

Hunterdon County Vocational School District

Adult & Continuing Education

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www.hcvsdadulthood.org



2022- 2023
Student Handbook

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Section 1: Administrative Information

Mission

The Adult & Continuing Education of Hunterdon County Vocational School District (HCVSD) provides educational opportunities for adults to acquire technical skills to begin a new career, enhance existing skills, or to enrich their personal lives. We believe Life Long Learning is a necessity for everyone in this age of information and technology.

The Adult & Continuing Education also provides technical training and educational services to area businesses, organizations, and professional associations. We continually add new courses to prepare individuals for industry recognized certifications or to meet mandated educational requirements.

Purpose

This handbook has been developed with the purpose of helping familiarize adult students with the policies and procedures of the Hunterdon County Vocational School District (HCVSD) and Adult & Continuing Education. Please refer to the table of contents for specific topic.

This handbook conforms to all federal, state, and local laws and regulations. Although all areas concerning regulations have not been covered within the Handbook, students are urged to be familiar with district policies located on the HCVSD.org website.

The Adult & Continuing Education reserves the right to revise the contents of this book and policies and procedures described herein at any time without prior notice. If changes are made to this Handbook, students will be notified via email.

Campus and Facilities

Hunterdon County Vocational School District is comprised of 3 campuses, Bartles, Central, and ESC. These facilities do not have a cafeteria, but they have vending machines available to students during the evening hours.

ADULT EDUCATION STAFF

Dr. Todd Bonsall
Ms. Christina Shockley
Ms. Tanya Hudson

Superintendent
Continuing Education Coordinator
Continuing Education Assistant

**Hunterdon County Vocational School Calendar
2022 - 2023**

September 12, 2022.....	Adult Ed School Opens
September 26, 2022.....	Rosh Hashanah (<i>School Closed</i>)
October 5, 2022.....	Yom Kippur (<i>No daytime classes</i>)
October 10, 2022.....	Polytech Staff In-Service (<i>No daytime classes</i>)
November 10 & 11, 2022.....	NJEA Convention (<i>No daytime classes</i>)
November 23 - 25, 2022.....	Thanksgiving (<i>School Closed</i>)
December 23, 2022.....	Early Dismissal for Cosmetology Students & Staff (<i>No evening classes</i>)
December 26 thru January 1, 2023.....	Winter Break (<i>School Closed</i>)
<i>(Adult Ed students follow their class schedule)</i>	
January 16, 2023.....	Martin Luther King Day (<i>No daytime classes</i>)
February 17 & 20, 2023.....	President’s Weekend (<i>No daytime classes</i>)
April 7 thru April 14, 2023.....	Spring Break (<i>School Closed</i>)
<i>(Students Return week of April 17, 2023)</i>	
May 19, 2023.....	Memorial Day (<i>School Closed</i>)

School Closing During Emergencies

In the event of a school closing for any reason, the announcement will be published on Adult & Continuing Education website www.hcvsdadulthood.org.

Adult & Continuing Education sometimes utilizes a “cancellation” when weather conditions are inclement. This announcement is published by 3:00PM on the Adult & Continuing Education website www.hcvsdadulthood.org

Equal Opportunity / Affirmative Action (5512)

It is the policy of the Hunterdon County Vocational School District not to discriminate on the basis of race, color, creed, religions, sex, ancestry, national origin, social or economic status, or disability in the education programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 Seq.

The Adult & Continuing Education is committed to creating and maintaining a working and learning environment which is free from discrimination, including harassment. Inquiries regarding compliance may be directed to our Affirmative Action Officer, (908) 284-1444 ext. 2203.

Harassment, Intimidation, and Bullying (HIB)

The District's Affirmative Action program is part of each program regarding all students. No one, including students, staff members, vendors, volunteers or visitors shall commit any act of harassment including sexual harassment, intimidation, or bullying of any kind against any member of the school community on school property, at school sponsored functions, or any of the grounds prohibited by law.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. 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.

Harassment, Intimidation, and Bullying (HIB)

Is any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by 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 any other distinguishing characteristic, that takes place on school property, at any school sponsored function, or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that;

- a) reasonable person should know, under the circumstances, 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 emotional harm to his/her person or damage to his/her property;
- b) has the effect of insulting or demeaning any student or group of students; or
- c) creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Please view the District's HIB policy at www.hcvsd.org

“Sexual harassment” means any unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member.

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

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, and staff and community members, 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 district and community property on the part of students, staff, and community members.

Since bystander support of harassment, intimidation, or bullying, active or passive is prohibited, the District will encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

In determining the appropriate response to students who commit one or more acts of harassment including sexual harassment, intimidation, or bullying, school administrators will consider the following factors:

- the developmental and maturity levels of the parties involved
- the levels of harm
- the surrounding circumstances
- the nature of the behaviors
- past incidences or past or continuing patterns of behavior
- the relationships between the parties involved and
- the context in which the alleged incidents occurred

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment including sexual harassment, intimidation, or bullying may range from positive behavioral interventions up to and including removal from the program.

