



## Performing Arts Academy

**Karen Homiek**

PRINCIPAL

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### This book belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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## **OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT**

### **OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Ocean County Vocational Technical School is to prepare students for job placement or further education leading to successful employment. We develop partnerships with affiliated schools, parents, business, industry, and community agencies to create and deliver opportunities for students to participate in quality occupational programs with support services. These programs and services are designed to meet the needs of high school students and adult learners, as well as the requirements of employers, colleges, technical schools and the community

### **PERFORMING ARTS ACADEMY MISSION STATEMENT**

The Mission of the Performing Arts Academy of the Ocean County Vocational Technical School is to provide an academically challenging education for creatively gifted high school students. Enhanced performing arts training will empower graduates with the practical skills for higher education and/or a professional career in the arts. Our unique teaching philosophy strives to incorporate the arts into all educational areas by integrating curriculum and by interaction with professionals from the arts industry. All students are expected to achieve the New Jersey Core Curriculum Content Standards at all levels.

#### **Belief Statements:**

- All students should be provided with a nurturing environment that develops sound character, citizenship, personal responsibility and mental and physical health.
- Education is the shared responsibility of the school, the district, the students, the family, and the community.
- Students should develop the ability to think critically and creatively.
- Students should develop an appreciation of social and cultural diversity which are essential for success in a global society.
- Students should participate in an interdisciplinary curriculum through a wide variety of educational strategies to promote lifelong learning.

## **ADMINISTRATION**

William P. Hoey, Jr., Superintendent  
Nancy Weber-Loeffert, Assistant Superintendent  
Frank J. Frazee, School Business Administrator/Board Secretary  
Kevin Dineen, Principal of Student Services/Special Services

## **BOARD OF EDUCATION**

Nina Anuario, President  
Stephen Scaturro, Vice-President  
Dr. Dennis R. Cirone  
Thomas Dowd  
Maureen Stankowitz  
Debra L. Ness, Treasurer

## **BOARD OF CHOSEN FREEHOLDERS**

John C. Bartlett, Jr., Member  
Gerry P. Little, Deputy Director  
Joseph H. Vicari, Director/OCVTS Liaison  
John P. Kelly, Freeholder  
James F. Lacey III, Freeholder

### **AFFIRMATIVE ACTION**

The Ocean County Technical School District complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, N.J.A.C. 6A:7-1, and their respective implementing regulations which prohibit discrimination on the basis of race, color, national origin, gender, affectional and sexual orientation, disability, age, or social or economic status. The district provides equal access and opportunity in employment as well as enrollment, in all of its programs and activities, regardless of race, color, national origin, gender, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall on the basis of gender, race, religion, creed, ancestry, national origin, affectional or sexual orientation, social economic status, and/or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

### **Affirmative Action Grievance Procedure:**

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action should be directed to:

Nancy Weber-Loeffert, Affirmative Action Officer, 732-240-6414

### **HARASSMENT, INTIMIDATION, AND BULLYING (HIB) GRIEVANCE PROCEDURE:**

Any student or parent who has a grievance involving harassment, intimidation, and /or bullying should contact the building principal. Please visit our website at [www.ocvt.org](http://www.ocvt.org) for more information and any future updates reading New Jersey HIB Law.

## PRINCIPAL'S MESSAGE

Dear Student and Parent/Guardian:

This handbook has been designed to provide you with basic information about the guidelines you are expected to follow while a student in the Performing Arts Academy. It is by no means a complete listing of all of the policies and procedures followed by the Ocean County Vocational Technical School District.

While you are attending school with us at the Performing Arts Academy, we expect the best effort you can put forward in your academic classes, performance classes, and in your general behavior. Be assured that your teachers and administrators are giving 100% to make your four years with us successful, and we hope that you too will attempt to commit to this journey in your educational experience.

To paraphrase former President Herbert Hoover, "you (our children) are our most valuable natural resource." The entire staff at Lakehurst Center will do everything in its power to make your experience rewarding. We hope you will take advantage of what we have to offer, and make this year one filled with growth, knowledge, and wonderful memories. Good luck and have a great year!

Sincerely,



Karen Homiek  
Principal, Lakehurst Center

## QUICK PHONE REFERENCE

Performing Arts Academy Main Office	732-286-5678 Ext. 4100
OCVTS Board of Education Superintendent's Office	732-240-6414
Performing Arts Academy Principal	732-286-5678 Ext. 4106
Guidance Office	732-286-5678 Ext. 4151/4104
Performing Arts Academy Supervisor	732-286-5678 Ext. 4105
Health Office (School Nurse)	732-286-5678 Ext. 4109
Attendance Office	732-286-5678 Ext. 4100
NJ Drug Hotline	1-800-225-0196
Community Medical Center Family Health Center (Toms River or Manahawkin)	732-286-2550
Preferred Behavioral Health of NJ	732-367-4700
Division of Youth & Family Service	1-800-652-2873
Community Medical Center	732-557-8000
Southern Ocean County Hospital (SOCH)	609-597-6011

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT  
2011-2012 SCHOOL CALENDAR**

<b>MONTH</b>	<b>HOLIDAY</b>	<b>DATE</b>
SEPTEMBER	Staff Orientation Staff In-Service CLOSED—Labor Day <b>SCHOOL OPENS</b> <b>PAA Back to School Night</b> CLOSED—Rosh Hashanah	Thursday, September 1 Friday, September 2 Monday, September 5 Tuesday, September 6 Thursday, September 22 Thursday, September 29
OCTOBER	Early Dismissal for Teacher In-service CLOSED—Columbus Day	Friday, October 7 Monday, October 10
NOVEMBER	CLOSED—NJEA Convention CLOSED—Thanksgiving	Thursday–Friday, November 10 - 11 Thursday–Friday, November 24 - 25
DECEMBER	CLOSED—Holidays	Monday – Friday, December 26 - 30
JANUARY	<b>SCHOOL REOPENS</b> CLOSED—Martin Luther King Day	Tuesday, January 3 Monday, January 16
FEBRUARY	CLOSED—President’s Weekend	Friday – Monday, February 17-20
MARCH		
APRIL	Early dismissal for Teacher In-Service CLOSED—Spring Recess <b>SCHOOL REOPENS</b>	Thursday, April 5 Friday-Friday, April 6 - 13 Monday, April 16
MAY	CLOSED—Memorial Day	Monday, May 28
JUNE	Last Day for Students Last Day for Teachers	Wednesday, June 13* Friday, June 15

**TOTAL DAYS FOR STUDENTS** 180

**TOTAL DAYS FOR STAFF** 184

**NOTE:** State Law requires 180 days of student instruction. Therefore, additional days will be added as a result of the school district closing for unscheduled days: i.e., snow, emergencies, etc.

**\*If the school is closed due to inclement weather, the calendar will be extended through Friday, June 22, 2012. If further days are needed, they will be taken from the Spring Recess in April, 2012, beginning with Friday, April 13, 2012 and working backwards until Tuesday, April 10, 2012.**

***Adopted by the Board of Education: February 17, 2011***

## REGULAR SCHOOL DAY SCHEDULE

<b>BELL SCHEDULE</b>	
<b>PERIOD</b>	<b>TIME</b>
HOMEROOM/1	7:30-9:00
2	9:03-10:23
LUNCH	10:26-10:57
3	11:00-12:20
4	12:23-1:43

### **LATE OPENING/EMERGENCY CLOSINGS**

In the event that school is delayed or closed because of inclement weather or any other emergency, the following radio and television stations will broadcast school closing or delayed opening information. **Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.** Such announcements will be made on WOBN (92.7), WJRZ (100.1), and television announcements on News 12 New Jersey. Also, please be aware of **JBMDL Lakehurst Base** closings. In addition to being announced on the above listed stations, base closings can be verified by calling 732-323-SNOW.

If a decision for a delayed opening seems appropriate, the school day will begin at 9:00 a.m. with Period 1/Homeroom. Dismissal will be at the normal time. Any radio announcements about a delayed opening will state that school will open ninety (90) minutes later than usual.

