>

CHANGE OF ADDRESS

The school main office must be notified immediately in writing by a parent/guardian of any change of address, phone number, or emergency contact information of the student, parent and/or guardian. The school will require proof of residency in order to approve the change of address.

ACCEPTABLE USE POLICY (AUP)

The AUP protects students, staff and school districts from unsafe materials as well as from potential fraud and data theft. The adopted Mercer County Board of Vocational Education AUP for staff and students will be provided and explained to each student.

The Mercer County Technical Schools' AUP is in compliance with the following:

1. Protecting Children in the 21st Century Act (Title II of the Broadband Data Information Act)
 - a. The Children in the 21st Century Act requires that school districts include a plan for educating students about appropriate online behavior, netiquette, internet privacy, and cyberbullying awareness.
2. Children's Internet Protection Act (CIPA)
 - a. CIPA requires schools and libraries to certify that they have an internet safety policy that includes technology measures to protect students' privacy and safety.
3. Mercer County Technical Schools Policy #2361
 - a. Acceptable Use of Computer Networks/Computers and Resources and N.J.S.A. 2A:38A-3.
4. I/we understand that the equipment and related software licenses are and remain the property of Mercer County Technical Schools District Board of Education, and the equipment/software is being loaned to me for use during the school year. I/we understand that no time should be in the possession of more than one device at any time. <https://www.mcts.edu/district/departments/technology>

The AUP form must be signed by the parent/guardian and student and will be kept on file. An unsatisfactory conduct report will be filed for students accessing sites that are deemed inappropriate.

CHROMEBOOKS

Academy Students

All academy students will be issued a device for them to use both at home and at school. Each device has a barcode at the bottom, which will be scanned out to each student.

Shared-Time Students

All devices in shared-time classrooms will be checked out to the teacher/corresponding shop. Those teachers must maintain a sign-out sheet and notify Technology when a device is missing.

Lost/Found Devices

If a device is found, it should be brought to the Main Office to determine who the device is checked out to. Do not assume that a device belongs to a student, even if they claim it is theirs. Technology will verify the student to whom the device is checked out.

If a student loses a device, they should notify a staff member, who will put in a help desk ticket with technology.

Replacing Lost & Damaged Devices

Students with a damaged device should notify a staff member, who will put in a help desk ticket with technology. If the issue with the device is not due to physical damage or misuse, the device will be fixed or replaced. If it is due to physical damage or misuse, or the device was lost, the student will be responsible to pay for replacement per the Acceptable Use Policy, and an obligation letter will be sent from the Main Office to the family.

WORK-BASED LEARNING

This program is designed to further prepare students for the “world of work” by placing them in an actual job situation. Qualified students secure a job approved by the C.I.E. Coordinator who then becomes responsible for their supervision. Students are placed only in situations that will enhance their education in the area in which they have received training. In addition to being paid by the employer, the student continues to earn credits toward graduation. A “qualified student” is one who has exhibited by the student performance, effort, attitude, and attendance that the student will represent the school well. Linkages to apprenticeships are arranged in occupational areas where applicable. For any questions, please see David Nash for Sypek or George Gent for Assunpink. <https://www.mcts.edu/students-families/wbl>

EARLY DISMISSALS

Students, regardless of age, are expected to refrain from requesting permission to be excused from school to do something that can be completed outside of school hours. If it becomes necessary to leave school prior to dismissal time, the student must follow the procedure below in advance before the beginning of the class period:

1. Present an early dismissal note from the parent and/or guardian for admin consideration.
2. Long-term early dismissals for home school activities (i.e., football, baseball, band, etc.) must be first approved by administration. An appropriate form will be provided by the Counselor/Social Worker for completion by sending school and/or parent. In order for a student to maintain a long-term early dismissal, the student will be required to maintain acceptable passing grades. Unacceptable attendance and grades will result in the loss of the long-term early dismissal.
3. All students requesting permission to be excused will need parent notification and admin approval. Students excused early for any activity must assume full responsibility for class assignments and shop projects. Students receiving early dismissals must arrange for their own transportation.
4. Students who have permission to drive on campus must still have parental permission to leave early on any given day. Permission for a single dismissal must be given in writing to the main office by a parent/guardian.

STUDENTS 18+ YEARS OF AGE

Regardless of adult status, MCTS is obligated to maintain contact with the parent/guardian of any student who has not completed the requirements for a high school diploma.

The main office will verify absentee notes, lateness, and early dismissal notes of all students when deemed necessary.

GRADES AND CREDITS

Grades earned at Mercer County Technical Schools will appear on the regular report card issued by the home school. Credits toward graduation for coursework will be determined and granted by the home school.

Since it is not possible to duplicate course/clinical experiences when a student is absent, excessive and unexpected absenteeism affects a student’s performance and will be reflected in the student’s grade.

