

Performing Arts Academy



Christine Santasieri
Principal
1 College Drive, Building 12
Toms River, NJ 08754
Telephone: (732) 286-5678

This book belongs to:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Phone: _____

Locker Number/Code: _____

Computer Login/Password: _____

Google Login/Password: _____

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT MISSION STATEMENT

The mission of Ocean County Vocational Technical School is to provide an intensive and immersive educational experience aligned with the current and emerging demands of business, industry, and advanced education. We instill the knowledge, skills, and competencies required for students to experience success in entering the workforce, advancing along a career pathway, and achieving career aspirations.

PERFORMING ARTS ACADEMY MISSION STATEMENT

The Mission of the Performing Arts Academy of the Ocean County Vocational Technical School district is to provide a rigorous curriculum for creatively gifted and academically driven high school students. Our challenging coursework empowers graduates with the experience, knowledge, and 21st century skills necessary to succeed in academia and arts industry. Our students will develop critical thinking skills to propel them into the global landscape of interconnectivity.

BELIEF STATEMENTS

The Performing Arts Academy provides an environment that encompasses the following beliefs:

- Education is a shared responsibility of the school district, students, family, and the community.
- The ability to think critically and creatively is achieved through an arduous academic curriculum.
- A nurturing environment fosters character, integrity, and good citizenship.
- An appreciation for social and cultural diversity is essential for success in a global society.
- Interdisciplinary curriculum that encourages the infusion of the arts and technology in academic courses prepares students for achievement in the 21st century.
- A love of learning is created through a positive school culture, myriad of learning activities and clubs that have been established based on student interests and passions.
- Leadership opportunities, team building activities, and life skills development prepare students for vocations and higher education.
- Student-centered learning cultivates personal responsibility, accountability and time management skills.
- Structured learning experiences provide opportunities in professional setting where the skills learned through a four-year experience can be transferred/demonstrated/applied in a work setting; these internships serve to expand the depth of knowledge.
- Access to various venues for productions, workshops and internships provide avenues for building meaningful networking and mentoring relationships.

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ADMINISTRATION

Karen Homiek, Superintendent
Dr. Michael Maschi, Assistant Superintendent
Frank J. Frazee, School Business Administrator/Board Secretary

BOARD OF EDUCATION

Nina Anuario, President
Stephen Scaturro, Vice President
Kevin W. Ahearn
Ronald Rosetto
Maureen Stankowitz

BOARD OF CHOSEN FREEHOLDERS*

Joseph H. Vicari, Director/OCVTS Liaison
Gary Quinn, Deputy Director
Virginia E. Haines, Member
John P. Kelly, Member
Gerry P. Little, Director

*at the time of publication

AFFIRMATIVE ACTION/POLICY OF NONDISCRIMINATION

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:

Dr. Michael Maschi, Affirmative Action Officer, 732-240-6414 Ext.3222
See page 22 for district grievance procedure.

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.ocvts.org for more information and any future updates regarding New Jersey HIB Law. Ocean County Vocational Technical School District policy can be found on page 16.

PRINCIPAL'S MESSAGE

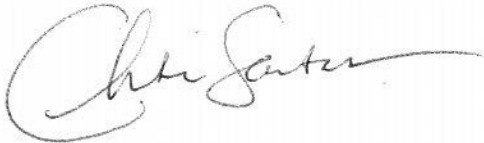
Dear Student and Parents/Guardians:

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 the Performing Arts Academy 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,

A handwritten signature in cursive script, appearing to read "Christine Santasieri". The signature is written in dark ink on a light background.

Christine Santasieri
Principal, Performing Arts Academy

QUICK PHONE REFERENCE/CRISIS TEXT LINE

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. 4105
Performing Arts Academy Vice Principal	(732) 286-5678 Ext. 4106
Health Office (School Nurse)	(732) 286-5678 Ext. 4109
Attendance Office	(732) 286-5678 Ext. 4100
Ocean County College Security	(732) 255-0451
NJ Addiction Hotline	844-732-2465
Preferred Behavioral Health of NJ	(732) 367-4700
NJ Mental Health Cares	1-866-202-HELP (4357) or TTY: 1-877-294-4356 or email: help@njmentalhealthcares.org
Department of Child Protection and Permanency/ Formally DYFS	1-855-INFO-DCF (1-855-463-6323)
Community Medical Center (Toms River)	(732) 557-8000
Hackensack Meridian Health Southern Ocean Medical Center (Manahawkin)	(609) 597-6011
Ocean Medical Center (Brick)	(732) 840-2200
Child Abuse Hotline	1-877-NJABUSE (652-2873)
24-hour Crisis Intervention/Listening telephone service	(732) 240-6100 or (609) 693-5834

CRISIS TEXT LINE

Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information via the medium people already use and trust: text. Here's how it works:

1. Text 741-741 from anywhere in the USA, anytime, about any type of crisis.
2. A live, trained Crisis Counselor receives the text and responds quickly.
3. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

Ocean County College Quick Reference Guide

Address: Ocean County College
College Drive
P.O. Box 2001
Toms River, NJ 08755-2001

Website: www.ocean.edu

Phone: (732) 255-0400

Fax: (732) 255-0444

Departments

Academic Advising

Admissions

Security

Tuition (Cashier/Billing)

Number:

(732) 255-0300

(732) 255-0400 ext. 2960

(732) 255-0451

(732) 255-0324

2020-2021 School Calendar

Performing Arts Academy
12 College Drive, Building 12
Toms River, NJ 08754
732-286-5678

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Wed., Aug. 12, 9:00 AM	New Student Orient.
Tues., Sept. 1	Staff Orientation
Wed., Sept. 2	1st day for Students
Mon., Sept. 7	Labor Day
Thurs., Sept. 10, 6:30 PM	Back -To-School
Tues., Sept. 22	Picture Day
Mon., Sept. 28	Yom Kippur
Fri., Oct. 9	1/2 day for students
Mon., Oct. 12	School Closed- Staff In-Service
Mon.-Fri., Nov. 2-6	School Closed-NJEA Conv.
Frid.-Sat., November 20-21	Fall Drama
Wed., Nov. 25	1/2 day for students
Thurs.-Fri., Nov. 26-27	Thanksgiving
Wed., Dec. 23	1/2 day for students
Thurs.-Fri., Dec. 24-25	Winter Break
Mon.-Fri., Dec. 28-Jan. 1	Winter Break
Mon., Jan. 4	Schools Reopen
Mon., Jan. 18	Dr. Martin Luther King, Jr. Day
Mon., Feb. 15	Presidents' Day
Thur. - Sat., February 18-20	School Musical
Thurs., Apr. 1	1/2 day for students
Fri., Apr. 2	Spring Break
Mon.-Fri., Apr 5-9	Spring Break
Mon., Apr. 12	Schools Reopen
Mon., May 31	Memorial Day
Wed, June 16	Last Day for Students
Friday, June 18	Last Day for Staff

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Note: State Law requires 180 days of student instruction. Therefore, additional days will be added as a result of a school closing for imlement weather or other appropriated deemed event

 School Closed
 Early Release

 EP Employee Planning (no school for students)
 Back To School

 First & Last Day of School

BELL SCHEDULES

REGULAR SCHOOL DAY SCHEDULE:

PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom/1	7:30-9:01
2	9:05-10:25
Lunch	10:25-10:45
Activity Period	10:45-11:05
3	11:09-12:29
4	12:33-1:53
Teacher Sign-out	2:10

DELAYED OPENING SCHEDULE (90 MINUTE DELAYS):

PERIOD	TIME
Teacher Sign-in	8:45
Warning	8:55
1/HR	9:00-10:13
2	10:17-11:17
Lunch	11:17-11:31
Activity Period	11:31-11:45
3	11:49 -12:49
4	12:53-1:53
Teacher Sign-out	2:10

DELAYED OPENING/EMERGENCY CLOSINGS

If severe weather conditions or other emergency situations necessitate an early closing or delayed opening of our school, check www.ocvts.org or OCVTS on Twitter/Facebook. Radio stations like WOBN (92.7), WJRZ (100.1), and NJ101.5 will also have school closing information. Please note the announcement will list **Ocean County Vocational Technical School**, NOT specifically the Performing Arts Academy. Additionally, the Ocean County Vocational Technical School District has a Robo-call system in place that is used to notify parents/students of closings or delayed openings/early dismissals. The Robo-call is made to the Main (Home) Number identified on the Student Health/Emergency Card. **Please do not**

call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.

If a decision for a delayed opening is deemed appropriate, the school day will begin at 9:00 a.m. with Period 1/Homeroom. Dismissal will be at the normal time. Conditions may vary by locations so students should follow residential districts times/closing information. Ocean County Vocational Technical School District does not provide transportation therefore, questions regarding transportation should go to residential district.

EARLY DISMISSAL SCHEDULE/HALF DAY SCHEDULE*

PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom/1	7:30-8:33
2	8:36-9:31
Lunch	9:34-9:49
Activity Period	9:49-10:04
3	10:07-11:02
4	11:05-12:00

***Early Dismissal Dates (subject to change):**

- **October 9, 2020, November 25, 2020, December 23, 2020 and April 1, 2021 (Early Dismissal for Students ONLY)**
- **Final Exam Days (see final exam bell schedule on page 11)**
- **Last Day of School**

MIDTERM EXAM DAYS SCHEDULE

DAY 1		DAY 2	
PERIOD	TIME	PERIOD	TIME
Teacher Sign-in	7:15	Teacher Sign-in	7:15
Warning	7:25	Warning	7:25
Homeroom/1 (Exam)	7:30-9:01	Homeroom/1	7:30-9:01
2	9:05-10:25	2 (Exam)	9:05-10:25
Lunch	10:25-10:45	Lunch	10:25-10:45
Activity Period	10:45-11:05	Activity Period	10:45-11:05
3 (Exam)	11:09-12:29	3	11:09-12:29
4	12:33-1:53	4 (Exam)	12:33-1:53
Teacher Sign-Out	2:10	Teacher Sign-Out	2:10

FINAL EXAM DAYS SCHEDULE (Early Dismissal)

ALL FINAL EXAMs -Subject to change	
PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom-Attendance	7:30-7:43
Session 1	7:45-9:45
Snack/Session 2	9:48-12:00

***First day of final exams will be for periods 1 & 3; second day of final exams will be for periods 2 & 4**

BACK TO SCHOOL NIGHT SCHEDULE (Subject to change)

Schedule	
Period/Semester	Time
Warning	6:20
1 (F1)	6:30-6:40
2 (F2)	6:45-6:55
3 (F3)	7:00-7:10
4 (F4)	7:15-7:25
Lunch/Activity/PTSO	7:30-7:50
1 (S1)	7:55-8:05
2 (S2)	8:10-8:20
3 (S3)	8:25-8:35
4 (S4)	8:40-8:50

Tentative Date: September 10, 2020

SCHOOL SEARCHES

NOTICE TO ALL OCVTS STUDENTS/PARENTS (Canine Search Disclaimer):

School officials are obligated to maintain an orderly and efficient school. If there is reason to believe that a student has dangerous, illegal, or stolen items in his/her possession, that student may be searched. Lockers, desks, and personal items therein may be searched when there is reasonable suspicion that they contain articles that are dangerous, illegal, or stolen or that it contains evidence that the student code of conduct has been violated.