### **DELAYED OPENING SCHEDULE** **90 MINUTE DELAY**

<b>PERIOD</b>	<b>TIME</b>
Teacher Sign-in	8:45
Warning	8:55
1/HR	9:00-10:08
2	10:11-11:11
LUNCH	11:15-11:37
3	11:40-12:40
4	12:43-1:43

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The right to a free public education for all New Jersey children is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to discipline.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records, and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through an active involvement in the Student Council, each student can help our school attain the proper balance between students' rights and responsibilities. If a student is dissatisfied with any aspect of his/her educational experience (imposed disciplinary action, eligibility determination, attendance ruling, or academic situation), an appeal may be submitted to the appropriate level of concern. The levels of involvement in the appeal process include: Student Council; School Administration; Superintendent; Board of Education; and ultimately, the New Jersey Commissioner of Education.

## **PUPIL ARRIVAL AND DEPARTURE**

Students are permitted to enter the building at 7:00 A.M. School starts at 7:30 A.M. Students are not permitted in the building after 1:45 P.M. unless supervised by a faculty member. Students are not permitted in any unsupervised area of the building before or after school hours. In order to protect the safety of students and to avoid unnecessary confusion and congestion, we ask parents who pick up their children to cooperate in the following:

1. Pick up your child by 1:45 P.M. or immediately after a school activity.
2. Please do not block the roadway to discharge or pick up passengers.
3. Parents/guardians, siblings, or friends who pick up students after school are asked to remain inside of their cars while waiting.

## **BUS CONDUCT**

Proper behavior under the direction of the bus driver is imperative to the safety of everyone riding the bus. In addition to all regular school rules, students are subject to a loss of bus privileges for misconduct on the school bus. Riding a school bus is a privilege. Inappropriate behavior will result in disciplinary action that may include being excluded from the bus. Parents will be contacted when this occurs.

## **BUILDING SECURITY**

The entrance of the school will be locked at all times with the exception of 7:00 – 8:00 A.M. for arrival.

## **ATTENDANCE**

Student attendance is vital when learning is its ultimate aim: in order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high scholastic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

Attendance at school is required by state law (NJSA: 18A: 38.25 and NJAC 1:20-1.3) except for illness or excused absence. Frequent absences do adversely affect a student's academic progress. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order for each student to obtain maximum educational benefits. Regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity orchestrated by a competent teacher, are vital to this purpose.

## **ATTENDANCE PROCEDURES**

Students who are absent must bring a note containing the student's name, reason for the absence, the dates of the absence, and the signature of the parent or guardian within 2 days of their return to school or the absence will be considered unexcused. Any student who is absent from school due to illness, may not participate in any school related activity during the days of absence.

## **REPORTING AN ABSENCE OR TARDY**

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Attendance Office answering machine anytime after school hours or before 8:30 A.M. on the morning of the absence. When calling out via this number, please include the following information:

1. Name of the student
2. Your name and relationship to the student
3. Reason for absence
4. Probable date of return
5. Any other pertinent information

Parents who have questions concerning attendance procedures should call the Attendance Office.

### **MAKING UP WORK FOLLOWING ABSENCES**

A student may make up work following any absence. Upon returning to school after an absence, the student will have (2) days for each day of absence to make up work. However, all work should be made up within a maximum of ten (10) days following the student's return. In the event that illness or recovery limits a student's workload, at the conclusion of the absence parents may petition in writing the administrator for an extension. **It is the student's responsibility to obtain and complete all missed assignments.**

### **ATTENDANCE POLICY**

Any student who exceeds nine days of absences, either in one class (because of chronic tardiness or early dismissal) or all classes, each semester will have achieved a "no credit" status in all courses of study.

There are no excused absences. Certain extenuating circumstances that may be taken into consideration when a student has exceeded a total of 9 days within a semester include, but are not limited to the following:

- School sponsored activities
- Religious holidays as defined by the NJ Department of Education ([www.state.nj.us/njded/genfo/holidays.htm](http://www.state.nj.us/njded/genfo/holidays.htm))
- Death in the family
- Home Instruction
- Suspension
- Up to 3 days for college entrance interviews - with verification (limited to juniors and seniors only) **Students must provide proper documentation of their college visits by obtaining certification in advance from their guidance counselor. Students should obtain the "College Visit Exemption Form" from the Guidance Office and complete it before the visit. Certification provided after the college visit will not be considered during an Appeals Board hearing.**
- Court subpoena or driver's road test with verification. An excused late will be issued to students who have to take a DMV eye test for their driver's permit with proper verification.
- Medical or dental appointment which cannot be scheduled outside of school hours. A note verifying an appointment must be signed by a licensed medical practitioner.
- **An illness that causes a student to be absent three or more consecutive days must be verified with a note specifying the illness and signed by a licensed medical practitioner.**
- **Auditions that cannot happen after school hours should be limited since our primary goal is to provide an education leading to a high school**

**diploma. Auditions must be accompanied by documentation and the student is responsible for making up all missed work.**

The school reserves the right to verify the authenticity and content of any medical note, court subpoena, parent note, etc.

A cumulative absence is generally defined as any reason not listed above such as not feeling well, baby-sitting for younger children, shopping, missing the school bus, vacations, working, oversleeping, faulty private transportation, hairdresser appointments, personal prom participation, completing reports/term paper at home or at local libraries, etc. It should be noted that even though an absence is legal, it still counts as an absence from school/classes on a student's official attendance record.

If a student exceeds the number of absences allowed during the course he/she will be placed on a "Withdrawal Credit" status and may not qualify to receive credit for his/her course(s). Parents will be notified by mail.

#### **PROCEDURES**

- Once a child has reached four (4) and six (6) absences in any class, a letter will be sent home notifying the parent.
- Once a child reaches his /her tenth (10) absences, a certified letter will be mailed home to the parent requesting an attendance hearing.

#### **FAMILY VACATIONS**

(Vacation days are chargeable to the attendance record)

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. Students are to fill out a Vacation Request Form from the guidance office, have it signed by a parent or guardian, and return it prior to vacation.
2. The classroom teacher will provide the student with appropriate assignments prior to the absence, if so requested by the student, parent, or guardian.
3. Failure to complete the assignments and/or tests within the specified time shall result in the issuance of a failing grade for the assignment and/or test.
4. Responsibility for making arrangements to complete the missed assignments and/or tests shall rest with the student.

## **EXAM ATTENDANCE**

Students are required to be present and on time for all exams at the time scheduled. Absences due to reasons other than those listed on page 11 are cumulative and a grade of zero will be issued. Oversleeping, forgetting, etc. are not acceptable excuses. Students who are late to exams will be allowed to take the exam but will not be allowed extra time. In the event of an exam conflict, it is the responsibility of the student to notify his/her teacher so that appropriate rescheduling may take place.

## **ATTENDANCE APPEAL PROCEDURE**

The following procedure will be followed:

### **Petition for Appeal:**

1. You may appeal a loss of credit by calling the Principal within five (5) days of receiving a letter. Failure to do so will forfeit the right to an appeal. Additional notes may be brought forward at this time to prevent a loss of credit. If the student initiates an appeal, he/she must regularly attend school and class until his/her appeal is heard and a decision is rendered. If the determination is that credit will not be restored, the student must continue attendance in the course in order to retake the course in summer school.
2. **Attendance Review Committee:** In keeping with the dictates of the due process procedure, the Attendance Review Committee shall review cases brought by the parent/guardian within five (5) days of receipt. The review committee will be comprised of at least two members from the Administration and/or Guidance, teachers, and child study team caseworker if appropriate.

## **PARENT NOTIFICATION**

1. A letter of notification shall be mailed by the Principal to the student's parents or guardians alerting them of the possibility of non-compliance with the attendance policy.
2. If parents have questions about the letter of notification they should contact the attendance office at extension 0. It is also recommended that any cumulative absences be reviewed at this time.

## **HOME INSTRUCTION**

Doctors may request that a student be placed on home instruction for medical reasons. The request must be made in writing and submitted to the school nurse. All requests from doctors for home instruction are reviewed by the school nurse. Parents must complete the Home Instruction Request form available in the guidance office. The nurse notifies the counselor to begin home instruction. Teachers will contact parents directly to arrange a time for instruction with a tutor. An adult must be present at all times during home instruction.