The HIB Coordinator is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the HIB Coordinator. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the Affirmative Action officer. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Prior to initiating the investigation, the HIB Coordinator, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The HIB Coordinator is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Affirmative Action officer shall conduct a prompt, thorough, and complete investigation of the alleged incident is conducted.

Some acts of harassment, intimidation, or bullying may be isolated incidents, requiring that the school respond appropriately to the individuals committing the acts; other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, school district levels, or by law enforcement officials.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

The following persons, as indicated, can be contacted regarding any HIB incidents, or complaints of discrimination.

HIB Coordinator: Jennifer Calvelli (908) 284-1444 ext. 2110
504 Coordinator: Amanda Kucowski (908) 788-1119 ext. 2011
Bullying Specialists: Amanda Kucowski (908) 788-1119 ext. 2011
and Courtney Spalter (908) 284-1444 ext. 2101

Section 2: Student Information / Regulations

The Hunterdon County Vocational School District Board of Education has established the following student rules and regulations for the safety and protection of students and to ensure a thorough and efficient education. These rules and regulations are set forth to inform students of the expected behavior and actions of students attending Adult & Continuing Education programs.

Certificate of Completion

Students who successfully all course requirements may submit a request for a Certification of Completion to the Adult & Continuing Education office, thudson@hcvsd.org. All financial obligations must be cleared. Certificates will be emailed or ready for pick-up within 2 weeks of request.

Change of Name, Address, Etc.

Students who change their address, telephone number and/or email are required to notify the Adult & Continuing Education office immediately. This is needed in the event of an emergency.

Client Confidentiality

Students enrolled in a program that deal with client information must maintain confidentiality. Any information acquired about a client must not be shared. Disclosure is a cause for immediate termination from the program.

Code of Conduct (5600)

Students should respect themselves, teachers, administration, staff, peers, property and the rights of others. Students are responsible for their own actions and must assume the consequences when their actions violate any District Policy. Students have the responsibility to respect the rights of others and a responsibility to act in their best interests and their school.

It is the responsibility of all students at to know and obey the rules and regulations as set forth in the Student Handbook. Students who violate any of the established rules will be held accountable for their actions. All offenses will be handled on an individual basis according to the severity of the offense. In addition, students may be subject to the disciplinary action of the local district as set forth by local district policy, rules and regulations, and/or by state law. Below is a listing of student behaviors that are subject to student discipline including suspension or removal pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

- Abusive Language
- Arson
- Cheating
- Disruption
- Dress Code Violation
- Exploding Devices
- Extortion
- Falsifying Alarm
- Fighting
- Forgery
- Gambling
- Insubordination
- Misuse of Computer Networks/Computers
- Non-cooperation

Code of Conduct (cont)

- Safety violations
- Sexual Harassment
- Smoking/Vaping (Drug screen required for Vaping)
- Substance Abuse
- Theft and/or Damage
- Use of Force
- Vandalism
- Weapon Possession

Disciplinary Procedures

1. Administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
2. The administrator who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined; and
 - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
3. A suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.

Course Schedule Changes / Cancellations

The Adult & Continuing Education reserves the right to cancel, reschedule or combine courses. In the event a course is cancelled or changed, students will be notified by email. Closing due to weather is an administrative decision. Announcements are published on The Adult & Continuing Education website www.hcvsdadulthood.org generally between 6:30 - 7:00 am and 2:00 - 4:00 pm for evening programs. A cancelled class due to inclement weather will be made up by adding another class for each cancellation.

Dismissal from the Program

The faculty reserves the right at any time during a program to recommend to the Adult Education Coordinator the withdrawal of any student whose health, conduct, level of achievement in the classroom and/or lab and lack of aptitude for the trade makes it inadvisable for the student to remain in the program. Examples of such classroom conduct include, but are not limited to:

- Receiving a grade of “D” or lower
- Failure of a course
- Excessive absenteeism in the amount of more than 90% (class and/or lab) or state oversight Board requirements for the program.
- Violation of school policies and regulations
- Cheating on any test or written assignment
- Positive result on a drug screening
- Unprofessional behavior in actions and/or verbal comments made while with Adult & Continuing Education

Examples of such conduct include, but are not limited to those identified in the student conduct section in the District policies www.hcvsd.org. These and other acts may be cause for dismissal from the Program at the discretion of the school.

Dress Code (5511)

Certain programs and courses may require dress regulations, safety items, or protective clothing. The instructor will advise the students of proper attire if required for the program. The dress code is designed to foster a professional image and to prevent disruption of the learning environments and to provide for student safety.

If a student does not follow the dress code, they will be directed to the building supervisor and asked to change into appropriate attire. If a student does not make the correction, they may be asked to leave the class and receive an absence.

Whenever a member of the professional staff or an administrator feels a student is inappropriately dressed or displays inappropriate clothing, the student will be asked to change the article(s) of clothing in question. If the student refuses, he/she may face disciplinary action.

