

Academy of Law and Public Safety

2026-2027



Tiffany Seeley
Principal

Alison Prendeville
Dean of Students

Russell Building at Ocean County College
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Toms River, New Jersey 08573
Telephone: (732) 408-4045

Ocean County Vocational Technical School 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.

The Academy of Law and Public Safety Mission Statement

The Mission of the Academy of Law and Public Safety of the Ocean County Vocational Technical School is to develop students into persons of character and citizens who serve within their communities. The Academy of Law and Public Safety offers the rigor of college classes with a variety of police scenario training. The academy provides the framework for leadership, honor, respect and personal responsibility. All students attending this academy will be on track to meet all graduation requirements, including the New Jersey Core Curriculum Content Standards.

Belief Statements

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

Table of Contents

5	Phone Numbers/Crisis Information
6	School Calendar
7	Bell Schedule
7	Emergency Closing Information
8	School Searches
8	Student Rights Responsibilities
9	Harassment, Intimidation, Bullying
13	Student Grievance Procedures
15	Students and State Law
16	Attendance
20	Transportation and Driving
23	Building Security
24	Main Office/Chain of Command
25	Academics
28	Guidance/Student Services
30	Graduation Requirements
31	Grading
33	College Courses
34	Summer School
34	Nurse/Health Services
36	Student Code of Conduct
40	Dress Code, Uniforms, and Grooming
41	General Guidelines
44	Clubs/Activities/Student Government
52	ALPS Student Training Acknowledgement
53	Ocean County Foundation

Administration

Karen Homiek, Superintendent
R. James Barbiere, Assistant Superintendent
Stephen J. Brennan, School Business Administrator/Board Secretary

Board of Education

Stephen Scaturro, President
Maureen Stankowitz, Vice President
Michael Donahue, Member
Susan R. Naples, Interim Executive County Superintendent/Member
Ronald L. Rosetto, Member

Ocean County Board of Chosen Commissioners*

Commissioner Frank Sadeghi, Director/OCVTS Liaison
Commissioner Jennifer Bacchione, Deputy Director
Commissioner Robert S. Arace, Member/OCVTS Liaison
Commissioner Sam Ellenbogen, Member
Commissioner Ray Gormley, Member

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: R. James Barbiere, Affirmative Action Officer, 732-240-6414 Ext.3318
<https://www.ocvts.org/affirmative-action>

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.

Phone Reference/Crisis Line	
Academy of Law and Public Safety	(732) 408-4045
Main Office	Ext. 3511
Attendance Office	Ext. 3510
Nurses's Office	Ext. 3514
OCVTS Board of Education Superintendent's Office	(732) 240-6414
Ocean County College	(732) 255-0400
Ocean County College Security	(732) 255-0451
Suicide and Crisis Line	988
Preferred Behavioral Health of NJ	(732) 367-4700 ext. 4550
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	1-855-INFO-DCF (1-855-463-6323)
Child Abuse Hotline	1-877-NJABUSE (652-2873)
24-hour Crisis Intervention/Listening telephone service	(732) 240-6100 or (609) 693-5834

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

2026-2027 SCHOOL CALENDAR

July 2026						
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 2026						
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 2026						
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			18
October 2026						
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
						21
November 2026						
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					17
December 2026						
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		
						17

Friday, July 3, 2026 - Fourth of July
 Tuesday-Wednesday, Sept. 1&2, 2026-First Day for Staff
 Thursday, September 3, 2026-First Day for Students
 Monday, September 7, 2026-Labor Day, Closed
 Monday, September 21, 2026 - No School
 Monday, October 12, 2026 - Staff In Service Day
 Thursday-Friday, Nov. 5&6, 2026 - NJEA Convention
 Thursday-Friday, Nov. 26 & 27, 2026- Thanksgiving
 Thursday Dec.24-Thursday Dec.31, 2026 - No School
 Friday, January 1, 2027 - New Year's Day-No School
 Monday, January 4, 2027 - School Reopens
 Monday, January 18, 2027 - No School
 Monday, February 15, 2027 - No School
 Friday, March 26, 2027 - No School
 Monday, March 29-Wed. March 31, 2027-No School
 Thursday-Friday, April 1 & 2, 2027 - No School
 Monday, April 5, 2027 - School Reopens
 Monday, May 31, 2027 - Memorial Day
 Monday, June 14, 2027 - Last Day for Students
 Tuesday, June 15, 2027 - Last Day for Staff
 Friday, June 18, 2027 - Holiday