A DOCTOR'S NOTE MUST BE PRESENTED TO THE NURSE FOR RE-ADMISSION TO SCHOOL.

### **DEFINITION OF TARDY**

Tardy is defined as an unexcused absence of less than fifteen minutes of a class period.

- If a student accumulates three (3) days tardy in one of their classes, those tardies will rollover into one (1) unexcused absence for that class.
- A student who misses more than fifteen (15) minutes of any particular class will automatically be marked with an unexcused absence pending an excuse, which must be forwarded to the teacher within two (2) days of the lateness.

### **LATE TO SCHOOL**

It is each student's responsibility to be on time to school (7:30 a.m.). If a student enters the building after the bell, he/she is to report directly to the attendance office to sign in and receive a pass to class. It is understood that situations may arise that cause a student to be late (i.e., car problems, not feeling well, etc.); therefore, each student is allowed four cumulative lates to school for each semester. Base gate related tardies are included in the cumulative number. Subsequent cumulative lates after four will result in assignment to a lunch detention. Chronic lateness will result in additional disciplinary actions which may include required parent conferences, loss of school privileges (including driving privilege), and loss of credit for particular courses. Acceptable reasons for a non-cumulative lateness to school are outlined in the Student Handbook (i.e., doctor's note, court appearance, motor vehicle test, etc.) and will not count toward the total.

Students who wish to attend after school activities must arrive to school before 11:00 am. Those who fail to attend less than half of the school day will not be allowed to partake in any school sponsored events including show rehearsals and dances.

### **EARLY DISMISSAL**

Early dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for Early Dismissal, a parent must write a note to the Attendance Office specifying the date, time, and reason for the request. Students are responsible for bringing the notes to the office a day prior to the requested day. Notes must include a home number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave. **THE PARENT MUST COME TO THE MAIN OFFICE TO MEET THEIR CHILD AND SIGN THEM OUT.** Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed.

If a student is ill, permission from the school nurse must be given prior to signing out with the principal. Parents must pick up ill students directly from the health office after sign-out is complete.

Early dismissals may impact a student performance in his/her course/s of study and identified in the attendance system. Chronic early dismissals may require a parent/guardian conference.

**Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities. Exceptions can be made only with the approval of the Academy Administration.**

### **HEALTH AND PHYSICAL EDUCATION**

According to NJ law, all students must take and pass physical education, health or driver education requirements.

The Health program is designed to meet the NJ State mandated program of Family Life Education. A brief outline of topics covered is included in the specific course descriptions. Copies of the complete Family Life Education curriculum are available for parental review; appointments to review the program can be made by contacting the Assistant Superintendent.

#### **Unprepared Policy:**

Students may not exceed more than three (3) “unprepared” per marking period. An unprepared is defined as not dressing in appropriate gym attire or not participating in the teacher-planned activity. Students that exceed (3) “unprepared” per marking period may fail for the marking period.

### **EXEMPTION FROM FAMILY LIFE EDUCATION**

A parent or guardian who desires that a child be excused from one or more days of instruction of Family Life Education must present to the Principal a signed statement which identifies specific subject matter as being “in conflict with his conscience or sincerely held moral or religious beliefs.” Following review, verification of parental signature, and approval of the request, the Principal will specify an alternative arrangement by which the student may fulfill class requirements.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

Students may have a one day excuse from Physical Education, which will be given by the School Nurse.

For an extended excuse, the student must have a statement signed by a physician (chiropractor notes are not acceptable by New Jersey State Law). This statement must include the nature of the illness, as well as the duration, designating inclusively, the period during which Physical Education will not be taken by the student. The physician’s statement should be taken to the School Nurse.

The School Nurse will complete a record for the Physical Education Instructor, stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office. If a student is on an extended medical excuse (10 days or more), the student's guidance counselor will assign him/her to an alternate class during the Physical Education class period. The physician's note must be updated every 30 school days for the medical exemption to continue.

Whenever the excuse identifies an indefinite but lengthy time period, the Physical Education Instructor and the School Nurse will confer at the end of each marking period. The School Nurse will then contact the physician to ascertain the health status of the student.

In all cases of an ongoing, serious illness, the physician's statement will be required only at the beginning of each school year.

### **TRANSFER/WITHDRAWAL PROCEDURES**

A student transferring or withdrawing from school must obtain a withdrawal form from the Guidance Office. This form must be properly signed by all teachers, counselor, and parents. All outstanding financial obligations must be met to ensure release of the student's transcript.

### **CHANGE OF ADDRESS**

Students who move to a new address must immediately give their new address and telephone number to their counselor. They should also submit an emergency phone number for use in case of accident or illness.

### **ACADEMIC INTEGRITY**

The Ocean County Vocational Technical School District Academies are committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's effort, without unauthorized help from any other source. The assumption of academic integrity is an essential element in the educational process. A copy of the Academic Integrity Policy 5510 is available in the main office.

**Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the Academy administration.** Records of cheating by students will be maintained throughout a student's full four years of attendance.

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
  - Cheating is violating teacher guidelines for production of assignments.
  - Teachers will define guidelines for independent and cooperative work in each class.

3. Cheating on any work produced for a grade will be penalized.
4. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
5. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
6. The parents or guardians will be contacted by the teacher.
7. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.

**Plagiarism** is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc., from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing will face disciplinary action; plagiarized work will not be accepted nor will credit be given. It will be at the teacher's discretion to allow the student to resubmit the project. The plagiarism incident will remain on file until the student's senior year.

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA). In addition, students must:

1. practice responsible note-taking;
2. understand the significance of copyright laws;
3. document all sources, and
4. give credit to others for their thoughts/ideas/opinions.

Colleges and businesses alike will not tolerate any form of plagiarism. Consequences may include the loss of college credit as well as loss of wages, job termination, or even lawsuits.

## **PARENT CONFERENCES**

Students and parents may wish to see a guidance counselor and/or teacher about an educational, vocational, or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents may make an appointment with a guidance counselor by utilizing the phone index which appears in the handbook.

## **INTERIM PROGRESS REPORTS**

Interim reports of student progress are issued at the midpoint of each semester. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. Progress reports will be mailed home mid-way through each semester. You may also access information regarding your child's grades, attendance, and discipline via the district's computer-based Parent Portal. Details will be distributed at Back to School Night and are also available on our school webpage.

## REPORT CARDS

Issued at the end of each semester, report cards show student progress in each subject. The report cards are data processed and mailed home at the end of each semester. Students and their families are encouraged to contact the Guidance Office with questions and/or concerns at any time throughout the school year.

## HONOR ROLLS

**Honor Roll** – Students who receive As and Bs will qualify for the Honor Roll. An incomplete (I) in any subject or a no credit (NC) status disqualifies a student from the Honor Roll. The Honor Roll is published and posted at the end of each semester.

**High Honor Roll** – Students who receive straight As will qualify for the High Honor Roll. An incomplete (I) in any subject or a no credit (NC) status disqualifies a student from the High Honor Roll. The High Honor Roll is published and posted at the end of each semester.

Honor Roll Levels	Grade Requirement in all Classes
High Honor Roll	90 to 100
Honor Roll	80 to 100

## HONORS CLASS REQUIREMENTS/PROCEDURES

To move from non-honors level course to a honor level course:

1. Student must have a 92 average in current class.
2. Teacher recommendation is required.
3. Parental permission will be requested for change.

To remain in honor level course:

1. Student must maintain an 85 average in current honor's course/s.
2. Teacher recommendation to continue in honor course.
3. Parent will be notified of change.

## GRADUATION REQUIREMENTS

Students who meet all state and school graduation requirements are awarded a state-endorsed diploma. To graduate, a student must complete all of the course and credit requirements outlined in Board Policy 5460. It is the Board of Education's intent that all students will carry 40 credits annually in order to receive the full benefit of the school's comprehensive curriculum. **Each student must complete 160 course credits** in order to receive a diploma. Each student must also pass all sections of the NJ High School Proficiency Assessment (HSPA).

