

**HUNTERDON COUNTY VOCATIONAL
SCHOOL DISTRICT
Adult & Continuing Education**

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2020 - 2021
STUDENT HANDBOOK
(Revised 9/24/20)

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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 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.

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 teachers, 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 policies contained in this handbook are applicable to all Adult & Continuing Education students. Students are responsible for being familiar with and complying with the current version of the handbook. The Adult & Continuing Education reserves the right to change or update any information, policies, rules, and regulations with this Handbook without prior notice. If changes are made to this Handbook, students are notified via email.

ADULT EDUCATION STAFF

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

Superintendent
Continuing Education Coordinator
Continuing Education Office Assistant

Hunterdon County Vocational School Calendar 2020 - 2021

September 14, 2020.....	First Day of School
September 28, 2020.....	Yom Kippur (<i>School Closed</i>)
October 1, 2020.....	Back to School (<i>No Evening Classes</i>)
November 5 & 6, 2020.....	NJEA Convention (<i>School Closed</i>)
November 19, 2020.....	Fall Advisory (<i>No Evening Classes</i>)
November 25, 2020.....	Early Dismissal for Students & Staff (<i>Only AM students attend</i>)
November 26 & 27, 2020.....	Thanksgiving (<i>School Closed</i>)
December 23, 2020.....	Early Dismissal for Students & Staff (<i>Only AM students attend</i>)
December 24 thru January 1, 2021.....	Winter Recess (<i>School Closed</i>)
<i>(Students Return January 4, 2021)</i>	
January 18, 2021.....	Martin Luther Kings' Birthday (<i>School Closed</i>)
February 12 & 15, 2021.....	President's Weekend (<i>School Closed</i>)
April 2 thru April 9, 2021.....	Spring Break (<i>School Closed</i>)
<i>(Students Return April 12, 2021)</i>	
May 31, 2021.....	Memorial Day (<i>School Closed</i>)
June 14, 2021.....	<i>(tentative)</i>Last day for Students

School Closing Information

In the event of a school closing due to weather or other emergency, the student can call 908-788-1119 / 284-1444 option #6 for "school closing" announcement or check the district website www.hcvsd.org for school closings.

HCVSD District Policies

This Student Handbook informs students of our expectations and practices. For a complete listing of our Board Policies, visit www.hcvsd.org.

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 Officer, Corinne Steinmetz (908) 284-1444 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) 284-1444 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.

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 and returned at the end of the day.

Three warnings of unauthorized cell phone usage while in class, lab, or clinical could result in termination from the program.

Confidentiality

Students dealing with client information must maintain confidentiality. Any information acquired about a client must not be shared. Disclosure is a cause for immediate termination.

Dress / Uniform Code

Certain programs at the Adult & Continuing Education have uniforms or other manner of expected daily dress. Students in Cosmetology, Aesthetics, Automotive, Welding and Certified Nurse Aide are expected to comply with the reasonable expectations of dress for their respective program. The instructor will discuss dress requirements during the first week of class.

All safety dress and safety glasses must be worn to participate in shop-related activities.

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:

Upper Body Articles of Clothing

Shall cover the body from the shoulders to the waist. Shirts exposing midriff or shoulders at any time are unacceptable. Shirts must have some type of sleeve, the armholes should contain a hem and not expose more than the underarm area.

Lower Body Articles of Clothing

No shorts, pants and skirts worn lower than the hip line. Lower body garments are to be worn appropriately and midriff covered. Any clothing that exposes undergarments or anatomy are unacceptable. Skirts and dresses must be hemmed and will be at least knee length. No biker pants, athletic shorts, pajama pants, spandex clothing or similar items, or miniskirts are acceptable.

Footwear

Students must wear shoes on campus that are safe, professional, and appropriate to the program. Flip-flops are not safe and unacceptable.

Clothing Items / Symbols with Statements, Slogans, Images, or Insignia

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.

All students are subject to the rules of uniform if applicable to their program. The uniform must be neat and clean at all times. The student must be dressed and appear in a manner that is acceptable to the instructor at all times.

