

HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT

Adult & Continuing Education

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www.hcvsdadulthood.org



STUDENT HANDBOOK

Spring 2020

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Section 1 - Administrative Information

Mission Statement

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 lifelong 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.

A Message to Students

Hunterdon County Vocational School District (HCVSD) and the Adult & Continuing Education provides a route to success for our students. A positive attitude toward instructors, school, and fellow students is needed to develop workplace skills needed to be successful in the student's chosen career. Policies, guidelines, rules and regulations exist to help you understand what is expected of you at the Adult & Continuing Education. You have a right to an education; however, you also have a corresponding responsibility to respect the rights of others in the buildings, and to establish a climate for learning within the program in which you have enrolled. Adult & Continuing Education staff will assist you if you feel you need additional advice or clarification regarding the policies or guidelines that affect you.

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.

ADULT & CONTINUING EDUCATION STAFF

Dr. Todd Bonsall
Ms. Christina Shockley
Mrs. Gina Edwards

Superintendent
Continuing Education Coordinator
Continuing Education Office Assistant

Hunterdon County Vocational School District – Adult & Continuing Education School Closings – Spring 2020

January 16, 2020.....Polytech Discovery Night (*No Classes*)
January 20, 2020.....Martin Luther King's Birthday (*School Closed*)
February 17, 2020.....President's Weekend (*School Closed*)
April 2, 2020.....Polytech Advisory (*No Classes*)
April 13 - 17, 2020.....Spring Break (*School Closed*)
(Return April 20, 2020)
May 25, 2020.....Memorial Day (*School Closed*)
May 27, 2020.....HCVSD Awards Night (*No Classes*)

School Closing Information

In the event of a closing due to weather or other emergency, the information will be available on the Adult & Continuing Education website www.hcvsdadulthood.org. Evening cancellations are posted by 3 PM.

Equal Opportunity / Affirmative Action Statement

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 Office (908) 284-1144 ext. 2203.

Harassment, Intimidation, and Bullying

The Hunterdon County Vocational School District Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. 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

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

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

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

"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 District 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.

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 suspension or removal from 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.

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.

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) 284-1144 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

Address, Telephone, and/or Name Changes

Students are required to notify the Adult & Continuing Education office immediately upon changing their address, phone number or name during the training program.

Cell phone Use

A telephone for student emergency use is located in the building main office. Cell phone use is a disruption in the classroom and lab/clinical environment. The use of cell phones and/or other electronic devices is not permitted in classrooms or labs unless such use is pre-approved by the classroom instructor. Cell phones may be used during break time or at lunch only. If cell phone use during class or clinical hours becomes an issue, the phone will be collected during school or clinical hours and returned at the end of the day. Three warnings of unauthorized cell phone usage while in class, lab, or clinical could result in removal from the program.

Certificate of Completion Request

Students requesting a certificate of completion must meet program requirements and have an attendance rate of 90% or better. Students wishing to receive a Certificate of Completion must notify the Adult & Continuing Education office. Certificates will be mailed or ready for pick-up within three weeks of request. All financial obligations must be cleared before a certificate will be issued.

Confidentiality

Students dealing with client information must maintain confidentiality. Any information acquired about a client or facility must not be shared. Disclosure is a cause for immediate removal from program.

Dress Code

Cosmetology, Aesthetics, Culinary, Automotive, Welding and Certified Nurse Aide courses require dress code as they relate to health and safety. The instructor will discuss dress requirements during the first week of class. Students will adhere to the prescribed standards of dress for each vocational program. All safety dress, equipment and safety glasses appropriate for the occupational area, must be worn to participate in shop-related activities. As the program instructor, you should model these requirements. Industry standards, as they relate to health and safety, will be followed.