### Graduation Requirements

Credits Required	160
Yearly Credits Required	40

Number of Credits	Course/s
20	English
20	Mathematics
15	Science
10	United States History
5	World History
10	World Language (or up to Level III-Spanish)
15	Physical Education**
5	Health**
40	Visual/Performing Arts (Includes 5 credits CEPA)
2.5	Professional Internship
2.5	Economics
5	(Dance, Vocal or Acting) History and Theory
5	(Dance, Vocal or Acting ) Minors
5	Elective-Pre-Calculus, Spanish III or IV, Creative Writing, or Anatomy and Physiology

\*\* One year for each year in attendance

- **Completion of Senior Experience**
- **Failure to complete annual credit requirements will result in an academic plan to complete prior to the next school year if the student wishes to remain enrolled at the Academy.**

## **GENERAL RULES AND STUDENT RESPONSIBILITIES STATEMENT OF PHILOSOPHY**

Students are expected to respect the rights of other persons, whether they are faculty members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Students are expected to obey the reasonable classroom regulations established by a teacher and are subject to the direction of the teacher in matters of discipline and the enforcement of school regulations.

Violations of school regulations will subject a student to disciplinary action. This may include classroom or office assigned detention, external suspension, or in extreme cases, recommendation to the Board of Education for expulsion from school.

**The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their**

**misbehavior.** Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

Proper student conduct and behavior are fundamental to the educational process in a school system. Teachers will maintain and control a system of classroom management and discipline. Initial breaches of classroom rules and regulations will be handled by the teacher through assignment of teacher detention.

**The established school rules of conduct apply to after-school, evening, and off-campus activities, such as field trips, class/club trips, banquets, trips abroad, dinner-dances, meetings, etc.**

Students persisting in the violation of the rules will be referred to an administrator.

### **STUDENT CODE OF CONDUCT**

The Ocean County Vocational Technical School District Board of Education believes in providing its students with a positive environment that is ultimately conducive to the learning process. In order to create this environment, we believe in a philosophy of consistent and effective discipline. We will provide an environment that encourages each student to:

1. Be accountable for one's actions and realize that with privileges there are responsibilities;
2. Acquire the values and attitudes necessary for responsible citizenship;
3. Develop and maintain positive attitude toward learning and the school environment;
4. Know and abide by the rules and decisions of those in authority until such time as those rules and decisions are changed;
5. Develop an appreciation for the rights of others including a respect for the rights of persons who belong to various cultural, social, religious, and ethnic groups;
6. Develop a sense of responsibility to groups in which one participates.

Given an environment that encourages the student to acquire self-guidance and self-discipline, each student has the responsibility to:

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and arrive on time;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;
7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the next possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

## **DISCIPLINE DEFINITIONS**

The Board and Administration reserve the right to invoke the discipline code in the dispositions of those referrals that warrant special consideration. The Board and Administration also recognize its responsibility and right to take reasonable disciplinary actions for student behavior and/or conduct that is not spelled out in the code but is judged inappropriate by the administration.

1. Class cutting: Unexcused absence from class or unexcused tardiness (over fifteen minutes). A total of three (3) cuts in any one course will result in a “no credit” for the course.
2. Truancy: (cutting multiple periods) is considered an unexcused absence. A student is truant if he/she does not come to school and the parent/guardian is not aware of the absence; leaves the campus prior to the end of the school day without permission; comes to school but does not attend classes; obtains permission to go to a specific location on/off campus, but does not report there.
3. Late to Class: Students who are not in the classroom when the bell rings.
4. Late to School: Failure to report to first period by 7:30 A.M.
5. Leaving School Grounds: A student who has reported to school and leaves the school’s property during the school day without school administrator permission.
6. Electronic & Telecommunication Devices: Possessing electronic devices such as **cell phones**, “walkman” type radios, MP3 players, beepers, pagers, laser pointers, handheld video game systems etc., are prohibited, unless used in a designated classroom instructional activity required by their instructor with prior permission of the principal or his/her designee.
7. Harassment, Intimidation, Bullying, or Hazing is prohibited.
8. Gambling: Games of chance of any kind are not allowed (cards, lotteries, football pools, etc.).
9. Destruction and defacing of school property/vandalism: Any student found to be guilty of destroying school property, including damage to the school bus. The student or his/her parents are required to pay for the damages. N.J.S.A.18A:35-3 states: “Parents or guardians or any pupil who shall injure any school property shall be liable for damages for the amount of injury to be collected by the Board of Education of the district in any court or competent jurisdiction, together with costs of suit.”
10. Misbehavior on the bus: Disruptive behavior on the bus may result in detention, suspension, and/or removal from the bus for a period of one to two weeks. Misbehavior that results in the traffic disturbance and/or puts other drivers, passengers, or pedestrians in jeopardy may involve contact with local law enforcement. It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A.18A:25-2 reads in part, “A pupil will be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide transportation to and from school during the period of expulsion.”
11. Theft: Any student who steals the property or possessions of another student, staff member, or the school may be suspended and subject to action according to state law.

12. Insubordination: Refusing to comply with a staff member's instructions or show disrespect for a staff member. The punishment varies with the nature of the incident. This includes refusal to identify oneself and/or fleeing from a staff member.
13. Suspected use, possession, selling or transferring of illegal drugs or alcoholic beverages: see Substance Abuse Policy 5530 (copies of all Board Policies are available in the main office).
14. Smoking or Use of Tobacco: Possession or use in school, on school grounds, and on the school bus is prohibited.
15. Fighting: Suspension will be assigned to a student found fighting or committing a verbal assault. Circumstances leading to the incident will be investigated to determine if there is a situation of mutual responsibility. Punishment will be assigned when a determination is made.
16. Assault and battery, staff/student: Action will be taken according to state law and a suspension will be assigned.
17. Terrorist Threats/False Public Alarms: A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize/harass another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
18. False Fire Alarms: A pupil who intentionally pulls a fire alarm when there is no cause to do so. Action will be taken according to N.J. State Law and will result in immediate suspension and possible expulsion.
19. Use, possession, selling, or transferring of firearms, weapons, fireworks, or explosive devices, including look alikes:
  - Firearms: Guns
  - Weapons: Any object that may inflict bodily injury and place another person in fear of his/her safety.
  - Fireworks: Firecrackers, rockets, cherry bombs, etc.
  - Explosive Devices: Any device which acts by force of gunpowder or other explosive material. This will include any "look alike" device that causes disruption in a school/building.
20. Use of Profanity, Obscenity, and/or Gestures: Vulgar, irreverent, or coarse language. Conduct tending to corrupt the public morals by its indecency or lewdness. Motion of the body calculated to express a thought or used for emphasis.
21. Forgery/Cheating: Altering any writing of another without authority, or makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize such act. Cheating is the use of materials/equipment by a pupil not approved by the teacher, thus giving a student an unfair advantage over the other students in the class.
22. Cutting Detention: Ignoring or cutting teacher or administrative assigned detention.
23. Loitering: Standing idly about, and/or proceeding slowly with many stops. Students may not loiter between classes. This includes areas such as lavatories, hallways, and outside school buildings. Loitering will be treated as a disciplinary infraction subject to disciplinary action.

24. Off Limits: Students found in an area other than that to which they are assigned are considered off limits. Being off limits will be treated as a disciplinary infraction, subject to disciplinary action.
25. Projectiles: Any object not related to any educational activity thrown in the school building or on school grounds is prohibited. These include, but are not limited to: snowballs, coins, pencils, books, etc. Disciplinary action will result according to the severity of the situation.
26. Public Display of Affection: Students should refrain from such activity while on school grounds or in attendance at school-related functions. Violations will result in disciplinary action. Consensual sexual contact is prohibited and will result in disciplinary action. Sexual assault will be referred to local law enforcement.
27. Trespassing: Any individual found trespassing on school grounds without permission will receive a letter of warning for the first offense. Any subsequent infractions will be turned over to local law enforcement for prosecution.

