



Adult Education STUDENT HANDBOOK

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

**3400 College Drive
Vineland, NJ 08360
(856) 451-9000
www.cctecnj.org**

TABLE OF CONTENTS

	Page No.
<u>BOARD OF EDUCATION</u>	<u>3</u>
<u>MISSION & VISSION</u>	<u>3</u>
<u>AFFIRMATIVE ACTION STATEMENT</u>	<u>3</u>
<u>NON DISCRIMINATION ANNUAL NOTIFICATION</u>	<u>4-7</u>
<u>DRESS CODE</u>	<u>8</u>
<u>STUDENT ATTENDANCE</u>	<u>8</u>
<u>GRADING</u>	<u>8-9</u>
<u>ACADEMIC INTEGRITY</u>	<u>9</u>
<u>CODE OF CONDUCT</u>	<u>9</u>
<u>EXPECTATIONS FOR STUDENTS</u>	<u>9-10</u>
<u>FOOD AND BEVERAGE</u>	<u>10</u>
<u>CELL PHONE AND ELECTRONIC DEVICES</u>	<u>10</u>
<u>ALCHOHOL AND DRUGS</u>	<u>10</u>
<u>SMOKING</u>	<u>10-11</u>
<u>EMERGENCY PROCEDURES</u>	<u>11</u>
<u>FRATERINIZATION</u>	<u>12</u>
<u>VOLUNTARY EMEGERGENCY INFORMATION</u>	<u>12</u>
<u>SECURITY</u>	<u>12</u>
<u>VIDEO SURVEILLANCE</u>	<u>12</u>
<u>ACCIDENTS</u>	<u>12</u>
<u>APPEALS</u>	<u>12</u>
<u>CARE OF PROPERTY</u>	<u>12</u>
<u>CHANGE ON NAME, ADDRESS, ETC.</u>	<u>13</u>
<u>DAMAGE OR THEFT OF PERSONAL OR SCHOOL PROPERTY</u>	<u>13</u>
<u>PARKING</u>	<u>13</u>
<u>EMERGENCY CLOSINGS</u>	<u>13</u>
<u>SAFETY</u>	<u>12</u>
<u>STORAGE OF HAZARDOUS MATERIALS</u>	<u>13</u>
<u>STUDENT ID</u>	<u>14</u>
<u>STUDENT RECORDS</u>	<u>14</u>
<u>WITHDRAWALS</u>	<u>14</u>

The Board of Education reserves the right to revise the contents of this book and the policies and procedures described herein at any time.

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

Carlos Villar, PRESIDENT • Ruth Hands, VICE PRESIDENT •
Margaret Nicolosi, INTERIM EXECUTIVE COUNTY SUPERINTENDENT •
Scott Groff • John Redden • Sheila McCann • Shelly Schneider •
Mitchell H. Kizner, Esq., BOARD SOLICITOR •
Gene Mercoli, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY •
Dr. Dina Rossi Elliott, SUPERINTENDENT

BOARD OF EDUCATION

Under N.J.S.A. 18A:54-16, county vocational school districts are local educational agencies, governed by a Board of Education whose appointed members have demonstrated an awareness of the need to offer an instructional programs that provide students with an opportunity to develop skills that will assist them in achieving their individual career goals.

MISSION

Our mission is to provide each student a pathway into the global workforce with advanced educational options.

VISION

The global leader in educating exceptional career and college ready students.

AFFIRMATIVE ACTION STATEMENT

The policy of Cumberland County Technical Education Center is to ensure equal educational opportunities in an environment free of harassment for all students, and to prohibit discrimination because of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, social or economic status or disability in its educational programs, employment practices, activities, and admission policies.

Inquiries regarding compliance and handling of complaints should be addressed to:

Mr. Mario Olsen, Assistant Superintendent
Affirmative Action/Civil Rights Officer
Cumberland County Technical Education Center
3400 College Drive

Vineland, New Jersey 08360
(856) 451-9000

Cumberland County Board of Vocational Education
Public Annual Notification
Regarding Career and Technical Education

In accordance with federal law, USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), this notice shall serve to advise students, parents, employees and the general public that all Career and Technical Education (CTE) opportunities offered by Cumberland County Board of Vocational Education will be available to all students regardless of race, color, national origin, gender or disability. Cumberland County Board of Vocational Education is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Cumberland County Board of Vocational Education does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, aids and HIV-related illnesses); harassment (related to any of the forgoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law. Cumberland County Board of Vocational Education offers courses that may lead to certificates in CTE. Our CTE courses are in, but not limited to, the following subject areas:

- Automotive Technology
- Construction Trades
- Certified Nursing Assistant/Certified Clinical Medical Assistant
- Welding

Cumberland County Board of Vocational Education Admissions

Students are admitted into Cumberland County Board of Vocational Education programs without regard to race, color, national origin, gender or disability. CTE courses, program offerings, information and admission criteria can be found by visiting www.cctecnj.org The Board will take steps to ensure that the lack of English-language proficiency will not be a barrier to admission and participation in CTE programs.