January 2027						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19
February 2027						
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						19
March 2027						
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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			19
April 2027						
S	M	T	W	T	F	S
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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	
						20
May 2027						
S	M	T	W	T	F	S
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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					20
June 2027						
S	M	T	W	T	F	S
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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			10

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

Adopted by the Board of Education

Thursday, January 15, 2026

Revised

Thursday, February 19, 2026

 School Closed

 Employee Planning (no school for students)

 First & Last Day of School

Bell Schedules

Regular School Day Schedule

Period	Time
Teacher Sign-in	7:15
Warning	7:25
Muster	7:30-7:40
1	7:40-9:00
2	9:02-10:22
Lunch/Activity	10:22-10:57
3	10:59-12:19
4	12:21-1:41
Teacher Sign-out	2:10

Delayed Opening Schedule (90 Minute Delay)

Period	Time
Teacher Sign-in	8:45
Warning	8:55
Muster	9:00-9:10
1	9:10-10:10
2	10:12-11:12
Lunch/Activity	11:12-11:39
3	11:39 -12:39
4	12:41-1:41
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 social media.

Early Dismissal Schedule/Half Day Schedule

Period	Time
Teacher Sign-in	7:15
Warning	7:25
Muster	7:30-7:40
1	7:40-8:37
2	8:39-9:36
Lunch/Activity	9:38-10:02
3	10:04-11:01
4	11:03-12:00

School Searches

Notice to all OCVTS Students/Parents/Guardians (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, but will not necessarily 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

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 and Student Responsibilities

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 demerits, 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.**

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 may not be able to attend any extra curricular activities.

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, a telephone, cellular phone, wi-fi capable watches, computer, or pager.

Pupil Expectations

The Board 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; Melanie Patterson 732-473-3100 ext 3123

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 disabled students shall be in compliance with 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 disabled students and employees as intended by Section 504 of the Rehabilitation Acts of 1973 and the Americans with Disabilities Act.

R. James Barbieri , Affirmative Action/Title IX Officer	732-240-6414 x 3332
Melanie Patterson , Americans with Disabilities Act Officer	732-473-3100 x 3123
Melanie Patterson , 504 Officer	732-473-3100 x 3123

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 handicapped student 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:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils;
4. Physical assault upon another pupil, teacher, or district employee;
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. 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;
8. 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;
9. Incitement which is intended to and does result in truancy by other pupils; and
10. 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 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 d 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 scholastic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

Attendance at school is required by state law (NJSA: 18A: 38.25, 26, and NJAC 1:20-1.3). Parents/Guardians of students who have accumulated nine absences each semester 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 of study applicable. 90% seat time is the minimum seat time required per class. For example, in a class that meets for only one 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 (www.state.nj.us/njded/genfo/holidays.htm)
- Death in the family
- Home Instruction
- Suspension
- Take Your Child To Work day
- Up to 3 days for college entrance interviews/military entrance processing - with verification (limited to juniors and seniors only). Documentation on College/University letterhead 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 appointments which cannot be scheduled outside of school hours. A note verifying an appointment must be signed by a licensed medical practitioner. **An illness that causes a student to be absent three or more consecutive days must be verified with a note specifying the illness and signed by a licensed medical practitioner.**

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

If a student exceeds the number of absences allowed during the course he/she will be placed on a “no credit” status and may not qualify to receive credit for his/her course(s). Parents will be notified by mail.

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 AM on the morning of the absence. When calling out via this number, 732-408-4045 x 3510, 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

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 x3510. It is also recommended that all absences be reviewed at this time.