In addition to the above, Grade Reports will be issued to the parent/guardian, which will include the achievement record and comments on theory, performance, attendance, and work ethic. Any student who withdraws during the school year or who does not achieve a minimum passing grade of “D” and 18 unexcused absences or more will not be eligible for credit. If a student receives an “F” for the school year, he/she will not be eligible for a certificate or, if a junior, not return for a senior year of study.

To find the grading rubric, please visit: https://bit.ly/mcts_grading

ACADEMIC INTEGRITY

Based on MCTS policy 5071. Students caught cheating will be referred to the Principal and Assistant Principal's office for possible disciplinary action. Students will be provided due process for an alleged academic integrity violation. Whenever a student is given an assignment where information must be copied, credit to the source or author must be given. Copying without due credit is plagiarism, which in addition to being a disciplinary offense, will affect the grade considerably.

In addition, for students completing Mercer County Community College courses, please review the MCCC Academic Integrity Policy at www.mccc.edu/academic_policies_integrity.shtml.

FIELD TRIPS

As a student of the Mercer County Technical Schools, you represent the school on campus as well as on field trips. Students are ambassadors of the school and need to conduct themselves properly. Field trips are an extension of the school environment; all school rules apply.

INTERIM REPORTS

An Interim Report, issued at the mid-marking period, will be used at any time to inform parents/guardians of student progress. Interim Reports can be viewed on PowerSchool and may be mailed home upon request.

OUTREACH RESOURCES

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

- The Boy's Town hotline: <https://www.boystown.org/hotline/Pages/default.aspx>
- Helene Fuld Crisis Center: 609-394-6086 to be connected directly to a counselor.
- 988 Suicide & Crisis Lifeline: <https://988lifeline.org/> - Call 988
- Find more at: https://bit.ly/mcts_cr

ADMINISTERING OF MEDICATION

The Board and/or school district personnel shall not be responsible for the diagnosis and treatment of student illness. It is the District's Policy to ensure that the dispensing of medication and self-administration of medication should follow safe and proper standards in the school setting.

In order for a student to take prescribed or over-the-counter (OTC) medications during the school day, the procedures are as follows:

1. All medication, whether prescription or over-the-counter, shall be administered by the School Nurse. Acetaminophen and Ibuprofen may be administered by the School Nurse as per Mercer County Technical Schools Standard Procedures of School Health Services/Standing Orders. Parent permission must be provided on the Student Medical Emergency Card.
2. All medication, whether prescription or over-the-counter, shall be brought to the Health Office by the parent or guardian. Students, regardless of age, may not carry medicine to school
3. Prescription medication shall be in the original labeled bottle or container. Ask your pharmacist to divide the medication into two different labeled containers – one for home and one for school.
4. Over-the-counter medication shall be in an unopened bottle with the original manufacturer's label on it.
5. Before any medication may be administered during school hours, the Board of Education requires a written request from both the parent/guardian and a written order from a legal prescriber (physician, dentist, or nurse practitioner). Please note that written orders must be renewed annually. Orders should include:
 - a. The purpose of the medication.
 - b. The dosage of medication.
 - c. The frequency.
 - d. The reason for prescribing medication.
 - e. The specific directions.
 - f. The possible side effects of the medication.

These orders are kept on file in the office of the School Nurse.

6. The policy applies to all students, including those who are 18 years of age and older.
7. Students will be permitted to self-administer medication for asthma or other potentially life-threatening illnesses only with written certification by the physician and written authorization by the parent/guardian.
 - a. An "Asthma Treatment Plan" prepared by the physician must list asthma medications and authorize any medications for self-administration.
 - b. If a student requires the use of epinephrine for a life-threatening allergic reaction, doctor's orders must be provided as well as an epinephrine auto-injector.
 - c. Diabetic students must submit a "Diabetes Medical Management Plan" and provide a glucagon kit to the school's health office.
8. All medication forms (Asthma Treatment Plan, Diabetic Medical Management Plan, and Self-Administration
9. Authorization Forms Epinephrine) are available at the school's health office or online at <https://www.mcts.edu/students-families/nurse>
10. Students who require medication may not attend off-site co-curricular activities without parental permission and a written physician and prescriber's order.

LOSS OF SCHOOL-OWNED PROPERTY

All loaned or issued school-owned property must be returned by the end of each school year or at a time designated by the instructor. Loss of such property may result in the withholding of grades, diplomas, and credits.

PARENT-TEACHER CONFERENCES

Instructors are available for such conferences between 2:30 p.m. and 3:15 p.m. each day by contacting the office. Arrangements must be made in advance for a parent-teacher conference. Visitors are required to sign in at the main office prior to the conference.