Vehicles parked on school property are subject to routine patrol and potential search. The use of dogs trained in detecting the presence of drugs may be used to patrol the school facilities and grounds, including, but not limited to, the locker and parking areas. Use of dogs may or may not be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or container, it shall create reasonable suspicion to search that vehicle, locker, or container.

STUDENT RIGHTS AND RESPONSIBILITIES

Note: After reading this document, you and your parent/guardian must sign the forms on page 91-95 and return them to school on the day indicated by your homeroom teacher.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The right to a "thorough and efficient," free public education for all New Jersey children in the state between ages of five and eighteen is guaranteed by the New Jersey Constitution. The state law for compulsory education requires regular attendance at public school or an equivalent program of instruction for all children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students 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.

GENERAL RULES & 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.

HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. For the purposes of this policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Harassment, Intimidation, and Bullying Definition

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

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

“Electronic Communication” means communication transmitted by means of an electronic device, including, but not limited to, smartphones, smart watches, tablets, computers, or any other device used for electronic communication.

Pupil Expectations

The OCVTS Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct. The board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members. Pupils are expected to behave in a way that creates a supportive learning environment. The board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils’ abilities to grow in self-discipline. The board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this policy. Based on locally determined and accepted core ethical values adopted by the board, pursuant to N.J.A.C. 6A:16-7.1(a) 2, the board must develop guidelines

for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules. Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Harassment, Intimidation, and Bullying Off School Grounds

This policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. a reasonable person should know, under the circumstances that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the principal at each school to be responsible for receiving complaints alleging violations of this policy. All board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the principal within two school days of the verbal report. The principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this policy to the principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report. A board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A.18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter

any tort liability. The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

District HIB Coordinator; Alison Carroll 732.244.1122 x 4001

This entire policy can be viewed at www.ocvts.org. If you desire a hard copy of the entire policy, please contact any of our centers and a copy will be provided to you.

STUDENTS WITH DISABILITIES

The education and related services of students with disabilities shall follow federal and state law and code, N.J.A.C. 6:28 et seq. In addition to prohibiting educational and employment decisions based on handicapping conditions, the district shall as much as feasible, make facilities accessible to students with disabilities and employees as intended by Section 504 of the Rehabilitation Acts of 1973 and the Americans with Disabilities Act.

Dr. Michael Maschi, Affirmative Action/Title IX Officer
732-240-6414 Ext. 3332

Alison Carroll, Americans with Disabilities Act Officer
732-244-1122 Ext. 4001

Alison Carroll, 504 Officer
732-244-1122 Ext. 4001

Grievance Procedure

In an effort to resolve complaints as expeditiously as possible and in keeping with federal/state anti-discrimination legislation, the Board of Education adopts and hereby publishes the following grievance procedure.

This procedure provides the student with an efficient, meaningful way of solving important school-related problems. Students attending the vocational school in either day or evening programs have similar rights

and responsibilities. Therefore, this policy applies to all students regardless of their enrollment status.

Step #1 The grievant should report the incident to the building administrator or the district Affirmative Action Officer. He/she will investigate the incident and, if necessary, schedule a conference with the parents/guardians and/or the student in an effort to resolve the concern. If within five days the grievance is not resolved, proceed to Step #2.

Step #2 The grievant should submit a written formal complaint to the building administrator or the district Affirmative Action Officer who will continue to investigate and will respond in writing within ten school days. If the grievance is not resolved, proceed to Step #3.

Step #3 The grievant should appeal in writing to the Chief School Administrator within five school days. The Chief School Administrator will review the details of the grievance, schedule appropriate meetings, and respond in writing within twenty school days. If the grievance is not resolved, proceed to Step #4.

Step #4 The grievant should appeal in writing to the Board of Education within five school days. The Board will review the documentation and discuss the incident with the chief school administrator at the next regularly scheduled Board meeting. A Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by a majority of the members. The Board shall respond to the grievant in writing within five school days after the meeting.

STUDENTS WITH DISABILITIES GRIEVANCE POLICY

The purpose of this grievance policy is to provide the student with disabilities with a procedure to redress disputes arising under Chapter 28 of the New Jersey Administrative Code concerning Special Education. There are two avenues of redress available under the code. The grieving student has an opportunity to request a mediation hearing or a due process hearing.

Mediation Hearing Process

When disputes arise under Chapter 28, mediation shall be available through the Ocean County Vocational Technical School District, the Department of Education through its Ocean County Office and/or the New Jersey Department of Education through the Division of Special Education. Mediation shall be provided in accordance with the following:

1. A request for mediation shall be made in writing to the Superintendent of the Ocean County Vocational Technical School District, the Child Study Supervisor of the Department of Education, Ocean County Office or the Director of the Division of Special Education, New Jersey Department of Education with a copy to the other party. The mediation request shall specify the issue(s) in dispute and the relief sought.
2. The mediation conference shall be conducted within 20 calendar days after receipt of the written request at which time:
 - a. Issues shall be determined
 - b. Options explored
 - c. Mediation attempts made within the confines of New Jersey Law and Code.

The conference shall be informal and held at a place reasonably convenient to the parties in dispute. If mediation results in agreement, the conclusions shall be incorporated into a written agreement and signed by each party. If mediation does not result in agreement, the mediator shall document the date and the participants at the meeting. No other records of the mediation shall be made. **Note 1:** Either party may be accompanied and advised at mediation by legal counsel or other person(s) with special knowledge or training with respect to educationally handicapped pupil needs. **Note 2:** Attempts to resolve conflicts between the parent(s) and the Ocean County Vocational Technical School District prior to a request for a due process hearing are encouraged; however, a request for mediation is not a

prerequisite to a hearing. Either party may request a due process hearing directly to the New Jersey Department of Education.

Due Process Hearing

A due process hearing may be requested in regard to the referral, classification, evaluation or educational placement of a student through the age of 21 and/or the provision of a free, appropriate education to that student. For students above the age of 21, any disputes regarding the provision of programs and services to these students shall be handled as a contested case before the Commissioner of Education pursuant to N.J.A.C. 6:24.

The procedures for the due process hearing are as follows:

1. A written request for a due process hearing shall be made to the New Jersey Department of Education within thirty calendar days of a proposed or denied action of the Ocean County Vocational Technical Board of Education.
2. The Department of Education shall acknowledge receipt of the request and provide information regarding free and low-cost legal services.
3. Within seven calendar days of receipt of the written request, the Department of Education shall conduct a settlement conference as part of the due process hearing. If agreement is not reached at the settlement conference, the matter is transmitted to the Office of Administrative Law for a hearing.
4. The decision of the administrative law judge is final, and will be implemented without undue delay.
5. Parents may file a written complaint with the Department of Education if the Ocean County Vocational Technical School Board of Education fails to implement a hearing decision of the Office of Administrative Law.

Students and State Law

The following are portions of the New Jersey State Law Title 18A pertaining to students in public schools.

18A:37-2. Causes for Suspension or Expulsion of Pupils

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

shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person, having
- c. authority over him;
- d. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils;
- e. Physical assault upon another pupil, teacher, or district employee;
- f. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- g. Willfully causing, or attempting to cause, substantial damage to school property;
- h. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- i. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- j. Incitement which is intended to and does result in truancy by other pupils; and
- k. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

18A: 37-1. Submission of Students to Authority

Students in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others over them.

18A: 25-2. Authority Over Students

A teacher or other person in authority over such students shall hold every student accountable for disorderly conduct in school during recess and on the playground of the school and on the way to and from school.

18a: 6-1. Corporal Punishment of Students

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal

punishment upon a student attending such school or institution, but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
3. for the purpose of self-defense; and
4. for the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment.

18A: 37-3.1 Liability to Parents of Students for Damage to Property

The parent or guardian of any student who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or any court of competent jurisdiction, together with costs of suit.

ATTENDANCE

Student attendance is vital when learning is its ultimate goal. In order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high academic 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, 26, and NJAC 1:20-1.3) except for illness or other extenuating circumstances that are taken into consideration. Parents/Guardians of students who have accumulated nine absences each semester (or fall below 90% seat time) and are of the compulsory school age may be in violation of the statutes of NJSA 18A: 38-25 and 26. 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 POLICY (District Policy 5210)

Any student who exceeds nine (9) 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 applicable (90% seat time is minimum seat time per class- for example a class that meet for only 1 marking period students cannot exceed 4.5 days absent from that class).

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 (<https://www.nj.gov/education/holidays.shtml>)
- Death in the family
- Home Instruction
- Suspension
- Take Your Child-To-Work day
- Up to 3 days for college entrance interviews - with verification (limited to juniors and seniors only) Documentation on College/University letter head required.
- 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.

Please note:

- **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.**
- **A student who is absent, arrives to school after 11:00 a.m. or leaves early may not attend after school activities.**

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

Attendance letters are generated and sent automatically, as well as posted on Parent Portal.

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. 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 any time after school hours or before 8:30 a.m. on the morning of the absence. When calling out via this number, 732-286-5678 x 4100, 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

If your child is out you may receive 2 phone calls. One in the morning from our Attendance Secretary and one in the evening, which is automatic Robo-Call that is sent by the district.

Parents who have questions concerning attendance procedures should contact the Attendance Secretary (Main Office), Guidance Counselor or Vice Principal.

ATTENDANCE RECORD PARENT NOTIFICATION

- Once a child has reached four (4) and six (6) absences, a letter will be sent home notifying the parent; alerting them of the possibility of non-compliance with the attendance policy.
- Once a child reaches his /her tenth (10) absence, a certified letter will be mailed home to the parent indicating “no credit” status and to request an attendance hearing. Please note that there are no letters for specific classes affected by excessive lates and early dismissals, but “no credit” status may still apply.