In order to create a positive school atmosphere, students must follow the prescribed dress code. Student attire and grooming should be reasonably modest and neat. A student's appearance must not disrupt the teaching or learning process. Although the code allows for flexibility, the following are items of attire which will be expressly forbidden: 1. Tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, tank tops (three-inch rule), muscles shirts, midriff shirts, tops which expose cleavage and see through or revealing clothing; 2. Shorts, pants and skirts worn lower than the hip line. Any clothing that exposes undergarments or anatomy; 3. Dresses, skirts and shorts shorter than approximately knee length; 4. Gym, exercise-type shorts; 5. Spandex clothing and tights; tights must be covered by skirts or shirts of approximately knee length; 6. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliation, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages 7. Flip-flops, cleated footwear, spikes or similar footwear; 8. Bare feet;

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. Students are asked to complete course evaluations upon the completion of the course. 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 at 908-788-1119 x 2007.

Equipment

All equipment is the property of Hunterdon County Vocational School District. No equipment is to be removed from the building for any reason without the approval of the building supervisor or the Adult Education Coordinator. All equipment used in the classroom must be returned to its proper place at the end of the class. If it is defective or in need of repair, notify the instructor. Any person defacing or damaging any piece of equipment will be required to pay for its replacement.

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. Transportation will be the responsibility of the student.

Fire, Security and Evacuation Drills

In case of a fire, lock down or bomb threat, students in class should follow the instructions for exit given by the Instructor and displayed in each classroom on the wall by each door. Fire drills may be conducted throughout the year. When a fire alarm sounds, report to the designated staging area for the classroom in which you are located at the time the alarm sounds. Designated staging areas are located at various sites around campus. If you are not in the proximity of your usual staging area when an alarm sounds, you are to report to the nearest staging area. If you are reporting to a staging area other than the one normally used by your classroom, you must report your name and normal designated staging area to the HCVSD staff member in charge of the area in which you are. Wait for further instructions. Lockdowns or lock in alarms will sound and are meant for you to remain in your classroom. Follow your instructor's instructions.

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 Ed Coordinator. The Adult Ed 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.

Health/Injury

1. If a student is injured on campus or during work experience 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.
2. The work experience agency is not financially responsible for student accidents or injuries.
3. A doctor's certificate is required for any illness of three (3) or more consecutive school days to enable the students to return to class or work experience. The doctor's certificate must be turned in to The Adult & Continuing Education office before the student returns to class work experience. Frequent absences due to illness will also require a doctor's certificate detailing the student's status or limitations.
4. Instructors may dismiss a student (from lab experience) who appears ill or unable to function and advise that they seek medical care.

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 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, Section 7)**

No Smoking Policy

Smoking and vaping is NOT permitted in any school building or on the grounds of any school in the State of New Jersey. "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, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of the Policy, "smoking" also includes the use of smokeless tobacco and snuff. Violators are subject to immediate medical examination, summons and/or fines under New Jersey State Law 2A:58-1.

Personal Property

Personal property brought in to HCVSD for repair or as a personal project is at the owner's personal risk. HCVSD is not responsible for damage or replacement.

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 between 2:00 - 4:00 pm for evening programs. If school is delayed 90 minutes, report to class at 9:00 am. A cancelled class due to inclement weather will be made up by adding another week of class for each cancellation.

Security

Campus security is monitored by the Administration. The campus is secured according to HCVSD's requirements. If there are any security concerns, the Adult Education Coordinator or the building supervisor should be notified. HCVSD makes every effort to maintain a safe environment for everyone on campus. All external doors are locked and can only be opened by designated faculty.

If a student is a victim and/or a witness to a crime, e.g., theft, rape, sexual abuse/harassment, it is their responsibility to inform their instructor or the evening supervisor, who will then inform the proper authorities. Each classroom has a map of exit routes to be used in the event of an emergency.

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.

Students may restrict the release of any educational information, except to school officials with legitimate educational interest. 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.

Transportation

Transportation is the responsibility of each individual student. Hunterdon County Transportation System - Ride the LINK provides countywide transportation services. Schedules may be obtained by calling (800) 842-0531.