SCHOOL DAY

Mercer County Technical Schools’ shared-time programs operate two sessions and academies operate four 80-minute blocks.

<u>Shared-Time</u>	<u>Academy</u>	
AM Session: 8:00-10:30 a.m.	Block 1: 8:00-9:20 a.m.	Block 3: 11:48 a.m-1:08 p.m.
PM Session: 11:45 a.m.-2:30 p.m.	Block 2: 9:22-10:42 a.m.	Block 4: 1:10-2:30 p.m.

SCHOOL CLOSING/EMERGENCY CLOSING

Emergency school closings will be determined by the Superintendent on the basis of safe conditions for the students and staff. All closing and delay information will be posted on the district website at www.mcts.edu. Calls, texts, [mobile app](#) push notifications, and [social media](#) postings will also occur.

STUDENT ACTIVITIES/CLUBS

Students are encouraged to create student clubs under the direction of the building administration. Students are considered a part of their home school and as such can participate in the extra and co-curricular activities offered there. Mercer County Technical Schools will not sponsor any athletic programs or musical activities. A current list of clubs and activities can be found here: <https://www.mcts.edu/students-families/clubs-activities>

STUDENT RECORDS

Students over 18 years of age, or parents/guardians of students under 18, have the right to inspect and review their permanent records by making the request to the Guidance Counselor or Administration.

School records to which students or parents/guardians have access consist of identification, family information, attendance, courses taken, grades and credits earned, health data, standardized test scores, achievement awards, and activities. Student records may also include behavioral infractions in the form of an Unsatisfactory Conduct Report (UCR).

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Students will be issued textbooks and other instructional materials for class. Textbooks and instructional materials have been selected to meet the appropriate individual needs of students. Student records such as report cards could be held until all fines are paid or materials are returned.

TRANSPORTATION

Transportation arrangements are made through the home school district. Students must abide by the rules and regulations established by the home and technical schools. Permission to drive a vehicle to campus will be granted upon the following procedures:

1. Request a Parking Permit Application from the Main Office.
2. Have the form signed by a parent/guardian and a home school representative for shared-time students.
3. The signed form must be returned to the office along with proof of insurance, current registration, valid driver's license and \$5.00 before a Parking Permit will be issued.
4. Parking Permits must be posted on the vehicle.
5. Must park in assigned parking space only.
6. Students must park in the school parking lot to attend.

Students should be aware that the use of a vehicle is a privilege and not a right. Excessive tardiness or failure to abide by posted driving and parking regulations will result in the loss of the student's driving privilege.

VISITORS

All visitors must report to the main office. Visitors are not allowed in any classroom without the permission of the Principal, Assistant Principal, or Supervisor. Anyone who wishes to visit any campus must make arrangements for such a visit in advance by contacting the Main Office. People visiting from non-instructional or curriculum-based programming must visit after 2:30 PM by appointment only.

LIBRARY

Students enrolled in Mercer County Community College courses have full use of the College Library. Students enrolled in the Health Science Academy, Culinary Arts Academy, and STEM Academy will be issued "student cards" through the Mercer County Library System. <https://www.mcts.edu/students-families/library>

STUDENT BEHAVIOR AND DISCIPLINE

A Code of Conduct is signed by all students/parents/guardians at the start of each school year and kept on file in the student record. All students must be in compliance with the MCTS student Code of Conduct at all times while in school or participating in school activities. Please see the code of conduct: <https://bit.ly/conduct-24-25>

THINK BEFORE YOU ACT! Each shop and classroom contains hazardous areas and equipment. We will not tolerate actions that will endanger the safety of students or teachers. Individual teachers will handle their own student discipline. If and when the situation becomes a serious matter, the offender will be referred to the Assistant Principal or Principal for appropriate action. In the event of a suspension, a parent/guardian conference may be arranged before re-entry.

AGGRESSIVE BODY CONTACT AND FIGHTING

Please see code of conduct: <https://bit.ly/conduct-24-25>

AUDIO AND VIDEO RECORDING

Cameras and audio video recordings from any electronic communication recording device (ECD) that can record or transmit sound, video, or still images are prohibited on school grounds at all times. The proliferation of cameras and other ECD has created incidents of cheating, taking inappropriate photos, drug dealing, bullying, invasion of privacy, compromising confidentiality, reputation attacks, and harassment between students. A camera or other ECD may only be used on school grounds with permission of a school staff member supervising a curricular or school-sponsored co-curricular activity or for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook, staff or teacher-directed activities, and classroom presentations/projects.