Although the code allows for flexibility, the following are items of attire which will be expressly forbidden:

- All tops/shirts are to cover the body from the shoulders to the waist. (No tank tops, halter tops, belly shirts, tube tops, transparent clothing and fishnet clothing are acceptable).
- Shirts must have some type of sleeve, the armholes should contain a hem and not expose more than the underarm area.
- Dress, skirts and shorts may be worn if they are not shorter than 3.5" from the top of the kneecap.
- Short shorts, bicycle shorts, spandex tights, transparent mesh shorts and boxer shorts are not permitted.
- Pants/shorts should be worn to stay over the waistline and not be oversized to reveal undergarments.
- Sweatpants are not to be worn. Sweatpants are defined as pants having elastic around both the waist and ankles and/or drawstring around the waist and elastic around the ankles.
- Yoga pants are not to be worn.
- Sleepwear of any kind (ex. Flannel pajama bottoms) is not permitted.
- Only closed toed footwear will be permitted. Slippers and flip-flops are not safe and unacceptable.
- Bare feet
- Skateboards and roller shoes/skates
- Clothing with indecent, obscene, profane, lewd, or vulgar content are unacceptable.
- Images that harass, demean, discriminate, or suggest violence are not permitted.
- Clothing that bears statements, slogans, images, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, illegal drugs are not permitted.

Driving and Parking

All students are subject to the rules of the school in regards to the use of motor vehicles. Students are responsible for their own transportation.

- Daytime students will receive an assigned parking spot within the first week of class and may be required to pay a fee for parking pass. No student is to park anywhere but their designated parking area.
- Students participating in clinical and/or externships should be aware they may be required to drive extended distances to these sites.
- Students are expected to drive with caution in parking areas. Traffic speed on parking lots shall not exceed 10 miles per hour.
- Reckless operation such as squealing of tires, loud noise, sliding tire, etc. is prohibited in the parking lots. Failure to comply with these regulations may result in loss of driving privileges.
- No vehicle may be parked by anyone at any time in the restricted zones as indicated by bright yellow paint. These areas must be kept free at all times for buses and fire and emergency vehicles.

Disciplinary action - any violation will lead to one or more of the following disciplinary actions at the discretion of the campus supervisor:

- a) Revoking driver's privileges, b) Out-of-school suspension, c) Towing the violator's car at his/her own expense.

Drugs, Alcohol, Weapons, and Firearms (5530 and 5611)

The possession, use, distribution, or sale of drugs, alcohol, weapons, and/or firearms on school district property or within 1,000 feet of a Drug-Free School Zone is illegal and shall be cause for automatic suspension of the student(s), until reinstatement by the Board of Education. The Board may also remove a student for violations in this area.

Weapons - this includes firearms, knives, multi tool devices, or any other item that could cause harm to students, staff, or school property.

When there is reasonable suspicion that a student is in violation of the laws governing drug use or if a student is found vaping or in possession of a vape device, the student shall be referred to the building supervisor. The school has the right to request an immediate physical examination that includes drug screening and a conference prior to the re-entry of the student to class.

When there is reasonable suspicion that the student is in possession, distributing, or selling drugs, the school administration shall report the student immediately to the local police department.

When there is reasonable suspicion of any inappropriate use of alcohol, an intoxicant, controlled substance, or any dangerous drug the student must cooperate with the district administration and/or may include authorities at the local level regarding the regulation of alcohol, drug and vaping abuse.

Violation of this policy will result in disciplinary action up to and including expulsion, and may be reported to the proper authorities. Below is the Adult & Continuing Education action plan for reasonable suspicion of violation of the Drug and Alcohol policy:

- The student will be removed from the classroom and referred to the building supervisor.
- The supervisor will inform the student the drug policy has been enacted and the student is suspended for 3 classes and is required to do a mandatory drug test within 2 hours of leaving school property.
- The supervisor will ask the student to seek safe transportation home and/or to the medical physician for the student (such as family, friend, etc.). If the student insists on driving, then the appropriate authorities will be notified.
- The supervisor will document the incident and provide copies to the Adult Education Coordinator and Superintendent.
- The student may not return to class until they provide the supervisor with a copy of the drug test and/or written statement regarding test findings from a medical physician.
- If a student fails to comply with any of the above procedures, they will be placed on automatic probation until such time all steps are completed. Time missed in school work is an absence and may affect certification and/or grades.
- If a student tests positive they will receive a letter from the building supervisor informing them they are automatically suspended for 10 actual class days and/or 5-day suspension if they attend substance abuse counseling.
- Before returning to school, the student must provide to the building supervisor confirmation of participation of substance abuse counseling.

If a second offense happens, then the student will be automatically removed from the program.

Electronic Communication and Recording Devices (5516)

Students are not permitted to use personal electronic devices (i.e. cell phones, smart watches, tablets) during instructional time. It is an expectation that students keep such items silenced and stored out of sight. Students may use their personal electronic device(s) in the hallway and during break.

If a student is caught using their phone during class, the instructor has the right to collect the phone from the student and return it at the end of the class. Hunterdon County Vocational School District assumes no liability if these devices are broken, lost, or stolen.

End of Course Evaluations

The Adult & Continuing Education is committed to quality programs. It is important that students are honest when completing the course evaluations to determine if changes need to be made. Upon completion of the course, students will receive an email asking to complete an anonymous End of Course Survey. If at any time the student has a confidential complaint, or needs to speak to someone regarding an issue, they should contact the Adult Education Coordinator 908-788-1119 x 2007.