Cosmetology Uniform

- Black medical/scrub top & pants. (Students may wear a black or white t-shirt or turtle neck during colder months under the scrub top).
- Black shoes, closed-toe canvas sneaker or nursing shoe with non-skid bottom only. This shoe is necessary for safety and comfort.
- No jackets or sweatshirts will be allowed over the uniform.
- Shorts, sweat and yoga pants are unacceptable.
- Uggs and sandals are unacceptable.
- No offensive odors (i.e. body, breath, shampoo, perfume, etc) are acceptable. ***Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.***

Aesthetics Uniform

- White medical/scrub top & pants. (Students may wear a black or white t-shirt or turtle neck during colder months under the scrub top).
- Black or white shoes, closed-toe canvas sneaker or nursing shoe with non-skid bottom only. This shoe is necessary for safety and comfort.
- No jackets or sweatshirts will be allowed over the uniform.
- Shorts, sweat and yoga pants are unacceptable.
- Uggs and sandals are unacceptable.
- No offensive odors (i.e. body, breath, shampoo, perfume, etc) are acceptable. ***Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.***

Certified Nurse Aide Uniform

- Blue medical/scrub top & white pants. (Students may wear a blue or white t-shirt or turtle neck during colder months under the scrub top).
- White shoes, closed-toe canvas sneaker or nursing shoe with non-skid bottom only. This shoe is necessary for safety and comfort.
- No jackets or sweatshirts will be allowed over the uniform.
- Shorts, sweat and yoga pants are unacceptable.
- Uggs and sandals are unacceptable.
- No offensive odors (i.e. body, breath, shampoo, perfume, etc) are acceptable. ***Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.***
- No jewelry, besides a watch with a second hand.
- Fingernails: No nail polish allowed. Nails should be no longer than end of fingertip.

Any student who chooses not to follow the uniform policy will be subject to penalties, which include, but are not limited to, loss of hours, and/or discipline referrals. Students who are not in proper uniform will: Not be permitted to work in clinic, participate in theory and will not receive hours for that day.

Driving and Parking

Students will receive assigned parking the first week of class and may be required to pay a fee for parking/driving pass. No student is to park anywhere but the designated parking areas without written permission. Students are expected to drive with caution in parking areas. Reckless driving or unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.

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.

Fire, Lockdown, Bomb Threat

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. Each classroom has a map of exit routes to be used in the event of an emergency.

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.

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, Section 5)**

Obligations

Those 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. HCVSD is not responsible for damage or replacement. The district discourages students from bringing large sums of money, jewelry, cameras or over 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.

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. A cancelled class due to inclement weather will be made up by adding another week of class for each cancellation.

Search of Student Property

There is "no expectation of privacy." The building supervisor and/or designees may conduct a search of personal property, lockers, computer files, etc., if he/she has reasonable grounds 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.

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 member.

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.

Smoking / Vaping

Smoking, vaping and possession of tobacco products in any form is NOT allowed on any District Campus, on school transportation, or school sponsored events. Smoking within public buildings is in violation State Law P.L. 1989 and may lead to charges being filed with the Clerk of the Court by the Administration pursuant to NJSA 26:3D-20 or receive three days out-of-school suspension on his/her first infraction. Vape detectors are installed in the restrooms at all campuses. If students are caught vaping on campus and/or in possession of a vaping device, they will be suspended automatically for 3 classes and required to do a mandatory drug test. Should the drug test reveal that the student is under the influence of an illegal substance, additional consequences may be administered.

Student Address, Telephone, and/or Name Changes

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

Students with 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. Accommodations change the way the student is instructed. Students with disabilities 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. 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.

Tuition Policy

Each course has the required tuition fee listed with the course description. Cosmetology tuition is \$7300, plus additional cost for textbook, kit, milady text review and State Board exam fees. Tuition must be paid in full before student is allowed to sit for state theory exam. Payment options are available by contacting Gina Edwards, Adult & Continuing Education Assistant at 908-788-1119 x 2009 or gedwards@hcvsd.org

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

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

- During this time, the District strongly encourages limiting unnecessary visitors to campus.
- If there is a visitor, the visitor will be asked to complete a COVID-19 Self-Assessment form before entering the building.

Section 3: Attendance

In an effort to develop appropriate work ethics, students are expected to attend all class sessions. 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 if minimum student attendance is not fulfilled. Students must attend a minimum of 90% of the scheduled hours to ensure they satisfy HCVSD and the New Jersey State Board of Cosmetology requirements along with demonstrating proficiency in each module with a 75% or more to advance to the next module and receive hours.

Attendance Policy for Apprenticeship, Certification and/or License programs

To receive credit and benefit from the class, students must arrive to each session on time, be fully prepared, and participate in the activities designated for the class by the instructor. Student hours are recorded by students signing in and out. If a student fails to sign in, they will not receive credit hours for that day. Students are awarded hours for time actively engaged in theory and competency skills. **NO one** is to sign you in or out. 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 dismissal from the program. **Attendance records are legal documents and any false information provided can be cause for legal action.** Attendance will also be taken at the end of each session.