Students who violate the procedures for recording and transmitting will have their camera or other ECD confiscated and it will be returned only to a parent/guardian. Please see the code of conduct rubric: <https://bit.ly/conduct-24-25>

INFRACTIONS

Please see code of conduct: <https://bit.ly/conduct-24-25>

DRESS CODE

It is expected that all students of the Mercer County Technical Schools will use good judgment in the selection of personal clothing that is neat, and clean and will not be offensive in either taste or modesty. Safety requirements of specialized instruction are prime factors that must also be considered; therefore, recommendations are in keeping with comfort, appearance and propriety.

1. Hair should be kept presentable and clean. Long, free-hanging hair must be appropriately tied or fastened to the back of the head when working in shops. When working with food, a hair net and/or a hat must be worn.
2. Beards, mustaches, and sideburns should be neat and trimmed.
3. Sunglasses may not be worn in class, except with a doctor's note filed in the Nurse's office.
4. Hats and caps are NOT permitted to be worn in the classroom, offices, and media center.
5. Revealing shorts, shirts, blouses, skirts, and sleeveless undershirts are considered to be in poor taste and should not be worn in school.
6. Food handlers and dispensers must wear disposable protective plastic (poly) gloves.
7. Shirts that represent drugs, alcohol, or violence or that use profanity or are sexually explicit are not permitted.
8. Each teacher will provide specific details concerning the safety apparel required in a shop.
9. Students are required to wear closed-toe shoes while working in a shop on school grounds at all times.

For all specific shop dress codes, please see your instructor and/or visit the link below.

<https://www.mcts.edu/students-families/new-students>

Please see the next three (3) pages for the HSA, STEM, & Culinary Academy's dress codes.

HEALTH SCIENCE ACADEMY DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on a shirt.
Pants	Tan or navy scrubs Khaki or black dress pants Knee-high-length shorts may be worn weather permitting
Shirts	Professional short-sleeved or navy or tan scrubs Collared navy Golf/Polo Short or long-sleeve shirt to be worn with khaki or black dress pants A long or short-sleeved SOLID white, black or navy shirt may be worn under scrub, which could be a turtleneck, knit or long sleeve Henley
Outerwear	Navy Blue, Black, or Grey crew, V-neck, or cardigan sweater MCTS Fleece may be worn during class time ONLY
Athletic Apparel (Physical Education Purposes ONLY)	Physical Education Uniform issued from MCTS (see order form) Athletic sneakers ONLY
Shoes	Sneakers with laces, zippers, velcro, and/or elastic gusset ONLY – predominantly White or Black Shoes – flat, closed-toe, and back ONLY – black, tan, white, gray, and blue Clean and in good condition Non-skid soles for safety
Boots	Winter boots may be worn weather permitting ONLY – black, tan, grey, or brown Non-skid soles for safety Clean and in good condition
Jewelry	Small to moderate-size earrings, no larger than a 25-cent piece Clinical Areas – only 1 watch, 1 ring to be worn

Violations: (1) Parental Notification (2) No participation in school Dress Down Days

STEM ACADEMY DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on a shirt
Pants	Khaki or Black Dress Pants Knee-high-length shorts may be worn weather permitting
Shirts	Collared navy Golf/Polo Shirt or long-sleeve shirt to be worn with khaki OR black dress pant
Outerwear	Crew, V-neck, or buttoned cardigan blue, black, or grey sweater
	No Hoodies or sweatshirts are permitted in the classroom
Athletic Apparel (Physical Education purposes ONLY)	Physical Education Uniform issued from MCTS (see order form) Athletic sneakers ONLY
Shoes	Sneakers with laces, zippers, velcro, and/or elastic gusset Shoes – flat, closed-toe and back Non-skid soles for safety Clean and in good condition
Boots	Winter boots may be worn weather permitting Non-skid soles for safety Clean and in good condition
Jewelry	Small to moderate size earrings, no larger than 25 cent piece

CULINARY ARTS ACADEMY DRESS CODE

Uniforms	Acceptable
Name Badges	Should be worn on a lanyard or clipped on a shirt
Pants	Chef's pants
Shirts	Chef's coats
Athletic Apparel (Physical Education purposes ONLY)	Physical Education Uniform issued from MCTS (see order form) Athletic sneakers ONLY
Shoes	Approved slip-resistant chef footwear
Jewelry	Small to moderate size earrings, no larger than 25 cent piece

LAW ENFORCEMENT LIAISON

In order to ensure that such cooperation continues, the Board directs the Chief School Administrator to serve as the school district's liaison to law enforcement agencies. The roles and responsibilities of the school district liaison shall be made a part of the Memorandum of Agreement between the school district, the Hamilton Township and Hopewell Township law enforcement agencies.