Complaints and Requests for Accommodations

The following individuals have been designated to handle complaints and inquiries, as indicated:

Complaints

Mr. Mario Olsen

Assistant Superintendent of Curriculum and Instruction Equal Employment
Opportunity/Affirmative Action Officer Title IX Coordinator

3400 College Drive

Vineland, NJ 08360

molsen@cctecnj.org

856-451-9000 All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Mr. Olsen.

Student Accommodation Requests

Mr. Mario Olsen

Assistant Superintendent of Curriculum and Instruction Equal Employment
Opportunity/Affirmative Action Officer Title IX Coordinator

3400 College Drive

Vineland, NJ 08360

molsen@cctecnj.org

856-451-9000

All requests for accommodations from Cumberland County Board of Vocational Education students, pursuant to Section 504 or the ADA, should be directed to Mr. Olsen.

Employee, Guest, and Visitor Accommodation Requests

Mr. Mario Olsen

Assistant Superintendent of Curriculum and Instruction Section 504 Administrator and ADA
Coordinator 3400 College Drive

Vineland, NJ 08360

molsen@cctecnj.org

856-451-9000

All requests for accommodations from Cumberland County Board of Vocational Education employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Olsen, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Olsen.

Consejo de Education Profesional del Condado de Cumberland

Notificación Anual Pública

Sobre la Educación de Carrera y Técnica

De acuerdo con medidas de ley federal, USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), esta notificación servirá para notificar alumnos, padres, empleados y el público en general que

toda oportunidad de la Educación de Carrera y Técnica (la ECT) ofrecida por el Consejo de Education Professional del Condado de Cumberland será disponible a todo alumno sin consideración a raza, color, origen nacional, género o discapacidad.

Consejo de Education Professional del Condado de Cumberland está comprometida a mantener climas para todos alumnos, empleados y visitantes libres de discriminación y hostigamiento. En acuerdo con la ley Estatal y Federal, Consejo de Education Professional del Condado de Cumberland no discrimina y prohíbe la discriminación a base de las siguientes clases y/o características, en todos sus programas y actividades, incluyendo pero no limitado al empleo, promoción, admisiones, y acceso a todos los programas técnicos y de carrera: raza, creencia, color, sexo, género, embarazo, identidad o expresión de género, origen nacional, nacionalidad, edad, descendencia, estatus civil, asociación doméstica, unión civil, religión, orientación sexual o de afecto, rasgo de sangre o celular atípico, información genética, responsabilidad por servicio militar, estatus de veterano protegido o discapacidad mental o física (incluyendo la discapacidad percibida, SIDA y enfermedades relacionadas con el VIH); hostigamiento (relacionado a cualquier de estas categorías); represalia por entregar una queja de, o participar en una investigación de discriminación; y cualquier otra categoría protegida por ley.

Consejo de Education Professional del Condado de Cumberland ofrece cursos que pueden dar lugar a certificados en CTE. Nuestros cursos de CTE están en, pero no limitado a, las siguientes materias:

Tecnología Automotor
Construcción Comercio
Soldadura

Consejo del Condado de Cumberland de Admisiones de la Educación Vocacional

Alumnos son admitidos a los programas CTE de Consejo de Educación Profesional del Condado de Cumberland sin consideración a raza, origen nacional, género o discapacidad. Cursos y programas de ETC y criterios de admisión se encuentran en nuestro catálogo en línea: www.cctecnj.org El Consejo de Educación Profesional del Condado de Cumberland tomará medidas para asegurar que la falta de facilidad con el inglés no será un obstáculo para la admisión y la participación en los programas de ECT.

Quejas y Pedidos para Adaptaciones Razonables Los siguientes individuos han sido designados para responder a quejas y preguntas, según indicado:

Quejas

Señor Mario Olsen

Superintendente Asistente de Currículo e Instrucción
Oficial de oportunidad Igualdad de Empleo/Acción Afirmativo
Coordinador de Título IX
3400 College Drive Vineland, NJ 08360
molsen@cctecnj.org
856-451-9000

Toda queja de discriminación, inclusive aquellas relevantes al Título IX, la Sección 504, y la ADA, será dirigida al Señor Mario Olsen.

Pedidos de Adaptación Razonable de Parte de Alumnos

Señor Mario Olsen Superintendente Asistente de Currículo e Instrucción
Oficial de oportunidad Igualdad de Empleo/Acción Afirmativo
Coordinador de Título IX
3400 College Drive Vineland, NJ 08360
molsen@cctecnj.org
856-451-9000

Todo pedido de acomodo razonable de parte de alumnos de la Union County College, en respuesta a la Sección 504 o la ADA, será dirigido al Señor Olsen.