Field Trips

Occasionally field trips are planned as a part of the total program. Students are required to participate in this enrichment portion of the program.

Grievance Policy

In order to help ensure a high quality of services the Adult & Continuing Education understands the importance of keeping open lines of communication for receiving and responding to complaints. To avail themselves of this opportunity to be heard and have their concerns addressed students that have a complaint should follow the following steps:

1. Address their concern directly with the faculty member, support staff or other personnel most closely involved with and most likely to be able to resolve the issue at hand.
2. If the concern isn't resolved at step one, the student should submit their complaint to the Adult & Continuing Education Coordinator. The Adult Coordinator and a HCVSD administrator will meet with the student, gather additional information relevant to the complaint as needed and, depending on his/her determination of the merits of the complaint, take action to try and resolve the grievance.
3. If the concern isn't resolved at step two, the student may submit a request in writing to meet with the District Superintendent to discuss the grievance and seek a resolution at this level.
4. If no resolution is obtained at step three, the student may submit a request in writing to meet with the HCVSD Board of Education to discuss the grievance and seek resolution to the complaint.

Hybrid / Online Instruction

Hybrid learning is an educational model where students attend a portion of the course in-person and a portion of the course is virtual instruction and/or online assignments. The use of technology is an essential part of the hybrid learning process. Students enrolled in a hybrid course must have internet access.

- Students will have access to educational materials and receive interaction with their instructor using an LMS platform.
- Attendance will be taken at the beginning of a "live" virtual session.
- Online attendance will be awarded when students post completed coursework to the LMS system or turn in a completed assignment on a given day to the instructor.
- Students for whom the instructor has not received completed assignments by the due date are reported absent for that day and will not receive credit and/or hours.
- Students must be dressed appropriately and maintain a non-distractive environment when participating in "live" virtual sessions.

Lockers

Students shall not cause or attempt to cause damage to school and private property including building, grounds, equipment, or materials. Lockers are assigned to students only in cosmetology and esthetics for their convenience and use with the following understanding:

- Students lockers are the property of the school.
- Lockers are to remain clean at all times.
- Lockers will be cleaned out by the student and inspected by staff at the end of the year.
- It is the students' responsibility to insure his/her locker is locked when unattended.
- School administrators retain the right to search lockers and their contents at any time.
- Locker problems are to be reported to the campus main office.

Misconduct

Academic misconduct, which includes plagiarism, cheating, copying, altering records, or intentionally deceiving or assisting another student in the aforementioned actions, may result in immediate dismissal from the program. A conference with the Adult & Continuing Education Coordinator will be held as soon as possible if a student is found to have committed any of these actions. **(Refer to the Code of Conduct District Policy (5600))**

Monetary Obligations

Students who owe the school monetary obligations for tuition, books, supplies, and equipment will not receive certificates or transcripts until such obligations are met.

Personal Property

Personal property brought in to HCVSD is at the owner's personal risk. The District will not be liable for damage or loss to student's items of personal property brought from home. The District discourages students from bringing large sums of money, jewelry, or valuable items to school.

Refund Policy

A student may cancel his/her student contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the deposit fee of \$100.00. Refund for Withdrawal for Certificate/License course for 7 or more sessions: 75% day after first class, 50% after second class, no refund after fifth class.

Search of Student Property (5770)

To maintain order and discipline in the school and to protect the safety and welfare of students and staff, school administrators may conduct a search of personal property, lockers, computer files, etc. if he/she has reasonable ground for suspecting that the intended search will reveal evidence that the student has violated or is violating the law or the rules of the school. The scope of the search shall be reasonably related to the objectives of the search.

Failure to permit searches and seizures will be considered insubordination and grounds for disciplinary action. Due Process

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

1. The student will be provided with a description of the alleged misconduct by a building administrator/supervisor. The student will be given the opportunity to present his/her side of the story.
2. An administrative determination will be made on the basis of the information available.
3. This procedure may result in disciplinary action. If suspension or removal from program is deemed necessary, the student will be informed directly of this decision

Security / Emergency Procedures

The safety of our students and staff is our top priority. Campus security is monitored by the administration. If there are any security concerns, the Adult Education Coordinator and/or the building supervisor should be notified.

- District campuses are secured as external doors are locked and can only be opened by designated faculty.
- All visitors are asked to report to the main office upon entry to the school.
- Each campus has video-monitoring in place in strategic locations.
- HCVSD practices a number of emergency drills throughout the year.
- Emergency drills consist of Fire Drill evacuation, Lockdown, Lockout and Shelter-In-Place.
- Students follow the drill procedures given to them by their instructor.
- Emergency exit maps are posted in each classroom on the wall by the door.
- Follow your instructor to the designated staging area.
- If a student is not in the proximity of their designated staging area when an alarm sounds, they are to report to the nearest staging area.
- If a student is reporting to a different staging area other than their designated area, they must report their name and course to the HCVSD staff member in charge of the area in which they are and wait for further instructions.