ILLEGAL DRUGS, NARCOTICS, ALCOHOL, AND CONTROLLED DANGEROUS SUBSTANCES

- The Board regards the possession, sale, and consumption of illegal drugs, narcotics, alcohol and/or controlled dangerous substances as a grave matter and therefore, prohibited on all school system property (owned, rented, or leased).
- The Board also recognizes the existing drug and alcohol abuse problem in society and is aware of the school district's role in helping students and their families to secure necessary assistance.
- The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property.
- The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988.1.
- It is the policy of the Board that the administration takes the action specified in this policy for violations involving drugs, narcotics, alcohol, and/or controlled dangerous substances. Per Board of Education Policy 5530 and N.J.A.C. 6A:16-6.3(a), the Superintendent and/or designee will notify the appropriate law enforcement agency.

A. VIOLATIONS RELATED TO SCHOOL

1. CONSUMING, POSSESSING OR UNDER THE INFLUENCE OF ILLEGAL DRUGS, NARCOTICS, ALCOHOL AND/OR CONTROLLED DANGEROUS SUBSTANCES.

- a. Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the Principal or his/her designee.
- b. The Principal or his/her designee shall immediately notify the parent or guardian and the Chief School Administrator and arrange for an immediate examination of the student. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector of the sending district. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector of the sending district or, if the medical inspector of the sending district is not available, the student shall be accompanied by a member of the school staff, designated by the Principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the student. If the student is in possession of alcohol, illegal drugs or steroids or prescription pills (which must be signed in to the Nurse if required by physician for a student), law enforcement will be notified.
- c. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, such an examination shall not be at the expense of the district board of education.
- d. A written report of the medical examination shall be furnished to the parent or guardian of the student, the Principal, and the Chief School Administrator by the examining physician within 24 hours.
- e. If the written report of the medical examination is not submitted to the parent or guardian, Principal and Chief School Administrator within 24 hours, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
- f. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall be suspended from school for a period of up to ten (10) days and/or in accordance with the sending district. Attendance at school shall not be resumed until a written report has been submitted to the Principal and Chief School Administrator from a physician who has examined the student to diagnose alcohol or other drug use. The report shall certify that a substance no longer interferes with the student's physical and mental ability to perform in school. In addition, the staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.
- g. Refusal or failure by a parent to comply with the provisions of N.J.S.A.18A:40A–12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38–25 and 18A:38–31) and/or child neglect (N.J.S.A. 9:6–1 et seq.) laws.
- h. While the student is at home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his or her school performance.

2. INSTANCES INVOLVING ANABOLIC STEROIDS

- a. Whenever any teaching staff member, School Nurse or other educational personnel shall have reason to believe that a student has used or may be using anabolic steroids, that teaching staff member, School Nurse or other educational personnel shall report the matter as soon as possible to the Principal or, in his/her absence, to his or her designee.
- b. The Principal or his/her designee shall immediately notify the parent or guardian and the Superintendent of Schools and shall arrange for an examination of the student by a doctor selected by the parent or guardian, the sending district's, designated physician, or the emergency room. The student shall be examined immediately for the purpose of diagnosing whether or not the student has been using anabolic steroids.
- c. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the student and to the Superintendent of Schools.

d. If it is determined that the student has been using anabolic steroids, the student should be referred to his/her sending school district's substance awareness coordinator.

3. ANY STAFF MEMBER WHO REPORTS A STUDENT TO THE PRINCIPAL OR HIS/HER DESIGNEE IN COMPLIANCE WITH THE PROVISIONS OF N.J.A.C. 6:29–6.5 SHALL NOT BE LIABLE IN CIVIL DAMAGES AS A RESULT OF MAKING SUCH A REPORT AS SPECIFIED IN N.J.S.A. 18A:40A–13 AND N.J.S.A. 18A:40A–14.

B. VIOLATIONS NOT RELATED TO SCHOOL

1. A student apprehended for the abuse of illegal drugs, narcotics, alcohol and/or controlled dangerous substances while off the grounds and before or after school hours will normally be permitted to continue attending classes pending disposition of his/her case in court.

2. The law enforcement authorities shall be requested to notify school officials of the nature of the charges and of the disposition. The Principal shall have responsibility for follow-up on the disposition of the criminal charges. The district reserves the right to take appropriate action following disposition of the criminal charges, consistent with the educational needs of the student and the district as a whole.

C. SELLING OR PROVIDING OTHERS WITH ILLEGAL DRUGS, NARCOTICS, ALCOHOL AND/OR CONTROLLED DANGEROUS SUBSTANCES

1. The Principal/Supervisor shall follow all of the procedures as outlined in the Board's "Agreement between Education and Law Enforcement Agencies." This agreement has been established with the Hamilton Township Police Department.

D. NON-STUDENT VIOLATION

1. Any non-student in a school building or on school property who is found possessing, selling, consuming or under the influence of illegal drugs, narcotics, alcohol, and/or controlled dangerous substances at any time shall be reported to the Principal and/or designee who shall immediately report the incident to the law enforcement authorities and to the Superintendent.