Pedidos de Adaptación Razonable de Parte de Empleados, Invitados, o Visitantes

Señor Mario Olsen Superintendente Asistente de Currículo e Instrucción
Oficial de oportunidad Igualdad de Empleo/Acción Afirmativo
Coordinador de Título IX
3400 College Drive Vineland, NJ 08360
molsen@cctecnj.org
856-451-9000

Todo pedido de adaptación razonable de parte de empleados, invitados, o visitantes del Consejo de Education Professional del Condado de Cumberland, en respuesta a la Sección 504 o la ADA, sera dirigido al Sr. Olsen, el Administrador de la Sección 504 y Coordinador de la ADA. Cualquier otro asunto, con la excepción de pedidos de acomodo razonable de parte de alumnos y quejas, también se podrá dirigir al Sr. Olsen.

DRESS CODE

Each shop will have its own dress regulations that are to be followed. The dress code is designed to foster a professional image and to prevent disruption of the learning environment and to provide for student safety. Each instructor will advise the students of the proper attire for class.

ADULT POST SECONDARY STUDENT ATTENDANCE POLICY

Business and industry advisors tell CCTEC that the most important factor in hiring and maintaining employment is the employee's attendance record. They often consider a potential new hire's school attendance record in their employment decisions. They depend upon CCTEC to instill in all students a positive work ethic with an emphasis on good attendance. Realizing that adult students often have family, personal, and other essential obligations, CCTEC encourages adult students to make responsible decisions about their attendance. Yet, they must also insure an orderly learning environment, protect all of its students at all times, and work to instill a positive attendance pattern as part of its instructional program. Adult students are encouraged to plan ahead and "save" their allotted days for unexpected illnesses, family matters, transportation problems, and other unplanned occurrences.

Adult students must maintain a 90% attendance rate. Students who fall below 90%, may be removed from the program with no refund. Students are required to attend class on time. Arriving to class 15 minutes late three or more times will be counted as one absence.

LATE TO CLASS

Students who arrive late to class after 15 minutes, will be marked late for the day. For every three times late, it will equal one absence from class.

REPORT GRADING

All work missed during absences is required to be completed. It is the student's responsibility to ask the instructor for this work and to complete it within a reasonable time, specified by the instructor. A minimum score of a 70 is required to pass the class.

LETTER GRADE	NUMERIC GRADE
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

Benchmark assessments (tests) have been created for each program and will be administered multiple times over the course of the class. Each assessment will carry the same weight and the final grade will be determined by averaging all of the assessments.

ACADEMIC INTEGRITY

Violation of Academic Integrity includes but is not limited to:

- **Plagiarism**, which is copying work from another source and submitting it as one's own work, included, but not limited to:
 - Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
 - Allowing a student to copy one's work.
 - Altering words or the order of words from another source and submitting them as one's own.
 - Submitting work written by college students, former students, tutors, friends, or adults as one's own.
 - Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.
- Using or possessing "crib" or "cheat" notes
- Knowingly participating in, or contributing to, the academic dishonesty of another student.

CODE OF CONDUCT

All instructors and administrators have a responsibility to all students who attend the Cumberland County Technical Education Center to maintain a positive atmosphere at all times that is conducive to learning and one which discourages improper conduct. Students have a personal obligation to themselves and others to see that this atmosphere is constantly maintained. Students are expected to follow the code of conduct that is normally expected of adult students and professionals. Students are to abide by all rules and regulations that have been adopted by the Board of Education for the welfare of all. Students who choose to deviate from the accepted code of conduct, through lack of self-discipline or for some other reason, will be subject to disciplinary action by the Adult Program Director or other school authority.

Under New Jersey Statutes, "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or exclusion/expulsion from school."

EXPECTATIONS FOR STUDENT

The Board of Education expects all students to fulfill the following expectations:

- Prepare mentally and physically for the process of learning.

- Demonstrate respect for people and property.
- Take responsibility for their behavior and learning.
- Conduct themselves in a manner appropriate to a school and work environment.
- Use time and other resources responsibly.
- Share responsibilities when working as a member of a group.
- Meet the unique requirements of each class.

FOOD AND BEVERAGE

No food or beverage is permitted outside the designated eating areas. Only water in a plastic container is permitted in the classrooms. Medical exceptions are permitted with appropriate documentation.

CELL PHONE AND ELECTRONIC DEVICES

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

Only electronic device utilization for student emergencies shall be permitted.