If parents have questions about the letter of notification they should contact the attendance office at extension x4100 or the Vice Principal. It is also recommended that all absences be reviewed at this time.

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.

FAMILY VACATIONS

Vacation days are chargeable to the student’s attendance record. Exceeding 9 days out a semester may result in no-credit status as per Ocean County Vocational Technical School Attendance Policy.

The following procedures regarding student absences for family vacations shall apply:

1. Students are to fill out a Vacation Request Form from the guidance office, have it signed by a parent or guardian and instructors 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. The 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. Students not present due to reasons other than a verified illness or those listed on page 27 will receive a zero for the exam grade. 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.

HOME INSTRUCTION

Doctors may request that a student be placed on home instruction for medical reasons. The request must be made in writing and the process will be initiated by the Guidance Office. 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. Students on home instruction is not permitted to participate in extracurricular activities.

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

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.**

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 1:53 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 1:53 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.

TARDY/LATE TO SCHOOL

Tardy is defined as arriving to the school building after the correct or expected time of 7:30 a.m.

It is each student's responsibility to be on time to school (7:30 a.m.). Students are required to be in homeroom by 7:30 a.m. or they are considered late. Students that are late are 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. Subsequent lates after four will result in assignment to a lunch detention or after school 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.

Students who wish to attend after school activities must arrive to school before 11:00 a.m. 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, we request a parent 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 WINDOW 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.

The individual picking up a student must be on the student's emergency card. Additionally, the person picking up the student must show identification. There are no exceptions.

If a student is ill, permission from the school nurse must be given prior to signing out with the principal. Parents may need to 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 activity. Exceptions can be made only with the approval of the Academy Administration.

TRANSPORTATION AND DRIVING TO SCHOOL

TRANSPORTATION

Transportation to and from the Performing Arts Academy is provided by the school district in which the student resides. For transportation issues that may arise, please contact your sending school district's transportation departments. Students are expected to arrive and depart to school on their sending school bus. Any deviations must be made with that appropriate school district's transportation department. Although the office may approve your child to take an alternate bus (one other than the provided by residential sending school) home, the alternate bus (non-sending district) may not allow your child to ride their bus for insurance reasons. It is strongly suggested that you reach out to the appropriate district to make arrangements for bus changes.

- Please note that The Performing Arts Academy does not handle transportation and questions regarding transportation would be best answered by your child's sending district.
- If your sending district is closed due to weather, they will not provide transportation and you will not be penalized for this. Districts generally send on delay openings. For inclement weather, follow announcements for the "[Ocean County Vocational Technical School District.](#)"
- When the Performing Arts Academy is open and your sending district is closed for reasons other than weather or emergencies, transportation should still be provided by residential district. Parents are encouraged to call and obtain information on how your district runs on these days.
- Transportation should be provided according to the Performing Arts Academy Calendar (Please follow our 2020-2021 School Year Calendar). This includes differences between sending district and Performing Arts Academy schedules.
- Performing Arts Academy administration and staff CANNOT approve student transportation request. This includes a student wishing to go home on a friend's bus. Students are insured under their sending district while being transported to and from school. Therefore, the approval must come from the sending district. School

bus personnel have the right to deny non-resident students access to their bus.

- Students that attended private school or were home schooled prior to attending the Performing Arts Academy need to register with their sending district in order to secure bus transportation to the Performing Arts Academy.
- In the event of a student missing the bus, the student should report immediately to the office. The office staff will reach out to the district transportation department to see if a bus can come back to pick up the student. If transportation is unable to return, the parent/guardian will need to pick up student.
- Please refer to the sending school transportation numbers on the following page for questions regarding bussing.

Sending School Transportation Numbers:

Barnegat High School	609-698-5816
Brick School District	732-785-3000 x 2077
Central Regional School District	732-341-5589
Jackson School District	732-833-4614
Lacey School District	732-971-2000 x 1043
Lakewood School District (Murphy Bus)	732-367-4600 or 732-905-3697
Manchester School District	732-849-2812
New Egypt School District	609-758-6800
Pinelands School District	609-857-4117
Pt. Pleasant Beach School District	732-899-8840
Pt. Pleasant Borough School District	732-701-2508
Southern Regional School District	609-597-9481 x 4343
Toms River School District	732-505-5645

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.

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.

AUTOMOBILES/PARKING PERMITS AND EXPECTATIONS

APPLYING FOR A PARKING PERMIT:

1. An application form must be completed and submitted in the Main Office.
2. A copy of the insurance card, license, and registration must be attached to the application.
3. \$5 fee for parking sticker.

PARKING PERMIT PRE-REQUISITES:

1. **All school fines (textbook, etc.)** must be paid in full before approval of driving privileges.
2. In order to be granted the driving privilege, a student must be in good standing by maintaining good academic progress according to his/her ability, regular attendance (includes tardiness), and a good discipline record.
 - Good academic progress means that a student is passing all of his/her courses.
 - A good discipline record means that a student has not been suspended in a calendar year and has fewer than five discipline referrals.
3. Parking is a junior and senior privilege, not a right. Failure to follow these rules set forth by OCVTS Performing Arts Academy and Ocean County College may result in suspension or loss of driving privileges, summons by OCC Security Department or Toms River Police Department, and/or your car may be towed.
4. Students must be in school by 7:30 or they will be considered late. Chronic lateness may result in the loss of driving privileges. Additionally, chronic lateness may result in after school detention.

REGISTRATION:

1. If approved, a parking permit will be issued. Failure to properly display the parking decal will result in a loss of parking privileges. A \$5.00 fee is charged for the permit.
2. If a student operates two or more cars alternately, all cars must be registered and a valid parking permit must be properly displayed. Whenever a change in license plate occurs, the student is to immediately notify the Main Office so that our records may be updated.

3. Lost, damaged, or defaced permits will not be replaced; a new permit must be purchased.

PARKING:

1. Decals must be displayed in the upper left corner of the rear window at all times.
2. All persons parking their vehicles on school property do so at their own risk. Students are advised to lock all doors (see Parking Affidavit).
3. Students must park in the assigned student parking area only.
4. Park only inside white lines in designated student areas.
5. Do not park in faculty-designated areas, or any other non-designated areas. You may be ticketed or towed if you do not follow these guidelines.

RESPONSIBILITIES AND REGULATIONS:

1. Parking permits are **NON-TRANSFERABLE**. All students sharing or attempting to share permits will lose parking privileges for the remainder of the school year.
2. Students are not permitted to sit in parked cars or loiter about parked cars at any time. Upon arrival to school, students must park their cars and immediately enter the building.
3. Students may not go to their cars during the school day unless permission has been obtained by the Administration.
4. Students must exercise extreme caution when driving on school grounds.
5. The speed limit on OCC campus is 15 M.P.H., unless otherwise posted.
6. Pedestrians have the right of way at all times.
7. You must obey all traffic signals, stop signs, and all other signs regulating traffic safety.
8. All vehicle accidents occurring on campus must be reported to the OCC Security Department at (732) 255-0451 (press 8), and the Toms River Police Department at (732) 349-0150.
9. Students must not interfere with the progress of school buses.
No parking in the bus area.
10. All motor vehicle laws of the State of New Jersey apply on school grounds.
11. Due to inclement weather, student parking may be suspended.

VIOLATIONS:

1. Misuse of the student driving privilege will result in the suspension or revocation of the student's driving privilege.

2. Other disciplinary action as deemed necessary by the administration may also be applied in violation of the driving regulations.
3. Violations of New Jersey State motor vehicle law may result in the involvement of the police as deemed necessary by the administration.
4. The Ocean County Vocational Technical School District has and reserves the right to conduct vehicle searches upon either reasonable suspicion of illegal activity by a student with a parking permit or a reasonable suspicion of illegal substances being in the vehicle.
5. **Cars parked illegally and/or without an appropriate parking permit may be subject to a police summons and towed away for trespassing.**

APPEAL PROCEDURES for PAA:

1. A student who is denied the student driving privilege may appeal such a decision to the principal.
 2. The decision of the principal is final.
-

ENFORCEMENT AT OCEAN COUNTY COLLEGE

1. The Security Department at OCC enforces vehicle regulations. A written notice of the violation(s) is affixed to each vehicle parked in violation of the regulations.
2. In the case of blatant parking violations (handicapped, loading zones, fire lanes, etc.) the Security Department will notify Toms River Police and a municipal summons will be issued.
3. When personal or property safety is threatened, the normal flow of traffic is impeded, or an illegally parked vehicle stops the maintenance of the college, your car will be towed at the owner's expense.

Fees

1. \$15- occupying more than one parking space or parking in Faculty/Staff space.
2. \$25- Parking in "No Parking" zone (fire, unloading, etc.), blocking or impeding traffic, parking in non-designated space, parking in designated reserved space, or disregard of traffic control device.
3. \$100- Towing fee.
4. \$250- Parking in handicapped space without permit.

ALL FINES must be paid in person or by mail to: Accounting Department, Ocean County College, College Dr., P.O. Box 2001, Toms River, NJ 08754. Checks should be made payable to Ocean County College.

Parking in Handicapped, Fire and/or Loading Zone is a municipal violation and subject to ticketing.

Payment Methods to OCC

Checks or money orders are acceptable made payable to Ocean County College and must include the student's name and ticket number. A charge of \$20 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college, it will not be re-deposited nor will the college accept another personal check in its place. Instead, payment will have to be made in cash, certified check, or money order. The college will treat a stop payment as a returned check and will apply the \$20 returned check charge.

Traffic Appeals Procedure per Ocean County College

1. A ticket may be appealed to the Traffic Appeals Committee provided it is made in writing to the Security Office within twenty (20) calendar days from the issuance of the ticket/summons
2. Request forms can be found at the Security Office. You forfeit the right to appeal if you fail to properly file an appeal form.
 - a. Not considered for appeal:
 - i. Length of time vehicle was illegally parked
 - ii. Parking on grass
 - iii. Parking in a particular area in the past did not result in a ticket or that there were no "No Parking" signs
 - iv. Other vehicles in the same area were not ticketed
 - v. All parking lots were full
 - vi. Parking in the Faculty/Staff lot for any reason when you are a student

Direct violation of the parking policy- the Traffic Appeals Committee, not the Security Department, has the authority to hear and decide appeals.