E. ANNUAL REVIEW AND AVAILABILITY

1. Policies and procedures designed to control illegal drugs, narcotics, alcohol, and controlled dangerous substances shall be reviewed annually by both internal and external community groups such as the safety committee, the general advisory committee, and the parents' association.

2. Procedures for illegal drugs, narcotics, alcohol, and controlled dangerous substances shall be published annually in both the staff manual and the student handbook.

F. IN-SERVICE TRAINING

1. The Chief School Administrator will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6:3–6.3 et. seq.

G. REPORTING PROCEDURES

1. In all instances involving illegal drugs, narcotics, alcohol, controlled dangerous substances, and confirmed Harassment, Intimidation, or Bullying incidents, a Student Safety Data Sheet Report form and HIB Form 338 as prescribed by the Department of Education shall be completed.

INTERROGATIONS AND INVESTIGATIONS OF SEARCH AND SEIZURE

Interrogations, investigations, search and seizure, and locker searches will follow due process procedures handled according to Board of Education policies 5145.11 and 5145.12. This information is available and on file in the Principal's office for review.

When a school official has reasonable grounds to believe that students possess evidence (pursuant to N.J. Statutes 18A/36–19.2) of illegal activity or of an activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.

NON-DISCRIMINATION

English Version

Mercer County Technical Schools offers career and technical education programs in Career Technical Education. Admission to these programs is based on the standards outlined in our Admissions Policy. This policy is available on our website. It is the policy of Mercer County Technical Schools not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Mercer County Technical Schools will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator at morfe@mcts.edu, 609-737-9784 and/or the Section 504 Coordinator at ckloss@mcts.edu, 609-737-9784.

Versión en español

Mercer County Technical School ofrece programas de educación técnica y vocacional en programas diseñados para carreras técnicas. La admisión a estos programas se basa en nuestra política académica, marcado en nuestro sitio web.

Es norma de Mercer County Technical School no discriminar en sus programas, servicios o actividades vocacionales por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Mercer County Technical School no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Mercer County Technical School tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX en morfe@mcts.edu, 609-737-9784, y/o el Coordinador de la Sección 504 en ckloss@mcts.edu, 609-737-9784.

STUDENT DUE PROCESS/APPEALS

Please see code of conduct: <https://bit.ly/conduct-24-25>

SCHOOL NUTRITION PROGRAM

Mercer County Technical Schools provides the opportunity for all students to have breakfast and lunch. Costs for breakfast and lunch are as follows:

	Breakfast	Lunch
Free	FREE	FREE
Reduced	FREE	FREE
Paid	\$1.65	\$3.25

Families that may be eligible can apply for free or reduced-price school meals. A new application must be submitted each year. Students found eligible will be provided with free or reduced-price meals through the end of the school year.

If your child was found eligible in the previous year, they will be eligible to continue receiving free or reduced meals for the first 30 days of school. Afterward, if a new application is not approved, they will be required to pay for each meal. If your child was not found eligible in the previous year, they must pay for their meals until their application is approved.

Students not eligible for free or reduced meals can set up an account through Payschools to view activity, meal balances, and to add money to an account: <https://www.mcts.edu/students-families/food-services/payschools>

If a student does not pay for their meal, the district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child

Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

<https://www.mcts.edu/students-families/food-services/school-nutrition-program>

COUNSELING

Unless you are experiencing a crisis or personal emergency, all visits to the school counselor must be scheduled in advance. Passes will be given to students with scheduled appointments. In order to ensure the best possible service to our students, the following procedures must be followed:

During Instructional Time

- Ask your teacher for permission to see your counselor. It is at your teacher's discretion whether you will be permitted to leave class.
- If your teacher grants you permission, then the teacher will call to verify that you are able to be seen and issue a pass.
- If it is an emergency, then you must communicate that to your teacher.

Between Passing Bells

- Unless it's an emergency, you should not visit the school counselor between bells.
- If you would like to see the school counselor, you must report to your scheduled location and request permission from a staff member.

The sending school will continue to be the chief resource for career guidance and counseling for Shared-Time students. In cooperating with home school counselors and child study teams, program placement and follow-up of student's progress are monitored so that effective articulation exists between the technical school and home school and/or parent/guardian. Individual and group counseling sessions are also conducted in order to assist students with their personal, educational, and career development needs.

College and Career counseling is available for full-time students, and is provided by Mrs. Ferdetta; mferdett@mcts.edu. <https://www.mcts.edu/students-families/college>

LOCKERS

Students can be assigned a locker by either the Main Office (Academy students) or by their shop teacher (CTE students). Mercer County Technical Schools will maintain the combination and reserve the right to search lockers as needed (see Interrogations and Investigations of Search and Seizure).