## **DETENTION/SUSPENSION**

### **Detention Policy**

1. Detention is assigned during the lunch period: 10:26-10:57 A.M.
2. Students will report directly to assigned detention room (Room157).
3. Students may eat their lunch during this time.
4. Students are to be orderly and quiet at all times.
5. In case of an emergency illness, students must have an excuse from the nurse (Students are cutting if not officially excused).
6. A student who is absent or misses detention for another valid reason is expected to make it up on the next day detention is scheduled.
7. Students who wish to be excused for all or part of an assigned detention should bring a note to their administrator prior to the start of said detention.
8. Being put out of detention for a discipline infraction may result in parent contact and/or a letter home and additional discipline.
9. Cutting detention is very serious and will result in parent contact and/or a letter home and additional discipline.
10. Extra help may not take the place of detention assignments.  
\*Any appeal students may want to register must be made to the principal prior to the detention date.

### **Suspension Policy**

1. Students are not allowed on school grounds at any time during their suspension.
2. Students are not allowed to take part in any school activities during their suspension.
3. Students have the right to make up work missed during their suspension.
4. Arrangements for all assignments, materials, and/or textbooks are to be made by calling the guidance counselor.

## **DRESS CODE**

All students are expected to dress appropriately for school and when attending school sponsored field trips and functions. Students must maintain a neat, clean appearance at all times. Apparel shall not be so tight fitting, sheer, transparent, brief, low cut or revealing above or below the waist as to be indecent, distracting or disruptive to the school environment.

1. Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts, and shorts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side. Tank, tube, or halter tops are not permitted.
2. Any clothing with questionable slogans is unacceptable. Exposed midriffs are not permitted.
3. Footwear must be worn at all times. For safety reasons, sandals may not be worn in the science labs. Consult your science teacher for specifics. Slippers are not acceptable school footwear. Excessively high heels, flip-flops and open-toed shoes are a safety hazard to the wearer and may be prohibited under certain circumstances.
4. Articles which can cause damage to other students and/or property are not permitted.
5. Cesti or similar leather bands with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.
6. Students attending any school functions (field trips, rehearsals, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
7. Safety and protective clothing/glasses, as well as athletic or gym clothing, shall be worn as required by the teacher.
8. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands) worn to school must be removed upon entering the building.
9. In addition, any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, etc. are prohibited.

Students who are in violation of this policy will be sent to the main office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he/she will be required to return home to change into clothing that is in compliance with the above policy. Administration will make the final determination as to whether clothing in question is in violation of the dress code. **For safety reasons, all jewelry and body piercing must be removed during participation in physical education and athletics.**

## **FIRE DRILLS**

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes, with their roll books, out of the building to the designated areas. Students are to:

- Leave in a quiet, orderly manner
- Accompany their teachers to the designated area
- Remain with their class for the remainder of the drill.

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. **Fire drills are for everyone in the building, without exception.** If you are not in your room when the fire bell rings, join the nearest group via the closest exit.

## **SECURITY DRILLS**

Students are expected to follow specific directions given for the protection of their safety and well being and that of the school. These directives may include both lockdowns and evacuations. In the event of a lockdown drill, students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority.

## **GUIDANCE DEPARTMENT INFORMATION**

The Guidance Office is open from 7:30 a.m. to 2:00 p.m., Monday through Friday. The Guidance Department staff has many functions. Counselors help individual students to make thoughtful choices and decisions regarding education and careers. The counseling staff also assists students in resolving personal and social issues. Counselors also work with the instructional staff to understand and to help each student realize his/her greatest potential. The Guidance Office provides the following services:

- Educational planning and counseling for students
- Post secondary planning
- Evaluation/interpretation of standardized testing
- Scholarship and financial aid information
- Personal counseling

All students who request guidance appointments must put these requests in writing and submit them to the Guidance Office. Only students with authorized passes will be accepted in the Guidance Office.

A Parent College Night regarding financial aid will be scheduled for the fall/winter of junior year. Letters will be sent to all parents indicating the date and names of the speakers. Grade level parent meetings will also be scheduled at appropriate times during the school year. Parents may request individual conferencing through the Guidance Office: 732-286-5678, Extension 4104/4151.

## **COLLEGE PREPARATION**

The College/Career Center contains a variety of resources to assist students with post-high school planning. Computer programs and printed materials provide information on colleges, trade and technical schools, and the military. Information on occupations, financial aid, and scholarships is also available.

Career, personality, and vocational assessments are available for administration as part of the Freshman Advisory Program.

## **ACCESS TO STUDENT RECORDS**

1. The parents/guardians of a minor student shall be permitted to inspect any student record concerning his/her child.
2. An adult student shall be permitted to inspect, upon request, any student record concerning himself/herself.
3. Minor students must have written permission from parents/ guardians prior to reviewing the file.
4. Minor students must have written permission from parents/guardians prior to reviewing the file.
5. Teachers, guidance counselors, and other school personnel as authorized by the building principal may inspect student records.
6. Organizations, agencies, or persons from outside the school, with the written consent of the parents/guardians or adult student may inspect records, except that these organizations, agencies, or persons shall not transfer student records information to a third party without the written consent of the parent/guardian or adult student.

Upon graduation or permanent departure of a pupil from the Ocean County Vocational Technical School District, a copy of the permanent school record is available upon request. Information in the pupil record, which is not required to be kept in perpetuity, may be destroyed after the information is no longer necessary to provide educational services to the student. **This statement shall be considered notification that such destruction may occur during the months of July and August after graduation or permanent departure of the pupil.**

## **WORKING PAPERS**

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis must secure an employment certificate, or “working papers”. Applications for working papers are available in the Main Office. Applicants must apply in person. Please allow at least two days for the paperwork to be processed. To secure working papers, a pupil must present a birth certificate.

A school administrator issues working papers only after being satisfied that the working conditions and hours will not interfere with the student’s education or damage the student’s health. The administrator may refuse or rescind working papers if that action would serve the best interest of the minor. Working papers will be revoked when:

1. A student goes on no-credit status.
2. A student is failing one or more subjects.

## **HEALTH SERVICES**

The school encourages students to develop and maintain sound physical and mental health. Cumulative health records containing results of physical examinations and screenings are maintained in the Health Office. Individual examinations are given when needed for specific purposes. Biennial examination for scoliosis is required of all students. State law requires pupils attending public or private schools in New Jersey to present evidence of compliance with mandated immunizations.

## **EMERGENCY HEALTH CARDS**

The school provides an environment in which the student will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the student's parent notified. The school physician or nurse will give no care beyond first aid. For this reason, it is important to have emergency numbers to call when parents are not available. In September, emergency cards are issued to students for their parents to complete. **These cards must be updated when telephone number changes.**

## **HEALTH OFFICE PROCEDURES**

1. All students are required to present a pass from a classroom teacher, Guidance Department, Library or Cafeteria when entering the Health Office. EXCEPT DIRE EMERGENCIES.
2. Between classes, a pass is required from the class that the student is entering.
3. If student returns to class after the Nurse's assessment or health need, a pass is signed by the Nurse to return to class.
4. If Rest/Recuperation is needed after the health assessment, one quarter of the class period is usually enough time for rejuvenation or recuperation.

## **IMMUNIZATIONS**

If a 9-12 grade student's health record indicates a need for updated immunizations, a letter will be sent home to parents indicating the deficiencies.

## **PROCEDURE FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS WHILE AT SCHOOL**

Before any medication can be administered to any student during school hours, the Ocean County Vocational Technical School District Board of Education requires a written request by the parent/guardian, which shall give permission for administration. In addition, the Board also requires the written order of the prescribing physician. **"Medications" include all prescription medicines as well as "over the counter" medications.**

All medications should be brought to school by the parent/guardian in the original labeled container. All medication is secured in a locked storage cabinet in the Health Office. Medication orders need to be renewed each school year. Unused medication needs to be picked up by the parent/guardian at the end of the school year.

In situations where a student has a potentially life threatening condition which requires immediate use of an inhaler or EpiPen, permission may be received for the student to

carry and self-administer the medication. In these situations the physician must certify that the student is capable of self-administration of the medication. The student is responsible for safeguarding the medication and must not endanger himself or others through misuse. Self-administration privileges will be lost if the student does not use the medication responsibly. Upon self-medication of a prescribed medication, the student must report to the school nurse during the day and appropriate personnel (ex. coach/advisor) after school. Upon administration of medication (ex. adrenalin) for a life-threatening episode (ex. anaphylactic reaction), further medical attention by a physician is required. The parent/guardian also must sign a waiver, which releases, indemnifies and holds harmless the Board of Education against any liability for damage or injury in association with the student carrying and using the medication.