BUILDING SECURITY AND DRILLS

BUILDING SECURITY

The entrance of the school will be locked at all times with the exception of 7:00 – 7:35 a.m. for arrival and 1:50-2:15 p.m. for dismissal. Ocean County College Security does daily building walk throughs.

FIRE, SCHOOL SECURITY DRILLS (NJ 18A:41-1)

Each school is required to have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

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 (Grinin Center and HPEC).
- 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

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill shall occur monthly. During a security drill, students are expected to follow specific directions given for the protection of their safety and well-being and that of the school. 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.

SCHOOL SEARCHES

See page 13 for information on searches.

MAIN OFFICE

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. For classroom issues that arise the teacher is the best source of information for what is happening and therefore should be the first person, after their child to contact.

CHAIN-OF-COMMAND

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

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

CHANGE OF ADDRESS

Students who move to a new address must immediately provide their new address and telephone number to their counselor. Students that move to a new district will need to register with the new district. They should also submit an emergency phone number for use in case of accident or illness.

PARENT DROPPING OFF ITEMS FOR STUDENTS

We expect our students at the Performing Arts Academy to be responsible students and bring what they need to school daily, this includes notebooks, textbooks, lunch, projects, etc. We do understand that students may forget their items on a rare occasion. In this instance, parents may drop off the item(s) in the vestibule of the office only. As a rule, class time will not be disrupted with these drop offs, except medications, which will be coordinated between the office and school nurse. Frequent drop offs are discouraged, and parents, teachers, and staff will work as a team to instill the values of responsibility as a valuable part of their educational experience.

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 for the first time, a pupil must have **paperwork signed by employer, a completed physical and present their 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.

VISITORS

Visitors (former students, friends or relatives) are not permitted in school during school hours. This rule has been established based on legal issues that can arise due to unauthorized persons being on school property. Additionally, visitors can detract from the learning environment. The principal is the only person who may permit guest to be on school grounds. Permitted guests must provide the appropriate information to the Main Office 72 business hours before visit.

ACADEMICS

ACADEMIC INTEGRITY/ PLAGIARISM (Policy # 5510)

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 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. **Academic Integrity/Plagiarism 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. Please keep in mind that all infractions, including those that fall under academic integrity, are reported to **National Honor Society**. Behaviors deemed less than stellar may result in the loss of opportunity to participate in or remain part of National Honor Society.

Performing Arts Academy students are expected to maintain academic integrity in all of their academic work. Our students are required to exemplify honesty, respect for truth, and a commitment to moral and ethics. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, homework, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- Students, who cheat, including those who help others cheat, will receive no credit for the activities in question (Individual that provides the answers/work and individual that uses other's answers/work).

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to reprimand and loss of credit for all of the work that is plagiarized. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
- 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.
- Using a cell phone during an exam or test provides an unfair advantage, therefore, in addition to cell phone discipline, the student will receive a zero for the assignment.
- If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
- The Building Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.
- If the pupil is not in agreement with the disciplinary action of the Building Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

To avoid plagiarism, students are encouraged to 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.

HEALTH AND PHYSICAL EDUCATION

According to NJ law (18A:35-7 & 8), all students must receive 150 minutes of health, safety, and physical education per week, prorated for school holidays. Students with medical conditions cannot be exempt from physical education-appropriate modifications are to be made or access to physical education core content curriculum standards through instruction are required.

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. Students that come “unprepared” may be given an alternate assignment to complete during that period.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

New Jersey statute, NJSA 18A:35-7 requires that student in grades 1-12 receive 150 minutes (or two and one-half hours) of health, safety, and physical education per week, prorated for school holidays.

According to NJAC 6A:14-4, physical education services, specially designed if necessary, shall be made available to every student with a disability age 5 to 21. Individual student needs should be addressed through the student’s Individualized Education Plan or 504 Plan. The child’s program should be modified to reflect activities that the child can participate in, even if some modifications are necessary.

In the event that a student has a temporary disability (e.g. fractured leg, recent surgery) and cannot participate in the regular physical education program the school is responsible for communicating with the child’s family and attending physician to determine how long the child will need accommodations. Once this has been determined:

In school, the student can:

- Participate in the regular physical education class with restrictions based on the severity and nature of his/her disability;
- Participate in an adaptive physical education class that provides individualized instruction based on the type and severity of his/her disability;
- Substitute health instruction for physical education for that marking period, semester, or school year with the student returning to physical education when medically appropriate; or
- Substitute a health-related class that meets a number of the core standards and local curricular objectives such as foods and nutrition or parenting and child care.

Out-of-school the student can:

- Participate in a physician-ordered program with a licensed physical therapist (e.g. therapeutic exercise programs that improve range of motion or strength); or
- Complete an approved independent study project in an area related to the physical education course objectives

FAMILY LIFE EDUCATION EXEMPTION

According to NJSA 18A:35-4.7, 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.

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.

GUIDANCE/STUDENT SERVICES

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

COLLEGE PREPARATION

The Performing Arts Academy counselors meet in groups and individually to assist students with post-high school planning throughout high school. Post-high school exploration includes personality, career, and vocational assessments as part of their advisement. Students are then guided in the use of Naviance, the computer, and printed materials to provide additional information on universities, colleges, trade and technical schools, and the military. The career planning and assessment tools in Naviance allow students to realize their strengths, goals, knowledge, values, and interests in future careers, to help them work toward a path that is inspiring to them. Scholarship information and college application process information is emailed home to parents on a regular basis from the Guidance Office. Phone calls and conferences with parents to assist with planning are arranged on an individual basis as requested.

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. Teachers, guidance counselors, and other school personnel as authorized by the building principal may inspect student records.
5. 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.**

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.

PROGRESS REPORTS

Student progress reports are posted on Parent Portal (Realtime) at the midpoint of each marking period. 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 are posted on parent portal approximately 4 weeks into the semester. Paper copies can be printed by request. You may also access information regarding your child's grades, attendance, and discipline via the district's computer-based Parent Portal.

PARENT PORTAL

The Parent Portal (Realtime) 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. In the event that this information is misplaced you can contact the Main Office.

REPORT CARDS

Posted at the end of each semester on Parent Portal (Realtime), report cards show student progress in each subject. Request for paper copies can be made by contacting the main office directly. 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 A’s 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 COURSE REQUIREMENTS/PROCEDURES

To move from non-honors level course to an honors 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 88 average in current honor’s course/s. Students that fall below this standard will be placed in college prep level courses the following year automatically.
2. Although strongly discouraged, a parent may request a waiver for student to stay at honors level.
3. Teacher recommendation to continue in honor course.

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 a minimum of 162 course credits** in order to receive a diploma. Each student must also meet all New Jersey state requirements for graduation.

Graduation Requirements

Minimum Credits Required	162
Yearly Credits Required	40

Number of Credits	Course/s
20	English
20	Mathematics
15	Science
10	United States History
15	World History
10	World Language (or up to Level II/III-Spanish)
15	Physical Education
5	Health
2	STSC 155** – Student Success Seminar
40	Visual/Performing/Sound Arts (Includes 5 credits Career Education/Practical Arts)
2.5	Professional Internship
2.5	Economics
2.5	(Dance, Vocal, Acting, or Audio Engineering) History and Theory
2.5	COMM 154** Public Speaking
5	(Dance, Vocal, or Acting) Minors Stagecraft (Audio Engineering Major's Only)
5	Electives- Film, Audio Technology, Statistics (MATH 156)**, Pre-Calculus (MATH 191)**, AP Calculus (MATH 265)**^, Forensics (SCIE 105)**, Anatomy & Physiology(BIOL 130)**, Survey of Mathematics (MATH 151)**, 21 st Century Digital Business

** Embedded course/Ocean County College Credits

***Ocean County College course credits vary by major

^Must demonstrate success on Ocean County College Accuplacer to register for OCC credits

- **Completion of Structured Learning Experience (40 hours) required/OSHA safety certificate must be obtained in order to begin internship.**
- **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.**

STATE TESTING REQUIREMENTS FOR GRADUATION

On June 5, 2019, the New Jersey Department of Education (NJDOE) updated the high school graduation assessment requirements in both English Language Arts/Literacy (ELA) and mathematics for the Classes of 2019 through 2022, pursuant to an amended Consent Order from the Appellate Division of the Superior Court of New Jersey.

Classes of 2021 and 2022

The high school assessment graduation requirements that are in place for the classes of 2021 and 2022 are: 1. Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra I; or 2. Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or 3. Demonstrate proficiency in ELA and/or mathematics by submitting, through the district, a student portfolio appeal to the NJDOE.

Proficiency levels/cut scores for the classes of 2021 through 2022 are specified in the chart below.

Note: Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

Class of 2023 and Beyond

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Pathways Available	English Language Arts/Literacy (ELA)	Mathematics
First Pathway: <i>Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I</i>	NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4)	NJSLA/PARCC Algebra I \geq 750 (Level 4)
Second Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments</i>	NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), <i>or</i> NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i> SAT Critical Reading (taken before 3/1/16) \geq 400, <i>or</i> SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450, <i>or</i> SAT Reading Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT Reading or ACT PLAN Reading ¹ \geq 16, <i>or</i> ACCUPLACER WritePlacer \geq 6, <i>or</i> ACCUPLACER WritePlacer ESL \geq 4, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Reading ² \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31	NJSLA/PARCC Geometry \geq 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II \geq 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) \geq 400, <i>or</i> SAT Math Section (taken 3/1/16 or later) \geq 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) \geq 22, <i>or</i> ACT or ACT PLAN Math ¹ \geq 16, <i>or</i> ACCUPLACER Elementary Algebra \geq 76, <i>or</i> Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) ² \geq 255, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, <i>or</i> ACT Aspire Math ² \geq 422, <i>or</i> ASVAB-AFQT Composite \geq 31
Third Pathway: <i>Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals</i>	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

¹ Test is no longer administered but can be used for the graduating year.