ALCOHOL AND DRUGS

CCTEC maintains a drug free environment. The use, possession and distribution of alcohol or any drug on school premises, at any Board sponsored event, or on any Board transportation vehicle, is strictly prohibited, and any student who so uses, possesses, or distributes alcohol or a drug shall be subject to discipline, including suspension or exclusion/expulsion, and may be reported to law enforcement authorities. This shall also include tobacco products such as cigarettes, dip and/or snuff. It shall also include any type of “vaping” product. Students suspected of being under the influence of alcohol could be evaluated and reported according to law and code, and may be referred for treatment.

SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless

tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by students at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Students who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district’s Student Discipline/Code of Conduct and may be subject to fines in accordance with law.

EMERGENCY PROCEDURES

Fire and emergency drills may be conducted throughout the year. Instructors will give direction and exit routes are posted in every room. When a fire alarm is sounded, all students will exit to designated areas. In the event that an emergency situation necessitates that everyone remain in a secure area, a lockdown procedure will be used. A universal announcement will be made to inform everyone to initiate the lockdown procedure.

Move to Safety: Keep out of sight. Stay away from doors and windows. Use any lavatories, large closets, locker rooms, etc. inside the classroom. Instructors will direct students to a safe area. Any student who is out of class will go immediately to the nearest occupied room. If not already in their designated safe area, the receiving teacher will admit the student.

FRATERINIZATION

Adult students are NOT to fraternize with high school students who may be present in the school facility. If it is determined that an adult student has acted inappropriately by fraternizing with a high school student, they will be removed from the program.

VOLUNTARY EMERGENCY INFORMATION

Each adult student will have the opportunity to complete a voluntary emergency information form once they are enrolled in their program. The information is confidential but is especially helpful if there are medical problems or if an emergency should arise. This information should be completed as soon as possible.

SECURITY

The doors of the building will be secured and locked at all times. Students are advised to use the main entrance doors when reporting for class.

VIDEO SURVEILLANCE

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

ACCIDENTS

Your health and safety is very important. All accidents should be reported immediately to an instructor, school security or Director of Adult Education. Prompt medical care could prevent serious complications and failure to report an accident may nullify insurance coverage.

Students who voluntarily seek assistance for alcohol or drug use or who are suspected of involvement with alcohol or drugs off school premises shall be referred to other agency counseling, evaluation and treatment services.

APPEALS

Any student wishing to appeal either a grade or their attendance must meet with the Adult Program Director at the first level. In the event the matter is not resolved at that the first level, it will move to level two with the Superintendent. Level two will be the final level in the appeals process.

CARE OF PROPERTY

All students are required to keep CCTEC clean and orderly. Everyone has the responsibility to keep the building and its facilities, books, supplies, and special equipment in good condition. CCTEC is proud of its appearance and everyone's cooperation is expected.

CHANGE OF NAME, ADDRESS, ETC.

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

DAMAGE OR THEFT OF PERSONAL OR SCHOOL PROPERTY

The school is not responsible for the personal property of students that is left in the open and unattended. Students are reminded that it is their responsibility to always secure their personal belongings. Everyone is responsible for the school's property: equipment and supplies that may be used each day. At the Cumberland County Technical Education Center there are many portable tools and pieces of equipment made available for student use each day.

Please be aware that if a student is involved in intentional or reckless damage or theft of any equipment or supplies, the student will have to pay for its replacement, plus disciplinary measures will be considered such as removal from the program with no refund.

PARKING

All students must park in the front parking lot of the school. Parking on the side or rear of the building is prohibited.

EMERGENCY CLOSINGS

School closings will be announced on the School's Facebook page, Twitter, and on the front page of the school's website (www.cctecnj.org). Notification may also be made through an email from the Director. Please be sure to keep your phone and email contact information updated with the school.

SAFETY

Learning proper safety habits is one of the most important things that students do at the CCTEC. Working safely means being free from any risk of danger, accident or injury. Students are to follow the safety instructions given by their instructors and to be certain to follow safety directions indicated by signs and warnings. CCTEC provides all necessary safety accessories to complete your enrolled program.

STORAGE OF HAZARDOUS SUBSTANCES AT CCTEC

"Pursuant to the Worker and Community Right to Know Act, (NJSA 34:5A-3 et seq.,) notice is hereby given and all adult students and parents/guardians are hereby advised that any construction or other activities that involve the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the

school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school in the main office."

STUDENT ID

CCTEC students must display their ID's when necessary in certain programs when visiting clinical sites.

STUDENT RECORDS

Before any records may be released to employers, etc., the adult student must sign a "STUDENT RECORD RELEASE FORM." The student may either authorize or not authorize the release of records but the form must be signed and witnessed. CCTEC does not keep copies of certificates. Only appropriate transcripts are kept.

WITHDRAWALS

Any adult student, who must withdraw from a course at CCTEC, must notify the Adult Program Director in writing. The withdrawal will be submitted to the Superintendent of Schools and the Board of Education. All withdrawals after the first day of class will not be eligible for any type of refund.