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

A student who finds it necessary to be absent **MUST** notify the instructor and/or the Adult & Continuing Education office via email at least one half hour prior to the start of class. Failure of notification will result in:

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

Absences that may be excluded:

- a. Court appearance (documentation required)
- b. Religious holiday prescribed by the Department of Education
- c. Death in the immediate family
- d. Chronic and extended illness (medical documentation required)
- e. Military related (a maximum of two (2) days may be granted for military related activity, must submit appropriate documentation)
- f. Hospitalization (appropriate documentation required)
- g. Quarantine

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 15 minutes after class starts will be considered tardy. If a student reports to school 15 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.

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.

1. 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.
2. Classes (live and virtually) not attended due to unexcused tardiness, absence from class, and early dismissal will be counted as absent and will NOT receive credit hours.
3. 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.
4. After an absence(s) from school it is the student's responsibility to make contact with their instructor for missed assignments, quizzes and tests. Time allotment for all missed work will be equal to the number of school days the student has been absent.

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 Adult Ed Coordinator. At this point a student may be in jeopardy of losing credit hours. The student will meet in person with the instructor and/or the Adult Ed Coordinator to discuss a probationary attendance contract.
- **Exceeding 12 unexcused absences**, and thereby violating the policy and contract, 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 can be dropped from the course. If the student fails to return from a Leave of Absence the student will be dropped EFFECTIVE, THE LAST DATE OF ATTENDANCE.

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.

Doctor's note

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 should be given to the instructor and/or the Adult & Continuing Education Office.

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 phase. The student will be required to submit a copy of the jury duty summons to the Adult & Continuing Education Office.

Health/Injury

1. 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.
2. 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.
3. Instructors may dismiss a student who appears ill or unable to function and advise that they seek medical care.

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.

Student Responsibilities

Students are responsible for:

- Attending class on all days as per the course schedule
- Checking email/voicemail messages regularly and communicating with instructor
- Completing all class and homework assignments.
- Completing online assignments

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.

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.

The following grades system is used:

A-Excellent	100% to 90%
B-Good	89% to 80%
C-Passing	79% to 75%
D-Failing	74% or 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:

- a) Continued test failures/poor grades
- b) Excessive absences
- c) Non-completion of homework assignments and/or online assignments
- d) 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 administration will be given to student. If no progress is shown, than the student will be dismissed from the program without tuition reimbursement.

Section 5: Code of Conduct

I. Introduction

HCVSD 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, instructors, 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 is 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.
4. 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.
5. Students who are terminated from their course are not allowed on school property (or at school sponsored functions).
6. 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.
7. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate or disruptive conduct include, but are not limited to:
 - Being disrespectful or failing to comply with the reasonable requests of instructors, the building supervisor, school administrators, or other HCVSD personnel.
 - Leaving class or school without permission.
 - 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.
 - Intentionally damaging or destroying HCVSD property or grounds.
 - Engage in conduct which is violent. Examples of violent conduct include, but are not limited to:
 - 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.
 - 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.
 - Displaying what appears to be a weapon.
 - Threatening to use any object to cause bodily harm.
 - Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
 - Bomb threat, be it implied, written or verbal, or communicated electronically or in person.
 - False fire alarm, misuse of 911, or the discharge of a fire extinguisher.
 - Using vulgar or abusive language or profanity.
 - 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.

- 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.
- 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.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Selling, using or possessing obscene materials.
- Possessing (including matches or lighters), smoking or using tobacco products of any kind on any part of school property while attending school related activities.
- 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.
- 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.
- 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 6: COVID-19 Addendum

Due to the ongoing global pandemic and to maintain the health and safety of staff and students, this addendum includes practices that have been put in place and work in conjunction with the policies and procedures in the Adult & Continuing Education Student Handbook. These practices were created under the guidance of the New Jersey Department of Health and New Jersey Department of Education. This addendum is effective August 1, 2020 and will remain active until further notice. Any revisions or removal of this addendum will be shared through an email notice to Adult & Continuing Education staff & students.

Building Entrance

- There is one designated door for entering and exiting each campus facility.
Bartles Campus: Main Door located by main office
Central Campus: Daytime: Careers Café Entrance, Evening: Main Door located by main office.
Upon arrival, students will go directly to their classroom and not congregate in the hallway.
- Floor decals in hallways will direct flow of traffic.