² Beginning on Monday, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

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:

Letter Grade	Marking Periods 1 and 3, Midterm Exam	Numerical	Marking Periods 2 and 4, Final Exam, Final Grade
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

NC = No Credit

NUMERICAL GRADES CALCULATIONS

- It is strongly recommended that parents frequently visit Parent Portal to keep abreast of student progress.
- Report cards, which are provided electronically, will be posted four times a year on Parent Portal (Approximately every 10 weeks). Paper report cards are available upon request.
- Marking period grades, combined with the midterm and final examination grades, shall be calculated as follows to produce a final semester grade in numerical form:

Yearlong course grading:

Marking Periods 1, 2, 3 & 4	= 75% (18.75 % each)
Midterm	= 10%
Final Exam	= 15%

Semester academic subject areas grading:

Marking Periods 1 & 2, 3 & 4	= 75% (37.5 % each)
Midterm	= 10%
Final Exam	= 15%

Performance area grading (Exception-Senior Internship; Internship is 20 % grade-Placed in Final Exam):

Semester 1:	Semester 2:
Marking Periods 1 and 2 = 90%	Marking Periods 3 & 4 = 85 %
Midterm exam = 10%	Final Exam = 15 %

Exceptions: Senior Internship Class and other courses that have grading exceptions will be indicated on class syllabus, including the final grade break down. Drivers Education grade is indicated on report card & transcript for insurance purposes. Financial Literacy will be graded as PASS/FAIL.

- A minimum grade of 60 is used as the value of an F for 1st and 3rd marking periods, as well as midterm exam. Students receive the actual grade achieved for 2nd and 4th 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.
- Students in jeopardy of failing class/es may not be able to attend field trip/extracurricular activities.

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 coursed taken at the Academies,

as well as transfer and summer school courses, that carry a regular numeric grade will be included in GPA calculations. Driver's Education is listed on transcript/report card for insurance purposes, but is not calculated in GPA.

WEIGHTING FOR COURSES

The following weigh factors will be used for computing numerical averages:

Course Level	Multiplication factor
College Prep/Standard Class	1.0
Honors	1.1
Advance Placement/ OCC Classes (there may be exceptions)	1.2

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. Classes not taken at PAA are not included in ranking for highest GPA.

WITHDRAWAL PROCEDURES

A student transferring or withdrawing from the Performing Arts Academy 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.

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.**

CHANGING MAJORS

Students may change majors if space is available, with a successful audition/interview, during their Freshman year ONLY. Each program of study is uniquely designed by majors (majors: Vocal, Dance, Theatre and Audio Engineering). A four-year sequential curriculum provides each student pathways for a high school diploma/associate's degree/workplace readiness.

PERFORMING ARTS ACADEMY/OCEAN COUNTY COLLEGE DUAL DEGREE

Ocean County College and the Performing Arts Academy have entered into a unique partnership. Under this agreement, we have developed an enriched curriculum that meets the expectations and standards for both a high school diploma and an associate's degree. This opportunity is open to all Performing Arts Academy students.

DUAL CREDIT

Students enrolled at both learning institutions are considered "dually enrolled" and have the opportunity to receive credit for classes embedded directly into the Performing Arts Academy curriculum/Program of Studies.

Financial Commitment

Students/Parents will be responsible for making tuition payments directly to Ocean County College. Students are not eligible for financial aid due to the reduced tuition. However, tuition support may be available on an individual basis. Failure to make tuition payments will result in the removal from the Ocean County College course/s roster and students will not be eligible to register for the following semester.

Attendance

The Ocean County College attendance policy applies to all students enrolled at the Performing Arts Academy enrolled in Ocean County College classes. The Ocean County College attendance policy allows for three unexcused absences in any semester. The teacher and administration will evaluate special circumstances. Lates are not permitted and may be treated as absences. Students that violate Ocean County College attendance policy may not be eligible to earn their credits.

Grading

Courses taken as a part of the Ocean County College/Performing Arts Academy will be identified with both school's course name on students' high school transcripts. The final grades will carry the weight of an Advanced Placement (AP) course. In addition, please note the following:

- **Student** will be **responsible** for sending an official transcript from Ocean County College to the colleges to which they are applying by contacting Ocean County College Registration and Records Office at 732-255-0304.
- Grades earned from this program will appear on students' high school and college transcripts.
- Not all colleges accept Ocean County College credits. Students and parents are encouraged to investigate credit transfer options to other institutions of higher learning.

Applying for admission and registering for classes at Ocean County College:

1. As a result of our location on Ocean County College, all Performing Arts Academy students are automatically registered at Ocean County College and issued a School Identification Number. Ocean County College Student Identification Numbers are sent directly to the student.
2. Students will attend an in-school assembly in early fall and again in the spring semester, led by PAA counselors along with our Ocean County College partners to register for embedded courses offered each semester. Official OCC Early College at the High School registration forms will be completed during this assembly and students will bring them home for review and signatures.
3. The Registration and Records Office will send bill directly to parents for payment (There may be payment options). If you have any questions about the Jump Start Program, please contact the Admissions Office at 732- 255-0400 Ext. 2960 or email: occadmissions@ocean.edu.

Effective Fall 2020	per credit
Tuition & Fees	\$134.50
Less Scholarship Discount	-\$35
Students Responsibility	\$105.50

**Ocean County College may charge a \$20 registration fee “per term”

ELIGIBILITY FOR SUMMER SCHOOL (Policy #5411)

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. Students retaking a course that is offered in an accredited summer school program are responsible for registering and successfully completing the course in order to be permitted to return the following year. A student who is non-compliant with the completing designated academic summer program will not be permitted to return to the Performing Arts Academy.

COLLEGE/AP COURSES

Students in the Performing Arts Academy may be eligible for Advance Placement Classes and/or college courses while attending the academy. These classes serve to provide students with projects and material that is much more challenging and more interesting. The Performing Arts Academy supports building a strong work ethic that helps students begin to understand the heavier workloads of colleges and universities before taking on the full course load. To enroll in an AP Class students are expected to attend an interest meeting where expectations, including the

expectation of AP testing, are discussed. Students will receive an AP student pack with more extensive details about testing. Students can view their AP scores online beginning in early July (score information comes directly from College Board not through our Guidance Department). You can also access information about AP courses from the following link:

<https://apstudent.collegeboard.org/home?navid=ap-ap>

HEALTH/NURSE SERVICES

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 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 a 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 (Policy Number #5330)

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 Epi-Pen, 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. chaperone/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 come to the school to administer the medication.
- The District may make a Board-approved arrangement with the closest other school district to “share” nursing services in an emergency.

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.

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.**

CODE OF CONDUCT/ DISCIPLINARY CONSEQUENCES

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 best possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

Please note that infractions of the Code of Conduct and/or disciplinary actions are reported to National Honor Society.

OCEAN COUNTY COLLEGE AND PERFORMING ARTS ACADEMY CAMPUS

The Ocean County Vocational Technical School Code of Conduct will be enforced at all times while students are under the supervision of the Performing Arts Academy staff. Students remaining on campus, when

unsupervised by Performing Arts Academy staff are required to follow the Code of Conduct for Ocean County College. Link to Ocean County College Code of Conduct document:

<https://www.ocean.edu/content/dam/public/files/policies-and-procedures/5247%20Code%20of%20Student%20Conduct.pdf>

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.
2. Tank, tube, or halter tops are not permitted. Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff (stomach area) or contain questionable slogans or prints.
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, shoes with wheels, and open-toed shoes are safety hazards to the wearer and may be prohibited under certain circumstances. Flip flops are not permitted.
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. Blankets are not considered dress attire and therefore are not permitted in the school building. Please wear layers if you are in a classroom that maintain cooler temperatures or in classes that have fluctuations in temperature throughout the day.
7. Students attending any school functions (field trips, rehearsals, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
8. Safety and protective clothing/glasses, as well as athletic or gym clothing, shall be worn as required by the teacher.
9. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands and bandanas) worn to school must be removed upon entering the building.
10. Undergarments should not be visible on any student.

11. 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.**

DISCIPLINE DEFINITIONS & CONSEQUENCES

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.

We are a part of Ocean County College Campus, and we are held to their standards and rules. If a student places themselves in a discipline situation in which the authorities are contacted, the fines and consequences can be greater and in addition to the policies of OCVTS.

Any discipline infraction in which Ocean County College Security or Toms River Police department are involved in may result in additional citations or fines.

ALCOHOL/DRUG POSSESSION AND/OR DISTRIBUTION

Suspected use, possession, selling or transferring of drugs or alcohol. Student suspected of use will be removed from school immediately for a physician's examination and laboratory testing (must be accomplished within 24 hours). Substance Abuse Policy # 5530 (copies of all Board Policies are available in the Main Office).

1. Out-School Suspension 1-3 days and parent/guardian notification.
 - a. Notification of the law enforcement authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Board Hearing.
 - a. Possible withdrawal from school.
 - b. Possible expulsion.

ASSAULT/BATTERY Attempting to cause, or purposefully, knowingly, or recklessly cause bodily injury to another.

1. Suspension and written parent/guardian notification.
 - a. Parent/Guardian conference if necessary.
 - b. Possible notification of the law enforcement agency.
 - i. Possible prosecution.
2. Recommend withdrawal from Performing Arts Academy.

BIAS Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs, or remarks/questions related to race, ethnicity, gender, religion, or sexual orientation

1. Detention and written parent/guardian notification.
 - a. Parent/Guardian conference if necessary.
2. Supervised Study 1-3 days and written parent/guardian notification.
 - a. Parent/Guardian conference if necessary.
3. Out-of-school suspension 1-10 days.
 - a. Parent/Guardian conference.
4. Referral to district Affirmative Action Officer.
5. Notification of the appropriate authorities.

BUS INCIDENT Bus transportation is provided by the sending school district. Students are expected to follow the safety rules established by their sending school.

1. Disruptive behavior
 - a. Detention/s and written parent/guardian notification
 - b. Suspension/s and written parent/guardian notification
 - c. Removal from the bus for a period of time.
2. Misbehavior that results in the traffic disturbance and/or puts other drivers, passengers, or pedestrians in jeopardy
 - a. Notification of 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.”

CHEMICAL SPRAYS USE Chemical sprays, such as body sprays and perfumes, have the potential to trigger chronic medical conditions such as asthma, allergies and migraine headaches and therefore, are not permitted to be sprayed in the school building.

1. Warning and written parent/guardian notification.
2. Detention/s and written parent/guardian notification.
3. Detention/s and written parent/guardian conference.

CELL PHONE/ANY OTHER REMOTE COMMUNICATION

DEVICE Cell phones, instant messaging device, text messaging device, recording devices, data/Wi-Fi enabled watches, beepers, pagers or reading devices are not permitted during instructional time. (Students may be asked to remove Wi-Fi enabled watches during test)

1. Confiscate until end of school day and written parent/guardian notification.
 2. Confiscate and held until parent/guardian pick up.
 3. Confiscate, detention, and parent/guardian pick up.
 4. Confiscate, Supervised Study and parent conference.
 5. Notification of appropriate authorities.
- Failure to relinquish to staff member is considered insubordination and will result in further disciplinary action.
 - **Using a cell phone during a test/quiz/assignment provides an unfair advantage and is consider cheating (Both cheating and cell phone policies will apply).**

CHEATING The use of material/equipment by a pupil not approved by the teacher, thus giving a student an unfair advantage over the students in the class.

