



RULES, REGULATIONS, POLICIES, AND STUDENT OPERATIONAL PROCEDURES

CELL PHONE USAGE

During class or shop periods, all cell phones must be set to mute or vibrate mode. Calls and text messaging are prohibited during instructional periods in the classroom and/or shop. In the event of an emergency, the individual may be excused to attend.

ALCOHOLIC BEVERAGES

In accordance with New Jersey state law, it is a disorderly person offense for an adult to bring alcoholic beverages onto school premises. Visitors will be prosecuted to the fullest extent of the law.

MOTOR VEHICLE REGULATIONS

These regulations apply to all vehicles driven on school premises. Drivers must obey speed limits and follow traffic flow signs.

PARKING

Parking is allowed only in designated areas between white lines. Parking is prohibited in fire zones, at yellow-painted curbs, in driveways, or in handicapped parking zones. Municipal police will issue tickets to violators.

SMOKING

Mercer County Technical Schools—Assunpink Center and Arthur R. Sypek Center—are 100% smoke-free, including the use of e-cigarettes. Smoking is strictly prohibited on school property.

ACCIDENTS

All accidents involving injury, no matter how minor, MUST be reported immediately to the instructor. Rocking in chairs or tilting chairs against walls or other furniture is prohibited as it may cause accidents or property damage. In the event of an injury, seek medical treatment from a physician or hospital of your choice. STUDENTS ARE NOT COVERED BY SCHOOL INSURANCE.

EMERGENCY CLOSINGS

In the event of a school emergency or closing, you will receive an automated message.

EQUIPMENT

No equipment may be removed from the classroom or lab. Students are financially responsible for any damage, loss, or failure to return equipment when due. Students must not tamper with equipment or projects from other classes. If any equipment is damaged and its use becomes hazardous, students must immediately notify the instructor.

FIRE DRILLS

When the fire alarm sounds—an intermittent ringing of a bell—everyone must leave the building in an orderly manner, following the fire drill plan. Students should stay with their group and follow the instructor's directions.

All instructors will review the nearest exit path on the first night of class. Be aware of the location of fire extinguishers, fire alarm boxes, panic buttons, and intercom switches in case of an emergency. In the event of a fire, exit through the nearest designated exit.

GRADING SYSTEM

- 90-100: "A"
- 80-89: "B"
- 70-79: "C"
- 60-69: "D"
- 0-59: NC/Incomplete

Note: Attendance impacts grades. Work-related absences do not excuse missed classes. If a student accumulates fewer than 30 hours in a block, no credit will be awarded for the block.

HOUSEKEEPING

Students are responsible for maintaining the cleanliness of their assigned areas. Work areas must be left clean at the end of each session. Do not mark or deface bench tops in shop areas. Clean all shop areas after each class session.

VISITORS

All visitors to the Post-Secondary Program must report to the office for a visitor's pass. Only registered students are allowed in instructional areas. Visitors, family members, and children are not permitted in these areas.

BOOKS

All students are required to purchase the necessary textbooks for each course.

CONDUCT & LANGUAGE

The administration reserves the right to exclude any student whose conduct or academic standing is deemed undesirable. In such cases, no part of the fees paid will be refunded.

SAFETY

All safety regulations and student safety rules will be reviewed with the instructor at the start of each semester. Students must provide and wear the required personal protective clothing and safety glasses as mandated by law. Safety apparel must be worn at all times in designated shop areas. Long hair must be tied back, secured, or covered in specified areas. Operation of machinery/equipment is prohibited unless the student has received proper instruction and approval from the instructor.