Health Screening

- Students are encouraged to self-isolate for 14 days prior to their scheduled start of class.
- **Prior to the first day of school:** Symptom screening will be done at home. A COVID-19 Self-Assessment form will be emailed to students within one week prior to class start date.
- **First day of school procedure:** Prior to entering the facility, students will submit a completed COVID-19 Self-Assessment form to the building supervisor.
- Staff will visually assess students for symptoms and if a student appears symptomatic, the student will be referred to the building/evening supervisor for assessment.
- If a student travels outside New Jersey to a state that is on the quarantine list, they must complete and submit a COVID-19 Self-Assessment form.
- Students are encouraged to continually self-monitor for any COVID-19 symptoms.

COVID-19 Symptoms / Quarantine

Students exhibiting symptoms of COVID-19 (fever, dry cough, or difficulty breathing) the following procedures will be followed:

- They will be asked to leave the facility immediately.
- If the student does not have transportation, then emergency contacts will be called and asked to pick-up the student immediately.
- The ill student will be isolated in a separate room while they wait to be picked up.
- After the ill student leaves the facility, staff will disinfect areas where the student was present. The isolation room will set vacant for 24 hours before being disinfected.
- Unconfirmed symptomatic COVID cases will be required to be fever-free for 72 hours before returning to school.
- Confirmed symptomatic COVID cases will be required to quarantine at home for 14 days' symptom free before returning to school.

Food / Water Fountains

- No food will be allowed in classrooms or hallways.
- Water fountains will be turned off. Students should bring individual water bottles from home or disposable plastic bottles.

Cleaning and Sanitation

- All building and classroom entrances have a hand sanitizer station.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched utilizing foggers, disinfecting wipes/spray.
- Classrooms that have work areas are equipped with sanitizing wipes, sanitizing sprays and gloves.
- Disinfectant wipes will be available in the bathrooms.
- Classrooms will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.
- Air purifiers will be used in classrooms with no windows.

Handwashing / Hand Sanitizer

- Hand sanitizer is placed at building and classroom entrances. Students and staff should use hand sanitizer before entering the classroom space.
- If washing hands, use soap and water for at least 20 seconds.
- Gloves are available in classroom for use of tools used by multiple students.

Masks

- Students ***MUST*** provide their own face masks.
Face coverings should:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Must cover nose and mouth
 - Gators and bandanas are not acceptable
- Wearing a face mask is mandatory for students while in the school building.
- If a student does not have a mask, they will not be allowed in the building and will be asked to leave and will be marked absent.
- Students who violate this policy are subject to removal from the program without tuition reimbursement.

Social Distancing

- Students are expected to maintain a minimum of 6 feet of separation from other individuals, even when wearing a face mask. This applies to hands-on work areas.
- Students will walk on the right side of the hallway when transitioning through the building.
- Students should avoid gathering when entering or exiting the buildings.

Visitors

- During this time, the District strongly encourages limiting unnecessary visitors to campus.
- If there is a visitor, the visitor will be asked to complete a COVID-19 Self-Assessment form before entering the building.

Programming

In-Person Classes

- In-person class size will be determined by the classroom capacity.
- The school's regular attendance policy applies.

Courses with Lab/Hands-on

- Occupancy numbers for hands-on spaces have been adjusted and may adhere to alternating shifts and schedules to allow for proper social distancing.
- Disposable gloves, supplied by the school, should be used in all practical work areas and must be worn while using shared equipment/tools.

Hybrid/Online Instruction

- To properly follow CDC guidelines, the school is limiting the overall number of students in a classroom so this may cause the course to be offered as a hybrid.
- A hybrid course is designed to integrate face-to-face and distance learning activities so that they reinforce and complement one another.
- Students will have access to educational materials and receive interaction with this instructor using an LMS platform (Google Classroom/Meets, Milady's MindTap, Mike Holt Capacitor, etc).
- 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.

Consequences of Not Abiding by these Procedures will be considered a breach of conduct.

Section 7: Acceptable Use Policy for Computers / Signatures

HCVSD Acceptable-Use Regulations

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 logins (for accounts) should be used only by the owner of the account in a legal and ethical fashion.

The Acceptable-Use Regulation

This regulation describes the types of network applications that are contrary to our network mission and which are therefore prohibited. These are guidelines only and are not meant to be an exhaustive list of prohibited activities.

Responsibility of Users for Their Account Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person and or/student. Users will immediately notify the network administrator if they have identified a possible security problem relating to misappropriated passwords.

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. Users will check their email frequently, delete 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.

Theft of Intellectual Property

Users must respect the legal protection provided by copyright law and license agreements related to content, text, music, computer software and any other protected materials. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

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.**

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 the **Notification of Privacy Rights (FERPA) refer to Section 2** 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, 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 student signature page to your instructor and/or building supervisor NO LATER THAN ONE WEEK AFTER START OF CLASS.