1. Failure for assignment and written parent/guardian notification
2. Detention/s and written parent/guardian notification.
3. Supervised Study and Parent Conference

Using a cell phone during a test/quiz/assignment provides an unfair advantage and is consider cheating (Both cheating and cell phone policies will apply).

CUTTING CLASS Absent oneself from a class, or other mandatory school event.

1. Detention and written parent/guardian notification.
2. Multiple detentions or Supervised Study and written parent/guardian notification.
3. Parent Conference

CUTTING DETENTION Ignoring or cutting teacher or administrative assigned detention.

1. Additional detention/s and written parent/guardian notification.
2. Multiple detentions or Supervised Study and written parent/guardian notification.
3. Parent Conference

DANGEROUS BEHAVIOR Any action that can be classified as rough, boisterous, or rowdy.

1. Detention/s and written parent/guardian notification
2. Supervised Study and written parent/guardian notification
3. Supervised Study or Out-of-School suspension and Parent Conference

DISRPUTPIVE/ INAPPROPRIATE BEHAVIOR/ DISORDERLY CONDUCT

1. Supervised Study 1-3 days and parent/guardian notification.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.

DRESS CODE VIOLATION Improper school attire.

1. Detention/s and written parent/guardian notification
2. Supervised Study and written parent/guardian notification
3. Supervised Study and Parent Conference

ELECTRONIC DEVICES Smartphones, Earphones/Earbuds, recording devices, video games, laser pointers, are all prohibited, unless used in a designated classroom instructional activity required by their instructor with prior permission of the principal or his/her designee.

1. Confiscate until end of school day and notify parent/guardian.
2. Confiscate and held until parent/guardian pick up.
3. Confiscate, detention, and parent/guardian pick up.
4. Confiscate, Supervised Study and parent conference.
5. Notification of appropriate authorities.

FIGHTING/PHYSICAL ASSULT Mutual engagement in a physical confrontation that may result in bodily injury to either party. Circumstances leading to incident will be investigated to determine if the situation is mutually responsible.

1. Out-School Suspension 1-3 days and parent/guardian notification.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

FALSE FIRE ALARM (also Misuse of equipment/causing fire) 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.

1. Supervised Study 1-3 days and written parent/guardian notification.
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

FIREARMS, FIREWORKS, WEAPONS & EXPLOSIVES Use, possession, selling, or transferring of firearms, weapons, fireworks, or explosive devices, including imitations or “look alike”:

Firearms: Guns (#1-4 are all mandatory)

1. Immediate removal from school program for one calendar year.
 - a. Parent/Guardian written notification and a conference, if appropriate.
 - b. Notification of appropriate authorities.
 - i. Possible prosecution.
2. Review case by Superintendent.
3. Board Hearing.

Fireworks: Firecrackers, sparklers, rockets, cherry bombs, etc.—sale, use, possession, or transport of fireworks by consumers within the state is strictly prohibited by law.

1. Out-School Suspension 1-3 days and parent/guardian notification.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

Weapons/Dangerous Instruments: Any object that may inflict bodily injury and place another person in fear of his/her safety.

1. Out-School Suspension 1-3 days and parent/guardian notification.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

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.

1. Out-School Suspension 1-3 days and parent/guardian notification.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
2. Out-of-School 1-10 days and parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

FORGERY/FALSIFICATION OF OFFICIAL OR SCHOOL

DOCUMENT/S 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.

1. Detention and written parent/guardian notification.
2. Multiple detentions and written parent/guardian notification.
3. Parent Conference.

*Any forgery of a parent’s/guardian’s signature for a school sponsored event may result in the student not being permitted to attend or participate.

GAMBLING/POSSESSION OF GAMBLING PARAPHERNNALIA

Games of chance of any kind are not allowed (cards, dice lotteries, football pools, etc.).

1. Detention and written parent/guardian notification.
2. Multiple detentions and written parent/guardian notification.
3. Parent Conference.

*Please note may require police notification.

HARRASSMENT, INTIMIDATION, BULLYING (VERBAL AND

NON_VERBAL) Policy # 5512. Any gesture, any written, verbal or physical act, or any electronic communication, as defined in NJSA 18A:37-14, whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for NJSA 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property or placing a pupil in a reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
1. Detention and written parent/guardian notification (or other deemed appropriate discipline).
 - a. Parent/Guardian conference if necessary.
 - b. Appropriate remediation.
 2. Supervised Study 1-3 days and written parent/guardian notification (or other deemed appropriate discipline).
 - a. Parent/Guardian conference if necessary.
 - b. Appropriate remediation.
 3. Out-of-school suspension 1-10 days (or other deemed appropriate discipline).
 - a. Parent/Guardian conference.
 - b. Appropriate remediation.
 4. Referral to district Affirmative Action Officer.
 5. Possible drop from program.
 6. Notification of the appropriate authorities.

INSUBORDIATE/DEFIANT TO STAFF MEMBER 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.

1. Supervised Study 1-3 days and written parent/guardian notification.
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

INTERNET/INTRANET VIOLATION The use of the Internet/Intranet account is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Student's activities while using the Internet/Intranet in this school must be in support of education and research, and consistent with the educational objectives of the Performing Arts Academy. In addition, a student accessing the Internet/Intranet from a school site is responsible for all on-line activities. While in OCVTS facilities and using network or

computing resources, students must comply with the rules appropriate for that network. School equipment is not to be used for non-educational social media sites, games or texting applications. For consequences please see Ocean County Vocational Technical School District's "*Acceptable Use Policy and Guidelines*" on page 91.

LEAVING SCHOOL GROUNDS, A student who has reported to school and leaves the school's property during the school day without school administrator permission.

1. Supervised Study 1-3 days and written parent/guardian notification.
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

LOITERING/UNAUTHORIZED AREA Loiter refers to 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. Students found in an area other than that to which they are assigned are considered to be in an unauthorized area.

1. Detention and written parent/guardian notification.
2. Multiple detentions and written parent/guardian notification.
3. Parent Conference.

PLAGIARISM/ACADEMIC INTEGRITY the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author. (Those who share work and those who use other's work)

1. Failure for assignment, and both oral and written parent/guardian notification.
2. Failure for assignment, Detention/s and both oral and written parent/guardian notification.
3. Failure for assignment, In-School Suspension and Parent Conference.

PROFANITY Swearing, cursing, foul speech, and cussing, is a show of disrespect, a desecration or debasement of someone or something, or just the act of expressing intense emotions. Profanity can take the form of words, expressions, gestures, or other social behaviors that are socially constructed or interpreted as insulting, rude, vulgar, obscene, obnoxious, foul, desecrating or other forms.

1. Detention and written parent/guardian notification.
2. Multiple detentions and written parent/guardian notification.
3. Parent Conference.

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.

PUBLIC DISPLAYS 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.

1. Warning or detention and written parent/guardian notification.
2. Detention/s and written parent/guardian notification.
3. Supervised Study and Parent Conference.

SMOKING/TOBACCO USE Under the “New Jersey Smoke-Free Air Act” smoking is prohibited in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors. This includes the use of “electronic cigarettes” and any and all vaping devices.

1. Confiscate, Supervised Study 1-3 days and written parent/guardian notification, possible conference.
2. Confiscate, Out-of School Suspension 1-3 days and parent/guardian conference.
3. Notification of law enforcement authorities.
 - a. Possible fine.

TARDY TO CLASS Students who are not in the classroom when the bell rings.

1. Warning and/or detention and written parent/guardian notification. (Drivers may be assigned after school detention/s)
2. Multiple detentions and written parent/guardian notification.
3. Parent Conference.
4. Excessive tardies to class may result in no-credit status.

TARDY TO SCHOOL Failure to report to first period by 7:30 A.M.

1. Warning (4th) and/or detention (5th) and written parent/guardian notification. (Drivers may be assigned after school detention/s)
2. Multiple detentions and written parent/guardian notification. (Drivers may be assigned after school detention/s)
3. Parent Conference.
4. Excessive tardies to school may result in no-credit status.

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

1. Out-of-School Suspension 3-4 days.
 - a. Parent/Guardian written notification and a conference, if appropriate.
2. Review case by Superintendent.
3. Board Hearing.
4. Notification of law enforcement authorities.
 - a. Possible prosecution.

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.

1. Supervised Study 1-3 days and written parent/guardian notification.
 - a. Restitution
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Restitution
3. Notification of the appropriate authorities
 - a. Possible prosecution.
4. Possible drop from the program.

TOBACCO PRODUCTS (Includes lighters or smokeless (electronic) cigarette) It is unlawful for a person under 19 years of age to smoke or carry a cigarette, or other tobacco product that can be smoked, in an outdoor public place. A person who sells or gives cigarettes, electronic smoking devices to persons under age 19, could be charged with petty disorderly person's offense (2C:33-13.1.)

1. Confiscate, Supervised Study 1-3 days and written parent/guardian notification, possible conference.
2. Confiscate, Out-of-School Suspension 1-3 days and parent/guardian conference.
3. Notification of law enforcement authorities.
 - a. Possible fine.

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.

TRUANCY 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.

1. Supervised Study 1-3 days and written parent/guardian notification.
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Notification of the appropriate authorities
 - i. Possible prosecution.
3. Possible drop from the program.

VANDALISM 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."

1. Supervised Study 1-3 days and written parent/guardian notification.
 - a. Restitution
2. Out-of-School 1-10 days and written parent/guardian conference.
 - a. Restitution
3. Notification of the appropriate authorities
 - a. Possible prosecution.
4. Possible drop from the program.

NOTE: The Principal/Vice Principal has the right to impose out-of-school suspension and request a parent conference at any time for a serious disciplinary infraction or modify the consequence if appropriate.

SUSPENSION/DETENTION

Detention Policy

1. Detention may be assigned during the lunch/activity period: 10:25-11:05 A.M. (student will need to bring their lunch to school) or after school (students with driving privileges).
2. Student will report directly to assigned detention room (Room 222).
3. Student should bring their lunch on the day assigned; they 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 make arrangements with 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 request must be made to an administrator prior to the detention date.