All medication forms are available in the Health Office and on the district website. If you have any questions about this procedure please contact the Health Office.

**Only the following individuals are authorized to administer medication to pupils in schools:**

- School staff members who hold a current medical or nursing license.
- A substitute School Nurse employed by the District.
- The student's parent/guardian.
- The student approved to self-administer per N.J.S.A. 18A:40-12.3
- School staff designated and trained to administer epinephrine using an auto-injector per N.J.S.A. 18A:40-12.5 and 12.6

**If the School Nurse is absent and no substitute is available:**

- The School Administrator may notify the parent/guardian and the parent/guardian may administer the medication.
- The District may make a Board-approved arrangement with the closest other school district to "share" nursing services in an emergency.

**LEAVING SCHOOL DUE TO ILLNESS**

Following notification by the nurse, the parent or guardian will come to the Health Office to sign the student out of school. Only a parent or guardian or parent designee may transport a student. **Students who leave school from the nurse's office due to illness may not return to school for the remainder of the day or participate in any extra-curricular activities or sporting events.**

**MEDICATION ON HIGH SCHOOL TRIPS (DAY and OVERNIGHT)**

**Possible options include:**

- Send a school nurse or a school nurse substitute on the trip;
- Request the parent/guardian to go on the trip;
- Confer with the parent and the student's health care provider to alter the time, dosage, route or kind of medication on the day of the trip and obtain a written order of change; or
- Confer with the parent and the student's health care provider to eliminate the medication on the day of the trip and obtain a written order of this change.

## **ACCEPTABLE USE OF DISTRICT COMPUTER POLICY AND GUIDELINES FOR HANDLING VIOLATIONS**

The Ocean County Vocational Technical School District is pleased to offer students access to a school wide computer network with Internet access. To use the school network all students must obtain parental permission as verified by the signatures on the **Acceptable Use Policy** form sent home each year in the beginning of school.

Access to the network will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the goal of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. While we believe that the benefits to students from access to the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **GUIDING PRINCIPLES**

**PRIVACY:** Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly.

**NETWORK USE:** Students are expected to use the network facilities to engage in activities that support student learning and instruction.

**STORAGE CAPACITY:** Users are expected to remain within allocated memory storage space. Each student is provided with a folder on the network that is used to store school related materials up to 25 mb.

**INAPPROPRIATE MATERIALS OR LANGUAGE:** Students may not write, use, send, download, access, or display materials that pertain to crime, violence, intolerance, obscenity, profanity, rude and disrespectful language; or that pertain to pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video

imagery unless expressly authorized by a teacher for a specific school assignment. **Should students encounter such material by accident, they should report it to their teacher immediately.**

**PERSONAL SAFETY:** Students are advised that they should not post personal contact information about oneself or others, such as addresses, phone numbers, etc. Students should not agree to meet with anyone met on online unless it meets with a parent's approval. Students should bring to the attention of a teacher or administrator any communications that are felt to be inappropriate or unwelcome.

### **INFRACTIONS**

These infractions are meant as a guideline for acceptable use of the school network. Although specific violations are listed, in no way does this list include all possible infractions:

**Level I (minor)** - General infractions that result in **no loss** of data or damage to technology resources and do not compromise the integrity of the network. Sample violations include but are not limited to

- Playing or downloading games.
- Using another student's password or giving out your password to another student.
- Downloading or installing any software, shareware, or freeware onto the network drives or disks, unless there is written permission from the Network Administrator.
- Wasting or overloading computer resources, such as printing large quantities of a document from a workstation.
- Initiating or propagating electronic chain letters.
- Transferring files to or from any media device (includes using disks or CDs from home).

**Consequences** - If a student commits what is considered to be a Level I offense the following range of disciplinary actions will apply:

- Parent contact
- Detention (during lunch)
- \*Up to 30 days loss of network privileges

Repeat offenders can expect that more severe consequences will be applied.

**Level II (major)** - Infractions that result in **loss** of data or damage to technology resources and/or compromise the integrity of the network. Sample violations include but are not limited to:

- Writing, using, sending, downloading, accessing, or displaying materials that pertain to crime, violence, intolerance, obscenity, profanity rude and disrespectful language, pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery.

- Attempting to access or successfully accessing unauthorized files, folders, or drives.
- Attempting to bypass, circumvent, or change system settings or network security.
- Performing an act that interferes with the normal operation of the school network and all related peripherals.
- Connecting unauthorized equipment to any part of the school network.
- Using the school network for financial gain or commercial purposes.
- Violating terms of applicable software licensing agreements or copyright laws (burning copies of CD's).
- Forging the identity of a user or machine by representing someone else in an e-mail or trying to mask one's identity while on the network.

**Consequences** - If a student commits what is considered to be a Level II offense, a letter will be sent to the parent, and restitution of damages may follow.

\*In addition, one or more of the following may apply:

1 to 10 days OSS (Out of School Suspension)

10 days to 1 year loss of network privileges

Police involvement

Expulsion

\*Repeat offenders can expect that more severe consequences will be applied.

**PLEASE LOOK FOR "GRANTING OF PERMISSIONS" FORM FOR PARENT'S SIGNATURE.**

**The school administration may notify the police and file charges for any incident even where not explicitly stated above. All infractions are cumulative. For example, a student found to be disruptive once each in Math, Science, and English class will be considered having committed three total acts of disruption. Therefore, the student would receive the appropriate consequence for a third offense of disrupting class.**

## **GENERAL GUIDELINES**

### **ANNOUNCEMENTS AND BULLETINS**

Announcements are read during homeroom each morning. Information regarding school activities, community events, and special notices are communicated daily in this manner. Any student, faculty member, or club desiring to have an announcement read must submit it in writing to the office on the required form. All announcements must be signed by a faculty member and approved by the administration.

### **AUTOMOBILES AND PARKING**

Only buses are permitted to park in the area of the front of the building during 7:00 – 7:45 a.m. and 1:30 – 2:00 p.m.

Parking is a junior and senior privilege. Students driving to school must park in the designated area. Students are not permitted to eat in cars or loiter in parking areas. Students are prohibited from parking in the faculty spaces and in the front of the main building, in handicapped parking spaces, and in the fire zone.

All students must register their vehicles with the Main Office and obtain a parking permit. The parking permit must be displayed clearly on the driver's side (inside rear window of the vehicle). Cost of this permit is \$5.00. You may apply for this the first day of school

Chronic lateness, including those on record as an underclassman, may be adverse to ones ability to obtain and or keep their driving privilege.

Students who park in faculty spaces, in “no parking areas”, or with an unregistered vehicle may have their cars towed at the owner's expense and have their parking privileges suspended and/or revoked.

It is important that those driving on base are always equipped with the proper identification as well as, having their car registration and insurance up to date. Please note that the base has Federal Jurisdiction, any tickets or fines are dealt with through Fort Monmouth.

### **BUS EVACUATION**

In emergency situations it is critical that students have knowledge of bus procedures and be able to exit in a quick and orderly manner. In a normal situation the driver will give directions. In the event that the driver is injured, students should be familiar with the following procedures:

1. Every school bus is equipped with a rear exit for emergencies only.

2. If both front and rear exits are blocked, windows may be pushed out.
3. Students nearest the exit should evacuate first.
4. The first two students out of an exit should act as spotters for others.
5. Each person who exits after the spotters should move at least 50 feet away from the bus in an area away from traffic.
6. Spotters should move away as soon as they are certain that no one has been left on the bus.

### **CAFETERIA REGULATIONS**

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempts to leave the building are strictly prohibited. The cafeteria offers hot or cold lunches, which must be purchased the previous week. Lunch monies are collected in the cafeteria for the following week no later than Thursday.

Students are responsible for cleaning up their places at cafeteria tables and depositing trash in the designated disposals. Inappropriate behavior in the cafeteria will result in strong disciplinary action.

After eating, students with passes may leave lunch to go to the computer lab or other appropriate areas. They first must obtain approval from the lunchroom monitor, and must sign out via the Cafeteria Sign-Out Sheet.