Use of Controlled Substances / Possession or Use of Weapons

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). When there is reasonable suspicion that a student is in possession, distributing, or selling drugs, the instructor shall report the student immediately to their supervisor, who will determine if police are to be called. If the school nurse or administration suspects a student under the influence the student will be asked to call to have somebody pick them up. If the student refuses to leave, the authorities will be called with the student's name and license plate number. Before the student can be allowed to return to their Adult & Continuing Education course, the student has to submit a written memo from their physician stating the student was seen by the physician within 2 hours after the student was asked to leave school property. Students suspended for drug/alcohol violations must present proof of medical clearance in order to be readmitted to The Adult & Continuing Education.

Visitors

No guests are allowed on campus without specific permission. All approved visitors should report to the building main office upon entering to sign in and obtain a visitor's pass before being directed to the classroom. This includes friends, spouses, or children. Children are not permitted to be brought with students to class.

Section 3 - Attendance

It is the responsibility of each student to understand the attendance policy and related procedures. Class and work experience attendance promotes achievement and is mandatory. The course objectives relate to the acquisition and development of certain knowledge, understanding, attitudes and work habits, which require attendance. It is the responsibility of the student to notify The Adult & Continuing Education office and instructor prior to reporting time when they will be late or absent from class. Contact phone numbers will be provided by the instructor.

The attendance sheet is a legal document. Inaccurate reporting when you

sign in/out on the attendance sheet is considered falsifying a legal document and may result in termination.

Attendance Policy for Apprenticeship, License and/or Certification courses

An absence consists of any day a student does not attend The Adult & Continuing Education when it is open to students.

A student who is absent more than the time outlined below may be terminated from the program. A written warning notice will be sent to students as outlined below. An appointment with the Adult Education Coordinator or the Adult Education Assistant will be scheduled to determine the student's status. If termination does not occur, time allotment for all missed work will be equal to the number of school days the student was absent before the student can earn a certificate of completion.

Online instruction

If the program has an online component, completion of online lessons within the time allowed is required in order to receive related instruction hours. If a lesson is not completed, students will receive an absence and will not receive instructional hours.

Absences that may be excluded:

- a.court appearances (documentation required)
- b.religious holidays prescribed by the Department of Education
- c.death in the immediate family
- d.chronic and extended illness (medical documentation required)

Attendance Warning Notification

Students enrolled in a license/certification course:

- 4 absences**, student will be notified by the instructor and/or the Adult Education Coordinator verbally or via email.
- 7 absences**, student will be notified by the Adult Ed Coordinator via regular mail and/or email. A student may be in jeopardy of losing credit hours. The student will also be required to meet in person with the instructor and Adult Ed Coordinator to develop an attendance contract for student.
- 10 or more unexcused absences**, and thereby violating the contract, students will receive a letter stating that they have been placed on "no credit" status and can be removed from the course. The student will have 10 days from date letter was issued to appeal the decision with evidence, e.g. approved medical notes, legal documentation, etc. No further appeals will be granted beyond the 10-day timeline; students will not receive credit and can be removed from the course.

Students enrolled in Cosmetology and Aesthetics, refer to program handbook for attendance requirements.

Bereavement Leave

Each student will be entitled to be absent a maximum of five (5) consecutive days (not including weekends, unless a weekend work 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 clinical 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. However, if this absence occurs during clinical, the time must be made up to meet minimum clinical attendance requirements.

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 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 phase.

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 20 minutes after scheduled class time are considered tardy. If a student reports tardy to school 45 minutes or more, the student will be marked absent.

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

Section 4 - Grades

Grading Policies

Recording Grades: If the course requires grades, the instructor will distribute, in writing, their grading policy for the course. The instructor and/or The Adult & Continuing Education office will notify students of final grades; however, students are encouraged to record their grades and to meet with their instructor periodically. Other programs such as the apprenticeship programs also require student's total classroom hours. If a test is required, the type of test has been left to the discretion of the instructor. Tests may be oral or written and may consist of some shop work prescribed by the instructor.