Out-School 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.

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. There is limited places that posters and bulletins can be placed at the Performing Arts Academy.

CAFETERIA/LUNCH REGULATIONS

Students are to report to the HPEC or Student Center immediately as scheduled. Loitering in the hallways or attempts to leave the campus are strictly prohibited. We offer hot or cold lunches, which must be purchased in advanced (previous week). Lunch monies are collected in the main office 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 may leave lunch to go to the computer lab, math lab, English lab, or other appropriate areas with staff supervision.

No food is allowed to be taken out of the HPEC or Student Center with the exception of students going to lunch detention, math lab, and English lab.

FREE AND REDUCED PRICE LUNCH

Free and reduced price lunches are available to students who qualify. A form, which is sent home during the summer, must be filled out by the family and returned to school by September 15th. Once processed, those students that qualify will be sent a notification letter. During the month of September, students that qualified for free/reduced lunch the previous school year will continue to qualify. Students must, however, complete a new application each year and only those who qualify will be eligible after September.

CELL PHONE USAGE

A pupil is not permitted to possess or use an electronic recording device on school grounds when the pupil is participating in a curricular or school-sponsored co-curricular activity without the permission of a school staff member who is supervising the pupil in the curricular or school-sponsored co-curricular activity. A pupil may make non-emergency use of an electronic recording device on school grounds when the student is not participating in a curriculum or school-sponsored co-curricular activity under the guidelines established in this policy.

- Cell phones are permitted in the hallways or common areas before school and after the last bell at the end of the school day, but not while serving a supervised study.
- Cell phones are permitted in the hallways during non-instructional time; including lunch periods.
- Cell phones are permitted during class time **ONLY** when the classroom teacher specifically permits the use for educational purposes.
- Cell phones may be used during the school day **ONLY** when the student has permission from the school principal or principal's designee.

Students using electronic devices during times other than those described above are subject to disciplinary action.

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 Ocean County. Provisions are made for public discussion at each meeting.

DECORATIONS AND POSTERS

Posters are only permitted in designated areas with approval from the club/activity advisor.

MEDIA CENTER/COMPUTER ROOM

The Computer Lab is available during lunch and during classes when accompanied by a teacher. Students may use the computers to study and conduct research.

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.

PERSONAL COMPUTERS

Students are not permitted to bring their personal computer to school. The Ocean County Vocational Technical School District provides computers for student to use during the day for teacher assignments.

STUDENT VALUABLES/THEFTS

Students are cautioned not to bring cell phones, computers/laptops, 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 at the HPEC or other OCC facility. 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 Main Office and fill-out a "Student Incident Report."

All thefts of a serious nature will be reported to the Ocean County College Security and/or the Toms River 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 at the end of the semester. 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.

- Please note if you are taking a class with Ocean County College that is not a PAA embedded course, you are responsible for purchasing your own text/materials for that course.

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. Access to report cards and transcripts may be limited. Students may also be prevented from participating in clubs and activities until all outstanding fines are paid.

SCHOOL SPONSERED CLUBS AND ACTIVITIES

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:
 - The student must not be in jeopardy of violating the attendance policy.
 - The student must not have a record of recurring disciplinary infractions.
 - The student must have the approval of all assigned teachers when appropriate to participate.
 - The student must be in good academic standing. Students in jeopardy of failing one or more classes may not be permitted to participate.
 - Students on home instruction may not participate in field trips and/or extra-curricular activities
 - If a student is not present or did not arrive to school by 11:00 A.M. he/she may not participate in the extra-curricular activity.

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

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 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.

FUNDRAISING/SOLICITATION

Solicitation and pupil fundraising should be for the sole benefit of Performing Arts Academy approved school organizations or board approved charity. Club/Activity advisor must solicit approval for fundraisers from principal (students should not go to principal).

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.

STUDENT COUNCIL

The Student Council 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.

PERFORMING ARTS ACADEMY STUDENT COUNCIL ORGANIZATION AND CLASS OFFICER CONSTITUTION

I. General

The Ocean County Vocational Technical School's Board of Education believes our pupils should be encouraged to participate appropriately in the governance of various school activities. As an institution, fundamental to the operation of a democratic society, our program strives to exemplify the democratic ideal of citizen participation in the decision making. (Policy 5801)

Being a democratic community, our Class/Club Officers are the Performing Arts Academy's core governing body, with its members elected by the student body each year. Additionally, all other Performing Arts Academy students are considered active members of the Student Council Organization and shall enjoy all the rights and privileges pertaining thereto.

Statement of Purpose:

The Performing Arts Academy's Class/Club Officers exist to improve the student experience. The primary role of the Class Officers is to add value to the education of the Performing Arts Academy students through extracurricular community, organizational and student activities. They also serve as a liaison between the Performing Arts Academy students and the administration, as well a forum for students to voice concerns.

Objectives:

The Performing Arts Academy's Class/Club Officers aim to:

- facilitate communication between students and the administration, faculty, fellow students and the rest of school community;
- recognize and uphold the students' rights and welfare;
- undertake the student activities and projects which promote the realization of our students' objectives;
- encourage maximum student participation and involvement in these activities; and
- promote the spirit of camaraderie, community and harmony within and outside the Performing Arts Academy.

Membership:

Membership and participation in activities in Student Council is automatic to all Performing Arts Academy without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability (or any other actual or perceived characteristic). It is encouraged that all students attend their class meetings; they are a great source of information and an excellent time to network with peers.

II. Officer Elections

Class Officer Elections:

Each class elects 5 officers for the following positions to represent their grade: President, Vice President, Secretary, Treasurer and a Publicist. In each of these positions there are specific responsibilities; descriptions covered under Section IV. Class Officers are elected at the end of the school year. Freshmen officers are elected at the beginning of the school year.

Club Officer Elections:

Each club/student activity has established their own criteria for determining which officer positions are available based on the needs of that individual group. Some of the responsibilities are a more specific or necessary for the success of that particular club. In addition to representing their clubs at the Performing Arts Academy, these officers whom are also elected annually by their peers, represent our school as school leaders. Election of officers for clubs and activities are tailored to meet the needs of each group.

III. Electoral Process

1. Election Time Line

- a. Decide on a date, time, and location for candidates' speeches and elections.
 - b. Ensure that the guidelines and procedures for the campaign and elections are properly observed and implemented.
 - c. Candidates prepare and give speeches.
 - d. Advisors create ballots for candidates.
 - e. Students cast ballots
 - f. Advisors tally ballots and the student that has accumulated the majority of votes for each position will be declared that officer.
2. Campaign Guidelines
- a. A letter of intent to run for office submitted- to include the position, grade average (last year's final average if necessary), qualities that make you a good candidate for this position
 - b. Campaign must be focused on the candidate's qualifications
 - c. Campaign must be run with simplicity and NO expense.
 - d. Prepare and deliver, an advisor approved, speech on designated date and time is predetermined location. (Those candidates running unopposed are not required prepare and deliver speeches.
3. Election Procedures
- a. All Performing Arts Academy students are eligible to vote
 - b. The time, date and location of speeches and election will be announced prior to elections. Students are strongly encouraged to attend speeches and to cast ballots.
 - c. Official ballots will be used for elections.
 - d. Voters must be follow advisors guidelines for ballots to be considered valid.
 - e. Official notice will be given no later than the end of the school day, the date after the election.

IV. Specific Functions of Class Officers and Club Officers (those applicable)

President

1. Represents their respective peers at all class and executive board meetings.

2. Prepare meeting agendas
3. Lead all meetings.
4. Keep peers up to date and informed activities and happenings on an approved education website (e.g. edmodo.com). Advisors responsible for monitoring.
5. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
6. Work with advisor/s on all planning.
7. Participate in student council sponsored activities/events.
8. Display school spirit and support other students.

Vice President

1. Represents their respective peers at all class and executive board meetings.
2. Prepare meeting sign-in sheets
3. Work closely with the President
4. Assume President's duties when necessary.
5. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
6. Work with advisor/s on all planning.
7. Participate in student council sponsored activities/events.
8. Display school spirit and support other students.

Secretary

1. Represents their respective peers at all class and executive board meetings.
2. Keep an account of minutes at every meeting.
3. Maintain sign in sheets- ensure their accuracy.
4. Maintain contact information.
5. Listen to peers' ideas and concerns, and work collaboratively with other class officers,

advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.

6. Work with advisor/s on all planning.
7. Participate in student council sponsored activities/events.
8. Display school spirit and support other students.

Treasurer

1. Represents their respective peers at all class and executive board meetings.
2. Oversee council expenses and revenues
3. Maintain an accurate and detailed financial record.
4. Give monetary advice to the council.
5. Ensure fundraiser monies are received in the main office within 24 hours of event.
6. Keep student body informed of events, fundraisers, and service projects.
7. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
8. Work with advisor/s on all planning.
9. Participate in student council sponsored activities/events.
10. Display school spirit and support other students.

Publicist

1. Represents their respective peers at all class and executive board meetings.
2. Keep student body informed of events, fundraisers, and service projects.
3. Responsible for sending "Thank you" cards.
4. Submit ads for television advertisements.
5. Website.
6. Listen to peers' ideas and concerns, and work collaboratively with other class officers,

advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.

7. Work with advisor/s on all planning.
8. Participate in student council sponsored activities/events.
9. Display school spirit and support other students.

Major/Grade Level Representatives

1. Represents their respective peers at all class meetings.
2. Keep students in your homerooms informed of events, fundraisers, and service projects.
3. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
4. Work with advisor/s on all planning.
5. Participate in student council sponsored activities/events.
6. Display school spirit and support other students.

V. Qualifications of Class and Club Officers

All leadership candidates and officers must demonstrate the following qualities:

1. Respect for human dignity, concern for and sincere service to others in the school community
2. Good academic standing (no grades below an 80)
3. Respect and compliance of school policies, rules and regulations
4. Leadership qualities
5. Positive interpersonal skills

VI. Impeachment/Resignation of Student Leaders

1. Resignation

- a. A student elected to an office may resign from his or her position at any time by submitting a written letter of resignation.
 - b. A member of the student council/club whose enrollment at the Performing Arts Academy ends shall be considered to have resigned from his or her position.
 - c. Officer-in-charge will be selected by advisor/s to fill that position until the end of year if necessary. The person with the second highest number of votes earned at the election will fill the vacant position.
2. Impeachment
- a. A student elected to a leadership position may be impeached for:
 - i. Inefficient/ineffective disposition of duties and responsibilities
 - ii. Academic failures
 - iii. Involvement in a serious or major disciplinary case
 - iv. Confirmed to be a/the bully in a HIB incident
 - b. Procedure
 - i. The aggrieved party must present a formal written complaint to the advisor/s.
 - ii. Advisor/s brings complaint to the administration.
 - iii. At the next regularly scheduled student council/club meeting, there shall an impeachment hearing with the Representative Body-advisor/s, administrator/s, and the student council/club officers.
 - iv. After the hearing, a 2/3 vote by the Representative Body shall be grounds to vacate the office held; Potential impeached shall have no vote in the removal proceedings.