Attendance Appeal Procedure

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 composed of at least two members

from the Administration and/or Guidance, teachers, and child study team case worker 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. 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 in the attendance section 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 submitted to the school nurse. All requests from doctors for home instruction are reviewed by the school nurse. Parents must complete the Home Instruction Request form available in the guidance office. The nurse notifies the counselor to begin home instruction. Teachers will contact parents directly to arrange a time for instruction. An adult must be present at all times during home instruction. Students on home instruction are unable to participate in school activities until medically cleared to return to school. A DOCTOR'S NOTE MUST BE PRESENTED FOR READMISSION 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 to the administrator for an extension. **It is the student's responsibility to obtain and complete all missed assignments.**

Pupil Arrival and Departure

Students will be supervised in the OCC gym starting at 7:10 AM. All students are expected to muster at 7:30 AM sharp. This is the start of the school day. Students are not permitted in the building after dismissal unless supervised by a faculty member. Students are not permitted in any unsupervised area of the building before or after school hours. In order to protect the safety of students and to avoid unnecessary confusion and congestion, we ask parents who pick up their children to cooperate in the following:

1. Pick up your child by 1:45 PM or immediately after a school activity.
2. Please do not block the roadway to discharge or pick up passengers.

Tardy/Late to School

Tardy is defined as arriving at the OCC gym (or the school building on specific occasions) after 7:30 AM.

- If a student accumulates three (3) days tardy in one of their classes, those tardies will rollover into one (1) absence for that class.
- A student who misses more than fifteen (15) minutes of any particular class will automatically be marked with an absence.

It is each student's responsibility to be on time to school (7:30 AM). Students are required to be mustered in the OCC gym by 7:30AM or they are considered late. Students who are late are to report directly to the attendance office (upon arriving at the school building) to sign in and receive a pass to class. Subsequent lates may 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 at school before 11:00 AM. Those who fail to attend less than half of the school day will not be allowed to partake in any school sponsored events.

Early Dismissal

Early dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal, a parent must write a note to the Attendance Office specifying the date, time, and reason for the request. Students are responsible for bringing the notes to the office a day prior to the requested day. Notes must include a phone number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave. **THE PARENT MUST COME TO THE MAIN OFFICE TO MEET THEIR CHILD AND SIGN THEM OUT.** If a student is ill, permission from the school nurse must be given prior to signing out with the principal. Parents must pick up ill students directly from the health office after sign-out is complete.

Early dismissals may impact a student's performance in his/her course/s of study and be 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.

Disciplinary consequences will be issued for students who have excessive tardies/early dismissals. Students will be addressed at intervals of five (5) tardies/early dismissals. Consequences will range from detention to in school suspension, at the discretion of the administrator. Excessive tardies/early dismissals could also result in loss of driving privileges.

Transportation and Driving to School

Transportation

Transportation to and from the buildings 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 district's 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 one 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 with the appropriate school district.

- Please note that ALPS 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 ALPS is open and your sending district is closed (for reasons other than weather or emergencies), transportation should still be provided by the residential district. Parents are encouraged to call and obtain information on how your district runs on these days.
- ALPS administration and staff CANNOT approve student transportation requests. 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 homeschooled prior to attending ALPS need to register with their sending district in order to secure bus transportation to ALPS.
- In the event of a student missing the bus, the student should report immediately to the main office at their residential school. 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 the student.

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.

Driving to School and Parking

Parking is a privilege. Students driving to school must park in their designated space.

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.
 - a. Good academic progress means that a student is passing all of his/her courses.
 - b. 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 ALPS 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 and/or demerits.

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.
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.
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 at school, students must park their cars and immediately enter the building.

3. Students who are not in the building when the school bell rings at 7:30 are considered late and will need to sign in.
4. Students may not go to their cars during the school day unless permission has been obtained by the Administration.
5. Students are NOT permitted to leave during lunch/activity period. If you do leave for lunch you will serve in-school or out-school suspension.
6. Students must exercise extreme caution when driving on school grounds.
7. The speed limit on OCC campus is 15 M.P.H., unless otherwise posted.
8. Pedestrians have the right of way at all times.
9. You must obey all traffic signals, stop signs, and all other signs regulating traffic safety.
10. 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.
11. Students must not interfere with the progress of school buses. No parking in the bus area.
12. All motor vehicle laws of the State of New Jersey apply on school grounds.
13. 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 police summons and towed away for trespassing.

Appeal Procedures for ALPS

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. Admission to the building will only be allowed when monitored.

Fire and 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 attendance and red bags, out of the building to the designated areas. Students are to:

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

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

Security Drills

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. 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.