Letter Grades

A = 100-90

B = 89-80

C = 79-70

D=69 - 62

62 or below Failure

I = Incomplete*

Non-Satisfactory Progress

Many of The Adult & Continuing Education courses follow national/state certification requirements. Therefore, if a student is not demonstrating competency of material then The Adult & Continuing Education reserves the right to place student on probation or terminate the student from the program. Some signs of not meeting standards are:

- a) Continued test failures/poor grades
- b) Excessive absences
- c) Non-completion of homework assignments

Students will be given a verbal warning from the instructor to indicate concern. If no change is made, a letter of probation will be issued by the Adult Education Coordinator and given to the student. Terms of the probation will be determined by the instructor and the Adult Education Coordinator. If the terms of the probation are not met and no progress is shown by the student, then the student will be terminated from the program without tuition reimbursement.

*Any student receiving an incomplete grade will have (2) two weeks to complete the required assignments and have the grade revised. If the required work is not completed, this could result in no final grade and/or no hours granted towards the program.

Students enrolled in Cosmetology & Aesthetics, refer to program handbook for grading policy.

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 - Finance / Financial Aid

Financial Aid Sources

Descriptions of Financial Aid Sources:

County Departments of Employment and Training (Greater-Raritan One Stop for Hunterdon & Somerset)
County-based agencies that help residents of Somerset and Hunterdon counties include career and vocational counseling, access to training grants, basic computer and literacy instruction, and employment based case management in conjunction with the Somerset and Hunterdon Boards of Social Services. The application process is rigorous requiring motivation and a substantial time commitment on the part of the client. Candidates must apply to the county office in which one resides.

Department of Veterans Affairs

Qualifying veterans and other eligible individuals may obtain financial assistance for the majority of the health occupations programs. This is in accordance with the provisions of Section 1776, Title 38, U.S. Code. Contact 1-800-827-1000 or www.gibill.va.gov.

Scholarships/Employers/Unions

Applicants are encouraged to seek out funding through private scholarship sources, through their employer, and through local unions as well as community organizations. Hunterdon County Education Foundation information can be found HCVSD District website www.hcvsd.org.

Financial Planning

The decision to invest in an education involves commitment, motivation and financial planning. The schedule of tuition and fees for each individual course should be studied to ascertain general program expenses.

Course tuition is due at the beginning of each course and payment should be made at registration. In courses of more than 300 hours, a quarterly payment option is available.

Acceptable forms of payment include cash, personal check, bank checks, and MasterCard or Visa.

Students who have been awarded scholarships or financial assistance from agencies outside the school, and do not have the funds in-hand at time of enrollment, must present a voucher of confirmation from the agency from which payment will be received.

A student may request an individual payment contract which, based upon the particular circumstances, may be issued at the discretion of The Adult & Continuing Education office. Student must stay current with payments or could be subject to removal from the program.

Financial Responsibility

By signing the enrollment agreement, a student is committing to all the requirements listed in the agreement, including meeting all financial obligations. No certificates or transcripts will be released until all financial obligations have been met.

When a student officially withdraws from a course longer than 30 hours, the student must submit a "termination notice". In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance. Students on payment plans are required to follow the agreed upon plan. Students should make arrangements to meet with the Adult Education Assistant if they are experiencing financial difficulties while in the program.

Refund Policy

For a student to withdraw from a course after registration, they must contact the Adult & Continuing Education office within 3 days before the course start date to be able to receive a refund. There is a 100% refund for any course cancelled by The Adult & Continuing Education. Only tuition is refundable, the cost of books and other miscellaneous items are not refundable. All student refund requests will incur a \$10 processing fee. Tuition refund checks take up to forty-five (45) days to process after a request is submitted.

Withdrawal Refund Schedule for courses fewer than 2 sessions

Three days before start of class 100%

Day that class starts 75%

After first session No Refund

Withdrawal Refund Schedule for courses fewer than 6 sessions

Three days before start of class 100%

Day that class starts 75%

After first session 50%

After second session No Refund

Withdrawal Refund Schedule for Certificate/License Courses or for 7 or more sessions

Three days before start of class 100%

Day that class starts 75%

After first session 75%

After second session 50%

After third session No Refund

Tuition and Fees

The course costs are available upon request, listed in the current course brochure and on the website

www.hcvstadulted.org.