Security Video Surveillance

Video monitoring is in place to maintain the health, welfare and safety of students and staff while on school property. The monitoring of individuals who enter and are on school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and property. Only school security and district administration have access to the video surveillance system.

Smoking / Vaping & Possession (5533)

Smoking and possession of tobacco and/or vaping products in any form is not allowed on any Polytech Campus, on school transportation, on school sponsored field trips, or at any school sponsored event. Smoking/Vaping within public buildings is in violation of State Law P.L. 1989

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device is **NOT** allowed on any District facilities, school transportation, or when attending ANY school sponsored events and/or activity off-site. (Smoking ban includes e-cigarettes, “vaping”, and any other tobacco products). or receive out-of-school suspension on their first infraction.

Vape detectors are located in restrooms at all district campuses. (Walking across the road or sitting in a vehicle is not acceptable).

Students who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district’s Policy and may be subject to suspension and fines in accordance with law. See District Policy located www.hevsd.org.

Student Disabilities

HCVSD will accommodate adult students with disabilities who can document their disability. The student must do the following:

- Students desiring accommodations are encouraged to self-identify to their teacher and/or the Adult Ed Coordinator, within the first two weeks of class.
- Students must self-disclose the disability and provide documentation that clearly shows evidence of a disability and applicable accommodations.
- The Adult Ed Coordinator will schedule a meeting with the student and District Social Worker to discuss an accommodations plan.

Accommodations received in postsecondary education may differ from those received in secondary education. Students with disabilities who may need accommodations in such areas as instructional materials, time demands and learning environment. Documentation of the accommodation requested and provided is maintained in a confidential file.

Student Records and Rights Under FERPA

The Adult & Continuing Education complies with the Family Educational Rights and Privacy Act (FERPA). The act was designed to protect the privacy of a student's education. Generally, schools must have written permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who need have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Persons who need to know in cases of health and safety emergencies
- To a parent of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of HCVSD, governing the use or possession of alcohol, vaping or a controlled substance

To release information, the student must complete a "Authorization to Release" form and submit to the Adult Education Office. Once filed, this request becomes a permanent part of the student's record until the student instructs the Adult & Continuing Education, in writing, to have the authorization removed.

Students' Rights & Responsibilities

HCVSD is committed to safeguarding the rights given to all students under State and Federal law. To promote a safe, healthy, professional, orderly, and civil school environment, all students enrolled in an Adult & Continuing Education course have the right to:

1. Have a safe, healthy, orderly, and courteous school environment and have their rights, feelings and property respected.
2. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
3. Attend school in an alcohol, drug, and tobacco-free environment.
4. Follow the standards of the Adult & Continuing Education Dress Code (if applicable to program).
5. Have school rules and conditions available for review and, when necessary, receive an explanation of those rules by school personnel.
6. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
7. Attend school and participate in school programs unless privileges revoked for legally sufficient cause, or disciplinary reasons as determined in accordance with due process of law.

Student Responsibilities (cont):

HCVSD personnel and students recognize that rights imply certain responsibilities. It shall be the responsibility of each student to:

1. Be familiar with and abide by all Adult & Continuing Education policies, rules and regulations pertaining to student conduct.
2. Refrain from participating in any discriminatory practices against other students or HCVSD personnel.
3. Show due respect for others and their property.
4. Be on time and maintain regular attendance.
5. Work to the best of their ability and strive toward the highest level of achievement possible.
6. Behave as a representative of HCVSD and hold themselves to appropriate standards of conduct, demeanor and sportsmanship and accept responsibility for their actions when participating in or attending school-sponsored events such as open house and field trips.
7. React to direction given by instructors, administrators, and other school personnel in a respectful, positive manner.

Tools and Equipment (5513)

Tools and equipment for the vocational programs will be provided by the vocational school for use in the classroom. Students will be responsible to properly care for, store, and use safely all tools and equipment. For programs that require the purchase of tools and equipment, i.e. cosmetology, the same guidelines will apply. Students are not permitted to bring any tools to school without prior approval from the building supervisor or Adult Education Coordinator.

Everyone has the responsibility to keep the building and its facilities, books, supplies, computers, and equipment in good condition. All equipment and tools are property of Hunterdon County Vocational School District. No equipment/tools are to be removed from the building for any reason without the approval of the building supervisor or the Adult Education Coordinator.

- All equipment and/or tools used in the classroom must be returned to its proper place at the end of the class.
- Safety procedures will be followed when operating equipment/tools.
- Proper personal protective equipment will be worn when operating equipment/tools.
- If a tool or piece of equipment is defective or in need of repair, notify the instructor.

Any person defacing or damaging any piece of equipment and/or tool will be required to pay for its replacement.

Tuition

Each course has the required tuition fee listed with the course description. Tuition must be paid in full before student is allowed to sit for state theory exam. Payment options are available by contacting Tanya Hudson, thudson@hcvsd.org or call 908-788-1119 x 2009.

Note: If financial aid is different than tuition amount, student is obligated to pay the difference.

Visitors

Even though the school is a public building, unauthorized visitors are not permitted. All persons who are not regular staff members, adult students, or other employees Hunterdon County Vocational School District should report to the campus main office.