Main Office

Parent Concerns

When parents/guardians 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 child.
2. Contact the Teacher
3. Contact the School Counselor
4. Contact the Principal and/or Vice Principal
5. Contact the Superintendent

*** 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 give their new address and telephone number to their counselor and the attendance secretary. They should also submit an emergency phone number for use in case of accident or illness.

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 guests to be on school grounds. Permitted guests must provide the appropriate information to the Main Office 72 business hours before visit. All visitors must register in the Main Office to obtain a visitor's pass.

Academics

Academic Integrity (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 can be found on the OCVTS website: www.ocvts.org

Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the Academy administration. Records of cheating by students will be maintained throughout a student's full four years of attendance. Please keep in mind that all infractions, including those that fall under academic integrity, are reported to the National Honor Society. Behaviors deemed less than stellar may result in the loss of opportunity to participate in or remain part of the National Honor Society.

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
3. Cheating is violating teacher guidelines for production of assignments.
4. Teachers will define guidelines for independent and cooperative work in each class.
5. Cheating on any work produced for a grade will be penalized.
6. Students, who cheat, including those who help others cheat, will receive no credit for the activities in question.
7. 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.
8. The parents or guardians will be contacted by the teacher.
9. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.
10. 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.

Plagiarism

Plagiarism is defined as any attempt to pass off the words, ideas, or work of another as your own, whether intentional or unintentional. It is stealing; it is illegal and unethical.

Students must turn in their own work, not work produced by/copied from another student, person, or an Artificial Intelligence (AI) platform. Any attempt to submit work created by means other than the student's own thoughts, ideas, and abilities will be considered plagiarism and in violation of the Academic Integrity Policy. Anyone plagiarizing will face disciplinary action; plagiarized work will not be accepted nor will credit be given. The plagiarism incident will remain on file until the student's senior year.

To further avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA) or the American Psychological Association (APA) based on class requirements. Any use of paraphrased information, quoted material, pictures, graphics, videos,

sound recordings, etc., from computer databases, the Internet, books or magazines, must be documented appropriately following MLA or APA guidelines. 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.

Artificial Intelligence (AI) (Policy #2365)

Unless directed by a teacher, students are NOT to use any AI platform on their assignments at any stage from start to completion.

If directed by a teacher, students must properly cite their use of AI including platform utilized and inputted prompts.

The use of AI without teacher permission will be considered plagiarism as the student is not turning in work that they produced. The student will be considered in violation of the Academic Integrity Policy and subject to the penalties listed in that policy.

All assignments turned in by students are also subject to a verbal follow-up review with the teacher.

Health and Physical Education

According to NJ law, students must receive health, safety, and physical education each school year. 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.

Medical Excuses for Physical Education

New Jersey statute, NJSA 18A:35-7 requires that students 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 ages 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 is 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 2:10 p.m., Monday through Friday. The Guidance Department staff has many functions. Counselors help individual students to make thoughtful choices and decisions regarding education and careers. The counseling staff also assists students in resolving personal and social issues. Counselors also work with the instructional staff to understand and to help each student realize his/her greatest potential. The Guidance Office provides the following services:

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

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

College Preparation

The counselor will meet in groups and individually to assist students with post-high school planning throughout high school. Students begin with 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. Students are taught to explore scholarship opportunities through Naviance and other computer resources. 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.

Progress Reports

Progress reports of student progress are issued at the midpoint of each semester. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. Progress reports are posted on the 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.

Student Portal

The Student Portal (Realtime) provides students the opportunity to view their grades online. Letters that contain login and password information are sent through the mail directly to the student's home.

Parent Portal

The Parent Portal provides parents with the opportunity to view their child's attendance, grades, assignments, and schedule. Letters that contain login and password information are sent through the mail directly to parents. 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, report cards show student progress in each subject. Requests 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 Roll

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. Students must earn between 80% and 100% in all classes.

High Honor Roll – Students who receive straight As will qualify for the High Honor Roll. An incomplete (I) in any subject or a no credit (NC) status disqualifies a student from the High Honor Roll. The High Honor Roll is published and posted at the end of each semester. Students must earn between 90% and 100% in all classes.

Honors Course Requirements/Procedures

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

1. Students 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/college course:

1. Students 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.
2. Teacher recommendation to continue in an honor course.
3. Parents will be notified of any change.