Section 6 - Code of Conduct

I. Introduction

The Adult & Continuing Education is committed to providing a safe and orderly school environment where students may receive, and HCVSD personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other HCVSD personnel and visitors is essential to achieving this goal. The Adult & Continuing Education has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The HCVSD Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code"). Unless otherwise indicated, this code applies to all students, HCVSD personnel and other visitors when on HCVSD property or attending a HCVSD-sponsored function.

II. Definitions

Definitions of Key Words and Terms

For the purpose of this Code, the following words and phrases shall have the meanings set forth below:

1. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
2. **Disruptive Student:** A disruptive student is defined as any student who is substantially interfering with the educational process, the teacher's ability to teach, or other students' ability to learn.
3. **HCVSD Function:** Any school-sponsored extra-curricular event or activity, regardless of location.
4. **HCVSD Property:** Any place in or within any building, structure, parking lot or land contained within the real property boundary lines of one of the school buildings, or in or on a school bus.
5. **Explosive:** An explosive device of a nature, or in a quantity, that is sufficient to cause injury to the person or the holder thereof or to the person or property of others, including the school.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New Jersey State law.
7. **Illegal Substances:** Alcohol, tobacco or tobacco products, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
8. **Removal:** As it relates to a student who is disruptive in class, the removal from the classroom to allow the other students to continue to learn. A classroom instructor may remove a student from class if the instructor determines the student is disruptive.
9. **Violent Student:** A student who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the district function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function; or (g) knowingly and intentionally damages or destroys school property.
10. **Visitor:** Visitors will be defined as anyone in the school building(s) or on the premise(s) who does not possess official HCVSD credentials (i.e. Badge).

11. **Weapon:** A firearm as defined in the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, including but not limited to: any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB Gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, chains, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, dangerous instrument, material or substance that can cause injury, serious physical injury or death when used as a weapon.

12. **Electronic Devices:** Include the following, but are not limited to: Radios, Headphones, Stereos, and Cell phones, Electronic Games, Laser Pointers, etc.

III. 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.

Responsibilities:

The Adult & Continuing Education 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.

IV. Prohibited Student Conduct

The Adult & Continuing Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, HCVSD personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must accept responsibility for their own behavior, as well as the consequences for their misbehavior.

The Adult & Continuing Education recognizes the need to make its expectations for student conduct specific and clear, whether on school property or engaged in any school function. The rules of conduct listed below are intended to safeguard the rights and property of others. Students who will not accept responsibility for their own behavior, and who violate these school rules, will be required to accept the penalties for their conduct.

Students may be subject to termination from course, when they:

Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Making unreasonable noise.
2. Using language or gestures that are profane, lewd, vulgar or abusive, or public display of affection.
3. Engaging in any willful act, which disrupts the normal operation of the school community.
5. Trespassing. All visitors must sign in. Non-enrolled students are not permitted on Campus without an appointment. Visitors will be directed to their destination after signing in and their appointment is confirmed.
6. Students who are terminated from their course are not allowed on school property (or at school sponsored functions).
7. Misuse of computer/electronic/phone communications, including any unauthorized use of computers, software, or internet; accessing inappropriate websites; accessing confidential student/staff information; or any other violation of HCVSD' acceptable use policies.
8. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate or disruptive conduct include, but are not limited to:
 - a. Being disrespectful or failing to comply with the reasonable requests of instructors, the building supervisor, school administrators, or other HCVSD personnel.
 - b) Leaving class or school without permission.
 - c) Intentionally damaging or destroying the personal property of a student, instructor, administrator, other HCVSD personnel, or any visitor lawfully on school property, including graffiti or arson.
 - d) Intentionally damaging or destroying HCVSD property or grounds.
 - e) Engage in conduct which is violent. Examples of violent conduct include, but are not limited to:
 1. Committing an act of violence (such as hitting, spitting, kicking, punching, scratching, throwing objects, pulling hair) upon a student, instructor, other HCVSD personnel, or visitor or attempting to do so.
 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 3. Displaying what appears to be a weapon.
 4. Threatening to use any object to cause bodily harm.
 - f) Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
 1. Bomb threat, be it implied, written or verbal, or communicated electronically or in person.
 2. False fire alarm, misuse of 911, or the discharge of a fire extinguisher.
 3. Using vulgar or abusive language or profanity.
 4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender,

sexual orientation, or disability as a basis for treating another in a negative manner.