**No food is allowed to be taken out of the Cafeteria with the exception of students going to lunch detention.**

### **FREE AND REDUCED PRICE LUNCH PASSES**

Free and reduced price lunches are available to students who qualify. A form must be filled out by the family and returned to school. Forms are available to everyone. Once processed and if they qualify, students will be sent a notification letter. During the month of September, students will be considered qualified for free/reduced lunch based on last year's list. Students must, however, complete a new application each year and only those who qualify will be eligible after September.

### **CELL PHONE USAGE**

Students are permitted to bring cellular phones to school. Upon arrival to the school building, students must completely turn off all cellular phones until after school hours. If a student has a cellular phone on during the school day, it will be confiscated for the remainder of that day. If there are any future incidents, the phone will be returned **ONLY** to a parent/guardian and disciplinary action may take place. Students are required to report to the office should an emergency occur requiring telephone use. Parents may contact the office when needing to have important messages delivered to a student. Please limit messages to those that are emergency in nature.

## **COMMUNICATING WITH THE BOARD OF EDUCATION**

The Ocean County Vocational Technical School District Board of Education meets in public session once a month, on the third Thursday, beginning at 4:00 p.m. in the Board of Education Office, 137 Bey Lea Road, Toms River. The Board of Education welcomes comments and suggestions from the residents of the County. Provisions are made for public discussion at each meeting.

## **DECORATION AND POSTER CODES**

Before being displayed, all posters must be approved by the principal. Only Posters showing good taste will be approved. Posters may be displayed in the cafeteria and any tile or glass surface in the halls. Students may also use the cork strips provided in the halls. Please use masking tape when hanging posters and remove all posters and tape immediately after the announced event takes place. Do not tape anything to the lockers.

## **MEDIA CENTER**

The Media Center is available before and after school, during lunch and during classes, when accompanied by a teacher. Students may check-out books from the library, use the computers, study, and do research. Fines will be issued for book not returned on time.

## **FUNDRAISING/SOLICITATION**

Solicitation and pupil fundraising should be for the sole benefit of Academy approved school organizations. The principal must approve all fundraising. Solicitation or distribution of materials for the benefit of non-related organizations or groups is prohibited. Students are not permitted to solicit or collect money on school premises for the pupil's own benefit. All materials to be displayed or distributed are to contain the approval signature of an administrator.

## **HOMEWORK POLICY**

The Ocean County Vocational Technical School District Board of Education believes that homework is an integral part of a student's learning experience. Homework assignments should support clearly defined classroom objectives and should be used to reinforce and enhance school experiences.

Teachers use their discretion in deciding the number and length of homework assignments. Both long- and short-term assignments serve distinct purposes. Homework may take many forms and is not limited to written assignments. Evaluation of all homework should be made and returned to the student in a timely fashion.

The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills.
2. Extend classroom learning.
3. Stimulate further interests.
4. Reinforce independent study skills.
5. Develop initiative, responsibility, and self-direction.
6. Encourage efficient time management.
7. Acquaint parents/guardians with the work pupils do in school.

### **LOCKERS**

All students are assigned a hall locker. These lockers are for the convenience of the students, but they remain the property of the Board of Education, **and the administration reserves the right to inspect the contents of any locker.** Students should never leave money or valuables in an unlocked locker. Lockers and their combinations should not be shared, and the locker should be locked at all times. The school is not responsible for items lost or taken from lockers.

### **LOST AND FOUND**

Found articles and books should be taken to the Main Office. Claims for lost articles should be made in the Main Office during lunch, before or after school. The school is not responsible for any loss or theft of personal items.

### **STUDENT VALUABLES/THEFTS**

Students are cautioned not to bring radios, cameras, other valuable items, or large amounts of money to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not school personnel, are responsible for their own personal property. Do not leave money or valuables in your locker. Do not leave personal property on benches in the Locker Room. Be cautious about your belongings.**

In order to prevent thefts, students are urged to take the following precautions:

- Never leave personal belongings unattended, even for a few seconds.
- Do not leave valuables or money in either hall or gym lockers. In fact, these things should not be brought to school at all, but if they must be, the student should give them to the Principal or a physical education teacher for safekeeping.
- Do not share locker combinations with other students for any reason. Each student receives his/her own locker assignment, so there is no need to divulge combinations.
- Never leave a lock set on the third number so that random turning will open it.
- If a theft occurs, the student suffering the loss should report to the Attendance Office and fill-out a "Student Incident Report."

**All thefts of a serious nature will be reported to the Lakehurst Police Department. However, the school has no insurance protection against the loss of student possessions and takes no responsibility for damage to or loss of personal property.**

## **RECYCLING**

All paper, newspaper, magazines, glass and soda cans are to be placed in the appropriate receptacles that are located throughout the building.

## **TEXTBOOKS**

The Board of Education supplies one textbook to each student for each course in which he/she is enrolled. When you receive a textbook, enter your name and the date of receipt in ink on the blank in front of the book. Your teacher will enter the condition of the book and keep a record of the book number and condition. **All books should be covered at all times.** Books lost or damaged during the school year must be paid for by the student. Books must be turned in before final exams. Students are responsible for books issued to them even if the books are stolen. All workbooks that are written in **MUST** be paid for at the end of the semester.

## **FINES AND FEES**

You are responsible for all materials, equipment, and facilities assigned to you or provided for your use. Fines will be assessed for abuse or loss of these items. In addition to the regular school fees, you may be charged special use fees in individual classes. Fines or fees should be paid by the end of the semester before any records or reports can be forwarded. Students may also be prevented from participating in clubs and activities until all outstanding fines are paid.

## **VISITORS**

**Student visitors are not permitted.** All guests must provide appropriate information to the Main Office, as requested by base security. Once on base, all visitors must register in the Main Office to obtain a visitor's pass.

## **GRADING STANDARDS**

The academic achievement of students shall be measured in attainment of well-defined instructional goals. The issuance of grades on a regular basis is vital to an ongoing evaluation of student performance. This system serves to inform the student, his parents, and his counselor of academic progress and to provide a basis for bringing about change in student performance if necessary.

Teachers will distribute course proficiencies and inform their students and parents of the various components upon which grades are based. All grading will reflect the following scale:

<u>Letter Grade</u>	<u>Numerical</u>	
	<b>Marking Periods 1 and 3, Midterm Exam</b>	<b>Marking Periods 2 and 4, Final Exam</b>
A+	95-100	95-100
A	90-94	90-94
B+	85-89	85-89
B	80-84	80-84
C+	75-79	75 -79
C	70-74	70-74
D	66-69	66-69
F	60-65	0 - 65

I = Incomplete

M = Medical Exempt

NC = No Credit

#### **NUMERICAL GRADES WILL APPEAR ON REPORT CARDS.**

- Report cards will be issued four times a year. Students will receive report cards at the end of each marking period (approximately every ten weeks).
- Marking period grades, combined with the midterm and final examination grades, shall be averaged to produce a final semester average in numerical form. (Academic subject areas: 2 marking periods = 80%, midterm and final exams = 20%; Performance grades: 2 marking periods = 90%, final exam = 10%).
- A minimum grade of 60 is used as the value of an F for 1<sup>st</sup> and 3<sup>rd</sup> marking periods, as well as midterm exam. Students receive the actual grade achieved for 2<sup>nd</sup> and 4<sup>th</sup> marking periods, as well as their final exam. They may also receive NC (no credit) in the calculation of a final average if attendance does not meet the state requirements.
- A student may also receive NC (no credit) in the calculation of a final average if attendance does not meet the state requirements.

#### **PARENT PORTAL**

The Parent Portal provides parents with the opportunity to view their child's attendance, grades, assignments, and schedule. Letters that contain login and password information are sent through the mail directly to parents.

## **CLASS RANK**

The academic environment at the Academy is very challenging. The majority of our students meet the challenge by earning exemplary grades. The comparisons among students inherent in rank-in-class calculations unnecessarily increase competition within the school. Further, we believe that our students' levels of achievement are not equitably or fully communicated by this single-figure transcript statistic. **Therefore, the OCVTS Academies do not report class rank.** The Valedictorian of the class however, will be identified as the student with the highest GPA. Where necessary, other student standings will be reported in decile groupings. Students who insist may know their academic rank.