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 next senior class. Beginning 2016-2017 school year only juniors will be eligible to receive an invitation to apply for National Honor Society. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average (unweighted) 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 9th 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 9th 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, students are expected to adhere to school rules and regulations including: attendance, tardiness, truancy, academic honesty, conduct, etc. (attendance and discipline records will be checked).

All code of conduct infractions and disciplinary reports are provided to the National Honor Society. Students that are part of National Honor Society are expected to maintain high standards and be role models for their peers.

National Honor Society and Community Service

Potential candidates who qualify for an invitation to NHS must demonstrate a minimum of 15 hours of community service. When applying, students should be able to reflect service every year in high school (for example: if applying junior year and the only community service one has is from freshmen year that would not be acceptable). These hours should display a variety of service and come from multiple experiences (cannot come from only one organization/event/advisor). Furthermore, you may NOT complete more than 50 percent of your requirement at the same organization. Members of NHS are required to serve a minimum of 25 community service hours a year- 15 of those hours can be served “in house,” or through PAA NHS sponsored activities and remaining 10 hours are to be served “out of house.”

****Members of NHS will be required to hand in verification forms within 48 hours, or the next school day, to the NHS advisor. PAA NHS Members should not wait until the spring to earn their hours. Many events happen throughout the year, and waiting until the end may result in not completing one’s service hour requirements, which will result in loss of membership in PAA’s NHS.

The following will help students understand what kind of community service is acceptable:

What does it mean to volunteer?

Volunteer service is a helpful act that contributes to the welfare of others. Services are performed without pay for a non-profit organization that relies on volunteers for its success.

These hours will count toward the requirement:

- Volunteering for a nonprofit organization such as March of Dimes, the Humane Society, Salvation Army, Habitat for Humanity, Red Cross, United Way, American Cancer Society, Special Olympics, Relay for Life, Dottie’s House, Oceans of Love, etc.
- Participations in walk-a-thons, bike a thons, marathons, etc. to raise money for a non-profit organization will be limited to the time it took to complete the course (usually 2 service hours). You must pay the entry fee and complete the course. Volunteers count the hours they helped with the event.
- Tutoring/Mentoring- only tutoring arranged, approved, and verified through PAA NHS advisor counts.
- Church and youth group activities that benefit the community-- for example, your youth group helps with a Special Olympics event
- Club activities that perform service for a community organization—for example, working with Interact Club or another group to put together food baskets or serve food at Monmouth/Ocean Food Bank
- Candy striper at a hospital/nursing home
- Any activity arranged through and approved by PAA NHS including freshman orientation, campus beautification, MS Walk, Food Drive, etc. ,

What does NOT count toward the NHS service component?

- Volunteering for a class. Example: selling candy or t-shirts for student council. School service does not equal community service.
- Class Officers performing duties that are required of their position
- Involvement in school/community/church musicals or plays
- Helping family, friends, or neighbors. (Chores, shoveling, cutting the lawn, running errands). It is your obligation as a friend or family member to help out.
- Club meetings/activities and Band or Choir activities, unless you are performing service for a community non-profit organization
- Anything you are paid for or are normally paid for
- Community hours required by the court
- Church or youth group activities—going on a hay ride or skiing with your church group does not count. Having a car wash with your youth group to raise money for Special Olympics does count.
- Working at your job for free
- Working at a profit-making business for free. These companies do not rely on volunteers for success.
- Babysitting for a neighbor, day care, or at church
 - Any type of musical performances
 - Helping out at church, synagogue, or mosque—teaching classes, playing music etc. It is your obligation to be a good church member and help out if needed.

* Volunteer hours will **not** be accepted from immediate or extended family members. This includes working in the home or at the parent’s place of employment (or classroom), unless for a charity event.

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 3rd Wednesday of each month at 7 p.m.

The PTSO is dedicated to the success of the:

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

SCHOOL SPONSERED 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 open to students in grades 9-12. Any exceptions will need to be granted by the principal. Each student is permitted up to four guests. All guests' names must be submitted to the principal 72 business hours before the date of the activity. Both academy student and guest must provide identification, which is held by staff until student is leaving. 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.
10. If a student did not attend school or arrive to school before 11 AM, they may not attend the event.

OCEAN COUNTY FOUNDATION FOR VOCATIONAL TECHNICAL EDUCATION

The Ocean County Foundation for Vocational Technical Education is a non-profit organization dedicated to help ensure a quality education for students of the Ocean County Vocational Technical School. It is our mission to augment, supplement and complement the programs of the Ocean County Vocational Technical Schools through the attraction of private resources for the exclusive benefit of its students and staff.

The Educational Foundation was formed by a group of community leaders in Ocean County. The Foundation is independent of, though fully supported by the Ocean County Vocational Technical School District.

After fund raising expenses all funds go directly to the students and instructional programs at Ocean County Vocational Technical Schools. All Foundation members are volunteers. There are no administrative costs.

Foundation Mission Statement

It is the mission of the Ocean County Foundation for Vocational and Technical Education to augment, supplement and complement the programs of the Ocean County Vocational and Technical Schools through the attraction of private resources for the exclusive benefit of its students and staff. This independent organization will carry out its' mission by focusing its support in the following areas:

Facilitate student development

Provide funds for learning and training activities beyond the core curriculum; Provide equipment and facilities not funded through other means.

Encourage excellence through creative learning

Support professional growth of staff; provide venture capital for creative ideas and programs.

Promote community/school partnerships

Promote community awareness of educational challenges and solutions; Develop enrichment programs to address the needs of the Ocean County Vocational and Technical Schools and the communities it serves; Provide a vehicle for individuals, businesses, and organizations to share resources and gifts with the Ocean County Vocational and Technical Schools.

Ocean County Foundation for Vocational Technical Education contact information:

OCVTS Foundation Office

137 Bey Lea Road

Toms River NJ 08753

Phone: 732.240.6414 x 3315

Email: foundation@mail.ocvts.org

Website: ocvtsfoundation.org

Acceptable Use Policy- ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY

Administrative Procedure and Use (RE: POLICY #2361)

As part of Ocean County Vocational Technical School's commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e. e-mail, OCVTS networked and no networked computer systems, the Internet, and the District Intranet). In order to maintain system integrity and performance, to limit the threat and effect of security threats like hacking and viruses, and to ensure compliance with copyright law, end users of these resources must adhere to strict guidelines. They are provided here so that staff, students, their parents/guardians, and the community are aware of their responsibilities. Your use of these electronic resources is a privilege, not a right.

According to the Federal Electronic Communications Privacy Act (ECPA), an employer/ organization provided computer system is the property of the employer/organization. As such, they have the right to monitor all e-mail traffic and Internet surfing on their systems. The District (and its authorized representatives) may access and monitor their electronic resources at any time for any reason, without notice. You should not expect or treat any of these electronic resources, including but not limited to e-mail, as confidential or private. Except for authorized District personnel, no one is permitted to access another person's e-mail, or electronically stored files without prior consent.

The district may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

REGULATIONS AND REQUIREMENTS

1.) Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored using any of its electronic resources.

All information created, accessed, or stored using OCVTS applications and systems is the property of OCVTS. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic

resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OCVTS system.

2.) While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all web-sites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs.

The district's electronic resources are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.

3.) Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.

4.) Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging other user accounts, files, or breaching network security measures is specifically prohibited.

5.) Theft of district property electronic or physical, as well as any act of vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.

6.) Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over dial-up links or other inter-machine communications is prohibited.

DISCLAIMER

The Ocean County Vocational Technical School district has no control over information transmitted over the Internet, including items automatically collected into news groups or e-mail items sent into or stored within this network.

USER CONTRACT

I hereby acknowledge that on this date I received a copy of the OCVTS Acceptable Use Policy (AUP) and procedure on district electronic resources (i.e. Internet, e-mail, and the network system) access. I hereby acknowledge that I have read and understand the policy and procedure. I agree to abide by this policy and specifically understand that a violation of this policy may lead to discipline up to and including termination. Furthermore, a violation of this policy may also be a violation of the law and subject the user to investigation and criminal or civil prosecution. Such action may lead to monetary fines and/or imprisonment.

User Name (Please Print) STUDENT IS THE USER

User Signature /Date

PARENT/GUARDIAN

(Required for all high school students)

As the parent or guardian of this student, I have read the Terms and Conditions for the acceptable use of the electronic resources in the Ocean County Vocational Technical School District. I understand that this access is designed for educational purposes and that the district has taken available precautions to minimize the access to inappropriate material. However, I also recognize that it is impossible for the Ocean County Vocational Technical School District, district system administrators, instructors, district professional staff, or district authorized contractors to prevent access to all controversial materials, and I will not hold them responsible for materials acquired through the network and Internet access provided. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to allow access to the system and/or to issue an Internet account for use by my child and certify that the information contained on this form is correct.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature/Date

Daytime Phone Number Evening Phone Number

E-mail address

Student Name (Please Print):

Parent/Guardian Name (Please Print):

PARENTAL/ADULT STUDENT CONSENT FORM

We are sending you this parental / Adult Student consent form to both inform you and to request permission for your and/or your child's photo/image and personally identifiable information to be published on the district and/or school's website. As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

School Publicity Release:

I understand that I or my child may occasionally be the subject of individual or group photographs or videos taken in their career area. I approve the use of my child's image in various media including, but not limited to newspapers, television, and electronic media/website to be used in the promotion of programs at the Ocean County Vocational Technical.

- I/We GRANT** permission for my and/ or my child's image/photo to be used.
- I/We DO NOT GRANT** permission for my child's image/photo to be used

Student's Signature/Date

Parent/Guardian Signature/ Relationship to Student/Date

STUDENT HANDBOOK STATEMENT OF UNDERSTANDING

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.

Signature of Parent/Guardian & Date

Signature of Student & Date