Section 3: Attendance

Attendance is a significant factor concerning student success. The more a student is absent, the increased chance he/she will fail their course, fall behind in class, and lose a connection with the school. Students are expected to prepare for and attend each class. To prepare for a successful career, HCVSD will not condone absences from school on any day for any reason not specified by law or policy and will not issue credit hours if minimum student attendance is not fulfilled.

License/Certification Courses: Students must attend a minimum of 90% of scheduled classes to ensure they satisfy HCVSD and licensing board requirements. Students are responsible for reviewing course syllabus for attendance policy.

Attendance for Apprenticeship, Certification and/or License programs

Students exceeding more than 15% of unexcused absences, may lose credit/hours for the course.

For student to receive hours and benefit from the class they must:

- Arrive to each class on time
- Be fully prepared, and participate in the activities designated for the class by the instructor
- Sign in at the beginning of each class. If a student fails to sign in, they will not receive credit hours for that class.

Student hours are recorded by the instructor and/or students sign in-and-out.

NO student is to sign in-and-out for another student. Any student found signing in or signing out for another student will receive a written warning. Two (2) written warnings of this rule could result in termination from the program. Attendance records are legal documents and any false information provided can be cause for legal action.

Virtual classes not attended will be counted as absent and students will NOT receive credit hours.

All students are required to leave the building at time of dismissal, unless prior arrangements have been made with the Adult Education Coordinator and/or building supervisor.

A student who finds it necessary to be absent **MUST**:

- Email or phone call the instructor and/or the Adult & Continuing Education office at least one half hour prior to the start of class explaining the reason for absence.
- If a student is absent for medical and/or illness for three or more days in row, they must present a doctor's note.

Doctor's notes

Doctor's notes will be accepted and taken into consideration for a prolonged absence. All Doctor's notes must be received within three days upon the student's return to school. Notes received after the three-day timeframe will not be accepted. All Doctor's notes must be submitted to the Adult & Continuing Education office, thudson@hcvsd.org.

Failure of notification could result in:

- A verbal reprimand from the instructor for the first no-call, no-show.
- A written reprimand from the instructor for the second no-call, no-show.
- A written reprimand and meeting with the Adult Ed Coordinator for the third no-call, no-show.

We understand that life gets in the way and you may need to drop out of class until circumstances change to allow you to commit fully to classes. Students are welcomed and encouraged to return to class in the next session when they can fully commit to class attendance, and when there is space available in the upcoming class after other students enroll.

Absences that may be considered excused:

- Court appearance (documentation required)
- Religious holiday prescribed by the Department of Education
- Death in the immediate family
- Chronic and extended illness (medical documentation is required and will be taken into consideration for prolonged absence.)
- Military related (a maximum of two (2) days may be granted for military related activity, must submit appropriate documentation)
- Hospitalization (appropriate documentation required)
- Quarantine (upon CDC guidelines or physician recommendation, appropriate documentation required)

Bereavement Leave

Each student will be entitled to be absent a maximum of five (5) consecutive days (not including weekends, unless a weekend school experience is scheduled, and holidays) per death in the immediate family, the days of absence to take effect from the day after the death. The "immediate family" for this section is defined as spouse, father

or stepfather, mother or stepmother, child, brother or sister. Documentation of the death may be required.

In the event of the death of a member of the family other than those listed above, a student will be entitled to two (2) consecutive days (not including weekends and holidays, unless a weekend school experience is scheduled) beginning with the day after the death. For this section, "family" is defined as grandfather or grandmother, grandchild, aunt, uncle, niece, nephew, mother-in-law, father-in-law, sister-in-law or brother-in-law, daughter-in-law or son-in-law. Days for bereavement leave do not count against a student's absence accumulation, but the work must be made up.

Early Dismissal

Students should not request early dismissal from school for purposes of medical/dental appointments or other such personal appointments, which can be made after school hours. Students signing out to leave school for the day prior to the end of the class will be charged with an unexcused absence.

Students who exceed the minimal instructional time requirement (days of absence) will be denied hours for the course.

- All absences will be counted. A student who anticipates an absence period of at least three (3) or more days of illness or accident must provide written documentation from a physician to the Adult & Continuing Education office immediately.
- Students absent from school three (3) or more consecutive days due to illness must have doctor's permission note allowing them to return to school.

An absence consists of any day a student does not attend Hunterdon County Vocational School District, Adult & Continuing Education when it is open to students and/or completion of online assignments.

Excessive Absences

- **4 unexcused absences**, a verbal and/or email reprimand by the instructor.
- **7 unexcused absences**, a verbal and/or email reprimand by the instructor and/or Adult Ed Coordinator. At this point a student may be in jeopardy of losing credit hours. The student will be counseled in an effort to clarify the issues impacting their attendance. They will be encouraged to find solutions so that the student can continue to progress towards his/her goals. After thirty days, if a student is unable to meet expectations, they will be unenrolled from the course. They may reenroll during the next enrollment period.
- **Exceeding 12 unexcused absences**, and thereby violating the policy, a written reprimand will be issued stating the student has been placed on “no credit” status and can be removed from the program. The student will have 10 consecutive days from the date the letter and/or email was issued to appeal the decision with evidence (i.e. approved medical notes, legal documentation, etc.). No further appeals will be granted beyond the 10-day timeline. Students will not receive credit and will be removed from the program.