ID CARDS AND EXPECTATIONS

Students will receive a new ID card at the beginning of each school year. They are expected to wear their ID on a lanyard throughout the day for identification. Replacement ID cards are \$5.00.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

MCTS has a Parent Teacher Student Association that is very involved and works to further the interests of the school community. They hold multiple fundraisers throughout the year to help fund events for students. Parents and students are encouraged to get involved, and can sign up for a membership here:

<https://mctsptsa.givebacks.com/store?limit=21&live=true>

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Establishing, implementing, documenting, and evaluating a bullying prevention program or approaches, and other activities involving school personnel, students, administrators, volunteers, parents, law enforcement, and the community, is the responsibility of Mercer County Technical Schools. These policies and programs will be supported throughout our district in an effort to eliminate harassment, intimidation, and bullying.

If a parent, student, or member of staff suspects bullying has taken place, they should notify the school's principal, assistant principal, and/or District/School Anti-Bullying Specialist immediately. They can also report the incident through STOPit (see below).

Any gesture, written, verbal, physical or electronic communication, act, or incident perceived as HIB on or off school grounds that disrupts the operation of the school or the rights of others will warrant action. Consequences will include appropriate remedial steps for pupils who commit an act of harassment, intimidation, or bullying beginning with behavior intervention sessions up to and including suspension or expulsion as permitted under N.J.S.A. 18A:37-15b(1). <https://www.mcts.edu/schools/hib>

STOPit REPORTING

Mercer County Technical Schools uses STOPit, an online anonymous reporting system that is designed to deter bullying, discrimination and other inappropriate or unsafe behaviors. Students and families can use STOPit to:

- Make anonymous reports through the STOPit mobile app ([Apple/Google](#)), [website](#) or via phone at 856-212-0259 with the 24/7 Incident Response Center
- Submit photo or video evidence (App/Web Only)
- Alert school administrators to issues early, before they escalate
- Connect immediately via text with certified mental health counselors through the Crisis Text Line located in the app

Students and family members have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. Students can use STOPit to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are in need of mental health support. STOPit can be used to report bullying, cyberbullying, discrimination, harassment, violence, threats, weapons, alcohol or drug related issues, mental health struggles like suicidal ideations, or any other concerns.

<https://www.mcts.edu/students-families/stopit-reporting>

TUTOR.COM

We are pleased to offer our students access to Tutor.com, a valuable online resource that provides personalized academic support. This service is designed to help you succeed in your studies by offering on-demand tutoring and homework assistance across a wide range of subjects. Here's how you can make the most of this resource

What is Tutor.com?

Tutor.com is an online tutoring platform that connects students with experienced tutors in real-time. Whether you need help with a specific question, understanding a complex concept, or preparing for an exam, Tutor.com provides a convenient and flexible way to get the support you need.

Key Features:

- **24/7 Access:** Get help anytime, day or night, from the comfort of your home.
- **One-on-One Tutoring:** Work with a tutor in a personalized, one-on-one setting.
- **Wide Range of Subjects:** Receive assistance in subjects including math, science, English, social studies, and more.
- **Interactive Tools:** Use the virtual whiteboard and chat features to collaborate with your tutor and understand concepts more clearly.

To start using Tutor.com, visit <https://www.mcts.edu/students-families/tutor-com> and select "Tutor.com Portal." Follow the instructions to log in or sign up. If you encounter any issues or need additional support, contact your school counselor.

We encourage all students to take advantage of this resource to support their academic goals and enhance their learning experience.

OUTSIDE FOOD DELIVERIES

Students are not allowed to solicit meal deliveries through any provider (i.e. GrubHub, Uber Eats) for any delivery during the school day. All deliveries for students will be sent back to the restaurant; when this is not an option, those deliveries will be confiscated and destroyed.

CAREER PREP AT MCCC (12TH GRADERS)

Career Prep is a program of the Mercer County Technical Schools in partnership with Mercer County Community College. The program offers high school seniors an opportunity to enroll in courses at Mercer County Community College. This is an exceptional elective opportunity for students to simultaneously earn high school and college credits. College credits can be applied toward MCCC associate degree programs or transferred to four-year colleges and universities.

WHEN DOES THE PROGRAM TAKE PLACE?

Career Prep courses are offered from approximately 11:30 a.m. to 2:30 p.m. daily on the grounds of Mercer County Community College, West Windsor, with the exception of Fire Science Technology which is located at the Dempster Fire Training Center in Lawrenceville. Fashion Apparel/Design and Fashion Merchandising classes may meet at the James Kerney campus in Trenton at the discretion of MCCC. There are classes that may take place after 2:30 p.m. The college schedule is followed, therefore, students must attend classes based on the MCCC calendar which may differ from the high school calendar.