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6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Selling, using or possessing obscene material.
9. Possessing (including matches or lighters), smoking or using tobacco products of any kind on any part of school property while attending school-related activities.
10. Using, possessing, selling or distributing alcohol or other illegal substances, or using or possessing drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician.
11. Engage in any form of academic misconduct. Examples of academic misconduct include: plagiarism, cheating, copying, altering records or assisting another student in any of the aforementioned actions.
12. Engage in any form of gambling.

V. Reporting Violations

All persons are expected to promptly report violations of the code of conduct to an instructor or school personnel. Any person observing an individual possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to an instructor, the building supervisor or the Adult Education Coordinator.

All Adult & Continuing Education staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. HCVSD personnel who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Adult & Continuing Education Coordinator, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

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.

1. The student will be provided with a description of the alleged misconduct by the Adult Education Coordinator or 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 termination of program is deemed necessary, the student will be informed directly of this decision.

Section 7 - Acceptable Use Policy for Computers / Signatures

HCVSD Acceptable-Use Regulation & Agreement

The Privacy Rights Student and Staff data files and electronic storage areas are considered HCVSD property, subject to HCVSD control and inspection. The system administrator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this regulation and its associated policy. Students and staff should not expect that information stored on the network will be private.

Definition of User

A user is defined as any person that is not a District Administrator or Technology Personnel that has been assigned a valid network logon by the network administrator. Such logons (for accounts) should be used only by the owner of the account in a legal and ethical fashion.

Illegal or Destructive Activities

Users may not use the network for any purpose that violates the law or threatens the integrity of the network or individual workstations. For example: Users will not attempt to gain unauthorized access to the network, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files, attempting to obtain passwords, or attempting to remove any existing network security functions. Users must not attempt to damage hardware, software or data belonging to the school or other users. This includes adding, altering or deleting files or programs on local or network hard drives and removing or damaging equipment such as mice, speakers, or printers. Further examples of unacceptable use include, but are not limited to: fraudulent use of credit card numbers to purchase online merchandise, distributing licensed software or installing software such as games in violation of software license agreements (privacy).

Inappropriate Material

Users will not use the network to access or distribute material that is obscene, pornographic, indecent or hateful, that advocates illegal acts or that advocates violence or discrimination toward other people. This includes but is not restricted to distribution through email, newsgroups or web pages. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to their instructor or the Adult & Continuing Education Coordinator.

Respect for Other Users

Restrictions against inappropriate language or images apply to newsgroup postings and material posted on web pages. Users will not use obscene, profane, vulgar, inflammatory, threatening or disrespectful language. Users will not post false or defamatory information about a person or organization. Users will not post information that, if acted upon, could cause damage to individuals or property. Users will not harass another person. Harassment is acting in a manner that distresses or annoys another person. This includes, but is not limited to, distribution of unsolicited advertising, chain letters, and email spamming (sending an annoying or unnecessary message to a large number of people). If a user is told by a person to stop sending them messages, the user must stop. Users will not post personal contact information about other people, including address, telephone, home address, work address, etc. Users will not forward a message that was sent to them privately without permission of the person who sent them the message. Users must not send mail that does not accurately identify the sender, the sender's return email address, and the email address of origin.

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.

THE NEXT PAGE IS THE SIGNATURE PAGE.

PLEASE READ CAREFULLY.

**CHECK THE APPROPRIATE BOXES THAT APPLY,
PLEASE SIGN, DATE, AND RETURN THE PAGE
WITHIN 5 DAYS AFTER YOUR CLASS START DATE.**

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



**Adult & Continuing Education
STUDENT HANDBOOK
Student Signature**

Student Name (print clearly): _____

Name of Course: _____

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 the **Notification of Privacy Rights (FERPA)** and:

☐ 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, online 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 Signature

Date

Return to your instructor.