If a student is absent for more than twelve consecutive (calendar) days without a leave of absence, the student will be unenrolled from the course. If the student fails to return from a Leave of Absence the student will be unenrolled EFFECTIVE, THE LAST DATE OF ATTENDANCE.

Health/Injury

- If a student is injured on campus or during clinical/hands-on instruction, he/she should notify the instructor immediately. An incident or accident report must be filed within 24 hours. Forms are available in The Adult & Continuing Education office.
- If a student is absent from school three (3) or more consecutive days due to an illness and/or injury, the student must have doctor’s permission note allowing them to return to school.
- Instructors may dismiss a student who appears ill or unable to function and advise that they seek medical care.

Jury Duty

In the event that a student is summoned for jury duty, they are encouraged to contact the number on the form and request a deferment of duty. If unable to defer duty, the days absent will not count against a student's absence accumulation, but must make up missed work. However, if this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements. The student will also be responsible for all missed class work before the end of the course. The student will be required to submit a copy of the jury duty summons to the Adult & Continuing Education Office.

Make-Up Work

Upon immediate return to school after an absence(s), it is the student’s responsibility to make contact with the instructor for missed assignments, quizzes and exams. Time allotment for missed work will be equal to the number of school days the student had been absent. Missed practical labs and written work not being made up will affect the student’s grade.

Online / Virtual Instruction

Students are expected to attend online virtual sessions on time and to attend all classes in their entirety. sessions. Some hybrid/virtual classes may be delivered through an online platform, such as Google Classroom.

- Students are expected to arrive on time for the virtual class session.
- Students are to enter only Google Meets/Zoom sessions that are part of their program.

Online / Virtual Instruction Cont.

- Students should not share class meeting links with others who are not enrolled in the class.
- The background for virtual instruction must be an appropriate public space within your home or another setting, such as a home-office desk or dining table.
- Students should not be in a vehicle/driving during virtual instruction.
- Students should remember that they are in class; behavior should reflect an academic setting.
- Google Meets/Zoom are a virtual class. All classroom rules apply.
- Taking screenshots or screen recordings of virtual classrooms without explicit permission instructor and class members is prohibited and subject to disciplinary action.

Polytech Post-Grads

Attendance policy may be different as it follows Polytech High School attendance policy.

Tardiness

The orderly conduct of class activity depends upon the prompt arrival of students. Tardiness hinders the proper conduct of such activity. Students arriving to school within 20 minutes after class starts will be considered tardy. If a student reports to school 20 minutes after start of the class, he/she will be considered absent and marked absent. If a student obtains three (3) tardy notices this will result in receiving a 1-day absence.

Review/Appeals Procedure

1. Appeals for loss of credit due to excessive absences, must be made by the student to the Review/Appeals Committee within ten school days after receiving notification that he/she will be denied credit for EXCESSIVE ABSENCES.
2. Request for such appeals should be made in writing and directed to the Adult & Continuing Education office.
3. The Review/Appeals Committee will be comprised of the Superintendent, Adult Education Coordinator, Instructor and the Building Supervisor.
4. The procedure is as follows:
 - The student will meet with the Review/Appeals Committee to review his/her attendance record.
 - The student will have the opportunity to present any information relative to the absences and extenuating circumstances, including the presentation of witnesses on his/her behalf.
 - The Attendance Review/Appeals Committee will review all pertinent information, consider each case individually, and decide if full or partial credit should be granted.
 - The student will be notified as to the outcome of the appeal within five (5) school days.
5. If a student wishes to appeal the decision of the Attendance Review/Appeals Committee, he/she may bring his/her concerns to the Superintendent. The decision of the Superintendent is final. This request must be made in writing and directed to the District Superintendent within ten (10) school days of the Review/Appeals Committee decision.

The Adult Education Coordinator and HCVSD Administration reserves the authority to make final decisions on any and all attendance issues.

Section 4: Grades

Grading System

Depending on the program, students may be graded on theory and practical. Theory grades are based on assigned work and written test scores given upon completion of each subject. Basic practical grades are determined by the students' competency for each skill. Also included in determining grades is quality of work, attendance, and appearance. Failure to maintain a 75% could result in warning, probation or termination. Make-up assignments must be turned in and test taken upon immediate return to school or as directed by the instructor. Failure to do so could result in an Incomplete Grade which will affect student grade.

All instructors will use the following grading scale when reporting student performance:

Letter Grade	Numeric Grade
A	100% to 90%
B	89% to 80%
C	79% to 70%
D	69% to 65%
F	64% and below

Non-Satisfactory Progress

Students enrolled in a licensing program must meet the licensing board requirements. If a student is not demonstrating competency of material, then Adult & Continuing Education reserves the right to dismiss them from the program.