## **COURSES TO BE INCLUDED IN GRADE POINT AVERAGE**

Grade point average is computed by multiplying the grade times the weight, times the credits and dividing by the total number of credits. A student's cumulative GPA is tabulated and posted on the permanent record at the conclusion of each school year. All courses taken at the Academies that carry a regular numeric grade will be included in GPA calculations, except as noted below:

***The following courses will not be included in GPA:***

- Courses taken at other schools

## **INCOMPLETES**

An "I" on a report card in lieu of a grade indicates that the marking period grade or the final grade cannot be computed because the student's academic work is incomplete. **Incomplete grades must be satisfactorily completed within 10 school days after the end of the marking period or they will automatically be changed to an "F", unless arrangements are made with the subject teacher due to extenuating circumstances.**

## **ELIGIBILITY FOR SUMMER SCHOOL**

Students who fail a course may retake it for credit at an approved summer school program. Similarly, students who pass a course but who lose credit due to an excessive number of absences may retake the course if they remain in class for the remainder of its length. However, students may not retake a course for credit at summer school in the following situations:

1. If the failing grade is below 60.
2. If the loss of credit is due to an excessive number of cuts.

## **NATIONAL HONOR SOCIETY**

The Performing Arts Academy is proud to be one of more than 12,500 high schools across the United States participating in the National Honor Society. The selection process is described below in an excerpt from the chapter by-laws. Eligible students will receive a letter of invitation and instructions for applying soon after the fall semester ends.

### ARTICLE II MEMBERSHIP

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. To be eligible for selection to membership in this chapter, the candidates must have been in attendance for a period of one semester at the Performing Arts Academy of OCVTS.

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 90%. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on:

**Service** - This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Each candidate for membership should be able to demonstrate a minimum of 15 hours of service to their school or community since 9<sup>th</sup> grade.

**Leadership** - Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. Each candidate for membership should be able to demonstrate a minimum of 2 positions of leadership in their school or community since 9<sup>th</sup> grade.

**Character** – The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Faculty members of the Performing Arts Academy will complete a Faculty Evaluation Form that will help the faculty committee select candidates for membership. In addition, high school disciplinary records will be checked.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is an elected group of students that represents each class of our student body. Its' major function is to serve the students through social events such as dances and fundraising events. Any student wishing to participate or run for office should see the individual class advisor/s.

### **PARENT-TEACHER-STUDENT ORGANIZATION**

All parents, teachers, administrators and students are welcomed and encouraged to join the PTSO. This is an opportunity to work together for the school and community. Parent volunteers provide much assistance through in-school services and the planning of events and activities designed to enhance and support student and staff efforts. Teachers, administrators and students join our meetings, providing parents with a valuable source of information.

### **WE WELCOME ALL MEMBERS OF OUR SCHOOL COMMUNITY. PLEASE JOIN US!**

Regular meetings are held on the 1<sup>st</sup> Monday of each month at 7 p.m.

The PTSO is dedicated to the success of the:

- Holiday Luncheon
- Teacher Appreciation Luncheon
- Freshmen Orientation
- Student Directories
- Special requests from students/teachers for educational endeavors
- Annual Scholarships
- Gift Auction

## **DISTRICT FOUNDATION**

The Ocean County Foundation for Vocational Technical Education was established in 1994 to help ensure a quality education for the students of Ocean County Vocational Technical School (OCVTS). It was formed by a group of corporate and community leaders in Ocean County. The group is independent of, though fully supported by, the OCVTS District.

The mission of this educational foundation is to augment, supplement, and compliment OCVTS programs through the attraction of private resources for the exclusive benefit of students and staff. Contributions to the Foundation are eligible for the maximum federal income tax deduction (this is not intended as tax advice, check with your tax/legal advisor). The Foundation's work is focused on the employability of OCVTS students by providing its support in the following three areas:

### **1 FACILITATE STUDENT DEVELOPMENT**

The Foundation provides funds for learning and training activities beyond the core curriculum and provides equipment and facilitates not funded through other means. It encourages excellence through creative learning. Also, donations support professional growth of staff and provide venture capital for creative ideas and programs.

### **2 PROMOTE COMMUNITY / SCHOOL PARTNERSHIPS**

The Foundation promotes community awareness of educational challenges and solutions and develops enrichment programs to address the needs of OCVTS and the community it serves.

### **3 TECHNOLOGY AND TRAINING**

The Foundation provides resources for equipment and training in the most recent technologies used in the workplace and for the development of innovative technologies in teaching and learning.

For more information, please visit the Ocean County Foundation for Vocational Technical Education Official Website:

[www.ocvtsfoundation.org](http://www.ocvtsfoundation.org)

Or you may contact the Foundation by phone at 732-240-6414, extension 3339

This year's officers are: Murray Dychtwald, Chairperson; Stewart Swann, Vice Chairperson

## **DANCE/CONCERT/MOVIE/ACTIVITY NIGHT RULES**

**Any class or club sponsoring an event must adhere to the following rules and procedures:**

1. Students will not be permitted entry after the first hour of the concert, movie, dance, or event and may not leave until one hour prior to the end of the event.
2. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the principal in advance.
3. Once a student leaves, he/she will NOT be re-admitted.
4. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
5. Academy activities are only open to students in grades 9-12. Each student is permitted up to four guests. All guests' names must be submitted to the principal 24 hours before the date of the activity. Both Academy student and guest must sign in at the door. Academy students are responsible for the behavior of their guest(s).
6. It is the class or club advisor's responsibility to make arrangements with the Principal with regard to room usage, payment for DJ, arranging chaperones, police, etc.
7. Class or club officers should be assigned tasks i.e., handling tickets, clean-up detail, etc.
8. If food or beverages are to be served, arrangements should be made beforehand.
9. If a student is not admitted to a dance they may use a phone in the school to contact a parent.

## **PARENT CONCERNS**

When parents have a concern about their child, they should follow the "chain of command" in order to remedy the situation as soon as possible.

## **CHAIN-OF-COMMAND**

1. Talk with your son/daughter.
2. Contact the Teacher
3. Contact the Guidance Counselor
4. Contact the Principal and/or Supervisor
5. Contact the Superintendent

**\*\*NOTE\*\* It is recommended that students follow this chain-of-command also in their daily activities.**

## **CLUBS AND ORGANIZATIONS**

### **How to Start a Club:**

- Identify at least eight students interested in joining the proposed club.
- Determine a faculty member who would be interested in advising the club.
- Bring your proposal to a Student Government meeting. Students interested in the formation of the club and the advisor will then establish goals of the club and report to the Principal. The Principal, in turn, will present the proposal to the Board of Education.

\*See your Course Guide for a current list of clubs/organizations.

## **ACADEMY STUDENT ELIGIBILITY FOR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS**

1. Eligibility for Interscholastic Athletics: Any student wishing to participate in the interscholastic athletics program within their residential high school district must meet all academic requirements that have been set forth for eligibility by that school. A letter of eligibility will be provided to the local school district principal.
2. Eligibility for Extra-Curricular Activities/Field Trips: Any student wishing to participate in any extra-curricular activities and/or extended out-of-school field trips must meet eligibility criteria established by the faculty and the school administration. Criteria will include attendance, academic standing and discipline as follows:
  - a. The student must not be in jeopardy of violating the attendance policy.
  - b. The student must not have a record of recurring disciplinary infractions.
  - c. The student must have the approval of all assigned teachers to participate.

Should there be questions or concerns on any above stated policies, please do not hesitate to call the guidance or principal's office.

**Note: After reading this document, you and your parent/guardian must sign the form on page 45 and return it to school on the day indicated by your homeroom teacher.**



*In accordance with New Jersey Statute 18A:37-1 Pupils in the public schools shall comply with the rules established in pursuance of law for government of such schools. Parent/guardians and students are required to read and sign the receipt page.*

*I have received and have read a copy of the OCVTS Performing Arts Academy Student-Parent Handbook.*

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*Signature of Parent/Guardian*

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*Signature of Student*

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*Date*