Shared-time students and academy students are not eligible for Career Prep.

PROGRAM BENEFITS

Students can earn up to 13 college credits, tuition-free. Students completing Career Prep programs will receive transferable* college credits upon graduation from their high school. (**Transfer credits are school-dependant. In some cases, schools will not accept all credits*).

STUDENT RESPONSIBILITIES

- Students enrolled in Career Prep are responsible for setting up their own MyMercer account, all communication with MCCC, their own grades, and following all MCCC procedures like adult college students. Please see the Career Prep Orientation below:
[Career Prep Orientation](#)
- Students must purchase books and any uniform requirements.
- Students must attend all scheduled class meetings – 3 absences (regardless of reason) permitted per course before the student will be withdrawn from the program entirely.
- Students must earn passing grades, according to MCCC policy (C and above), in all classes during the 1st semester in order to advance to the 2nd-semester courses.
- Students must adhere to college procedures, code of conduct, and college rules and regulations according to the Mercer County Community College Handbook or face withdrawal from the program.

<https://www.mcts.edu/academics/career-prep>

PUBLIC NOTICE

On October 30, 1987, the U.S. Environmental Protection Agency (USEPA) published the following rules in the Federal Register: ASBESTOS-CONTAINING MATERIALS IN SCHOOLS; FINAL RULE AND NOTICE, commonly referred to as the AHERA regulation. The rule requires Local Education Agencies (ie., school boards) to inspect school buildings for the presence of Asbestos Containing Building Materials (ACBM).

In our continuing effort to fully comply with the various asbestos regulations, the Mercer County Technical School District has been inspected by EPA-accredited inspectors and Management Plans have been prepared by EPA-accredited management planners. The Management Plans detail the findings and the measures the school system is taking to maintain a safe environment in which our staff and students may function.

The Management Plans are located at the Central Administration Board Office at the Assunpink Center. If you wish to review the Management Plan, please call (609) 586-5594 between the hours of 9:00 a.m. and 2:30 p.m. to make an appointment.

Mercer County Technical Schools District does not discriminate in its educational or employment practices on the basis of race, color, creed, religion, sex, ancestry, national origin or handicap.

The Affirmative Action Officer is Mick Orfe, 129 Bull Run Rd., Pennington, NJ 08534, telephone number (609) 737-9784. The Section 504 Officer of the Rehabilitation Act of 1973 is Ryan Haimer, 1085 Old Trenton Road, Trenton, NJ, 08690, telephone (609) 586-5144.

A&B DAY CALENDAR 2024-2025

[Printable version](#) • [View all of our calendars](#)

<ul style="list-style-type: none">2: Labor Day - Closed3: STAFF ONLY - In-Service4: STAFF ONLY - In-Service5: First Day for Students	<table><tr><th colspan="7">SEPTEMBER '24</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	SEPTEMBER '24							S	M	T	W	TH	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<ul style="list-style-type: none">21: STAFF ONLY - In-Service	<table><tr><th colspan="7">MARCH '25</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table>	MARCH '25							S	M	T	W	TH	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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SCHOOL CALENDAR (12-MONTH) 2024-2025

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4 Closed – 4th of July

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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JANUARY '25						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Closed – New Year's Day
20 Closed – M.L. King Day

(21 Student Days / 21 Staff*)

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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FEBRUARY '25

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23	24	25	26	27	28	

17 Closed – President's Day

(19 Student Days / 19 Staff*)

2 Closed – Labor Day
3 Staff ONLY–In Service Day
4 Staff ONLY–In Service Day
5 First Day for Students

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(18 Student Days / 20 Staff*)

MARCH '25

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Staff ONLY – In Service Day

(20 Student Days / 21 Staff*)

OCTOBER '24

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(23 Student Days / 23 Staff*)

APRIL '25

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20	21	22	23	24	25	26
27	28	29	30			

18-25 Closed – Spring Recess

(16 Student Days / 16 Staff*)

6 Staff ONLY – In Service
7-8 Closed–NJEA
Convention
28-29 Closed – Thanksgiving
Recess

NOVEMBER '24

S	M	T	W	Th	F	S
					1	2
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24	25	26	27	28	29	30

(16 Student Days / 17 Staff*)

MAY '25

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 Closed – Memorial Day

(21 Student Days / 21 Staff*)

23-31 Closed – Winter Recess

DECEMBER '24

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22	23	24	25	26	27	28
29	30	31				

(15 Student Days / 15 Staff*)

JUNE '25

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 Last Day for Students
17 Staff ONLY – In Service Day
20 Closed – Juneteenth
(Observed)

(11 Student Days / 12 Staff*)

Total 180 Student Days / 185 Staff (Staff days are counted for 10-month staff only)
If emergency closure days are required, they will be added at the end of the school year