Some signs of not meeting standards are:

- Continued test failures/poor grades
- Excessive absences
- Non-completion of homework assignments and/or online assignments
- Non-competency in practical assignments

Students will be given a verbal warning from the instructor to indicate concern. If no change is made, then a letter in writing from the Adult Education Coordinator will be given to student. If no progress is shown, then the student will be dismissed from the program without tuition reimbursement.

Polytech Post-Grads

Grading system will be provided by your instructor and/or follows Polytech High School grading system.

Student Appeal for Grades

1. Student must submit in writing to the Adult Education Coordinator, within ten (10) days of receiving a failing grade or Notice of Termination, an explanation of why they disagree with the instructor's decision.
2. The Adult Education Coordinator will make a determination and submit the results in writing to the student, within ten (10) school days of receipt of the explanation.
3. While the appeal process is pending, the student is required to continue in the program. Any missed time will have to be made up at a cost to the student if the student chooses not to attend and the appeal is upheld.
4. If the original grade is upheld, this time will not count and the student will be terminated.

Section 5: COVID-19

Covid Protocols

- COVID Positive: If an individual tests positive, then they must quarantine for 5 days. After 5 days and if they are symptom free, they can return to school but must wear a mask for 5 days.
- The individual must provide proof of positive testing (doctors note and/or photo of positive test result)
- Close Contact: If an individual is in close contact with someone who tested positive and they are not showing symptoms, they are allowed in the school. However, it is best to use safety precautions while around others.
- Remote Instruction: If a student has to quarantine due to testing positive and if they are well enough to participate virtually, they will be provided with a Google Meets and/or Zoom link 10 minutes before virtual instruction starts. If they are not well enough to participate, the student will be marked absent.

Vaccination Status

If staff are unvaccinated, they are not required to complete a weekly COVID test.

This has become quite a polarized debate between people who are vaccinated and those that have chosen not to be vaccinated for COVID-19. Please be mindful of this and respect each other's personal decision on this matter as each person has the right to privacy and should not be discussed.

COVID-19 Policies are listed in the District Policies. District policies are available at www.HCVSD.org.

COVID-19 policies will be updated should the Hunterdon County Department of Health and the Centers for Disease Control and Prevention (CDC) require mandatory changes.

Section 6: Technology and Internet Access

The district desires to make the wealth of valuable and educational information available on the Internet accessible to students. The district's network and computers will be used for education-related functions and applications. If a student is provided a district user device and/or district email, students must complete the Internet and Use Agreement provided by the building supervisor.

General Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with their instructor. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom. As such, general school rules for behavior and communications apply, and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas are similar to school lockers. Network and school administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on district servers will be private. In general, when using school technology, students are not permitted to:

- Use others' passwords or share their passwords with others
- Damage or modify computers, operating systems or computer networks
- Send or display offensive messages or pictures
- Use obscene language
- Give personal information, such as complete name, phone number, address, or photo
- Harass, insult or attack others
- Violate copyright laws
- Access others' folders or files without express permission
- Intentionally waste limited resources, such as paper or bandwidth
- Use the network for commercial purposes, financial gain or fraud

Resource Limits

No software shall be downloaded from the Internet or email on the workstation without prior permission from Technology Personnel. Software installed by any user other than IT personnel is considered a violation of policy. Users will check their email frequently, deleted unwanted messages promptly, and stay within their email quota. Users will subscribe only to discussion group mail lists that advance and are relevant to their education or professional/ career development.

6-1

THE NEXT PAGE IS THE SIGNATURE PAGE.

PLEASE READ CAREFULLY.

**CHECK THE APPROPRIATE BOXES THAT APPLY,
PLEASE SIGN, DATE, AND RETURN THE SIGNATURE PAGE
ON FIRST DAY OF CLASS**

**YOUR TIMELY COOPERATION IN THIS MATTER
IS GREATLY APPRECIATED.**

7-1

**2022-2023 STUDENT Signature Page
Adult & Continuing Education**

Student Name (print clearly): _____

Program Name: _____

Now that you have read the preceding pages, please review the following statements and respond accordingly, by checking the appropriate boxes and signing your name at the bottom of the page:

I have read and fully understand the information in the **Student Handbook** and agree to support the policies and procedures contained therein (i.e. Code of Conduct, Attendance, etc.).

I have read and fully understand the **Technology & Internet Policy**.

Notification of Privacy Rights (FERPA) refer to Section 2

- I hereby grant permission to HCVSD to release my personal information including grades & attendance to family, employers and/or institutions of higher education.
or
 I hereby **DO NOT** grant permission to HCVSD to release my personal information including grades & attendance to family, employers and/or institutions of higher education.

Photo Release Authorization:

- I hereby grant permission to HCVSD to use photographs and/or videos of me in publications, news releases, social media platforms, school websites and in other communications related to the mission of HCVSD.
or
 I hereby **DO NOT** grant permission to HCVSD to use photographs and/or videos of me in publications, news releases, online and in other communications related to the mission of HCVSD.

Student's Name (PLEASE PRINT CLEARLY)

Student's Signature

Date

**Sign and return this page to your instructor and/or building supervisor
on the first day of your class**