Graduation Requirements

Students who meet all state and school graduation requirements are awarded a state-endorsed diploma. To graduate, a student must complete all of the course and credit requirements outlined in Board Policy 5460. It is the Board of Education's intent that all students will carry 40 credits annually in order to receive the full benefit of the school's comprehensive curriculum. **Each student must complete 162.5 course credits** in order to receive a diploma. Each student must also pass all sections of the required New Jersey state mandated test.

Graduation Requirements:

Credits Required	162.5
Yearly Credits Required	40

Number of Credits	Course/s
20	English
20	Mathematics
15	Science
10	United States History
5	World History
10	World Language (or up to Level II/III-Spanish)
15	Physical Education**
5	Health**
45	Homeland Security/ Criminal Justice Electives
2.5	Financial Literacy
5	Art
5	Sociology/Calculus
5	Psychology/Federal Government

* One year for each year in attendance

**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.

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.

<u>Letter Grade</u>	<u>Numerical</u>
A+	95-100
A	90-94
B+	85-89
B	80-84
C+	75-79
C	70-74
D	66-69
F	60-65

NC = No Credit

- It is strongly recommended that parents frequently visit the 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:

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

- A minimum grade of 60 is used as the value of an F for 1st and 3rd marking periods, as well as midterm exams. 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.

- Students earn the same letter grade, based on their numerical average, for both OCC and ALPS.

Course to be Included in Grade Point Average

Grade point average is computed by multiplying the grade times the weight, times the credits and dividing by the total number of credits. A student's cumulative GPA is tabulated and posted on the permanent record at the conclusion of each school year. All courses taken at the Academies, 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.

Withdrawal Procedures

A student transferring or withdrawing from the Academy must obtain a withdrawal form from the Guidance Office. This form must be properly signed by all teachers, counselors, 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.**

ALPS/OCC Dual Degree

Ocean County College and the Academy of Law and Public Safety 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 incoming ALPS students (starting with the Class of 2029). Please note students may not meet all Ocean County College requirements for graduation with ALPS coursework alone.

Dual Credit

Students enrolled at both learning institutions are considered "dually enrolled" and have the opportunity to receive credit for OCC classes embedded directly into the ALPS curriculum/Program of Studies. Embedded course curriculum is designed to meet New Jersey Student Learning Standards, as well as Ocean County College Course objectives and expectations.

Students that are absent for a prolonged period from ALPS may not be eligible for OCC dual credit, as per OCC policy.

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.

The rate per credit for the Fall 2025 semester is \$126.00. OCC may also charge a \$20 registration fee "per term".

Attendance

The Ocean County College attendance policy applies to all students enrolled at ALPS 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 Ocean County College/ALPS will be identified with both school's course name on students' high school transcripts. The final grade for these courses will carry the weight of an Advanced Placement (AP) course when there are different levels of that class available for students to enroll. In addition, please note the following:

- **Students** 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, unless the class is taken outside our traditional program of study.
- Not all colleges accept Ocean County College credits. Students and parents/guardians are encouraged to investigate credit transfer options to other institutions of higher learning.

Applying for admission and registering for classes at Ocean County College

As a result of our location on Ocean County College, all ALPS 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.

1. Students will attend an in-school assembly in early fall and again in the spring semester, led by ALPS 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.

2. The Registration and Records Office will send a 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.

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 completed designated academic summer program will not be permitted to return to ALPS.

All summer school classes are taken through Educere. If in the event of a course failure, the School Counselor will contact the parent with the registration information. All credit recovery classes must be completed by mid-August.

College/AP Courses

Students in the Academy of Law and Public Safety may be eligible for College courses while attending the academy. These classes serve to provide students with projects and material that is much more challenging and more interesting. This Academy supports building a strong work ethic that helps students to begin to understand the heavier workloads of colleges and universities before taking on the full course load.

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 the telephone number changes.**

Health Office Procedures

1. All students are required to present a pass 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 a 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.

Immunization

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 #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. coach/advisor) after school. Upon administration of medication (ex. adrenalin) for a life-threatening episode (ex. anaphylactic reaction), further medical attention by a physician is required. The parent/guardian also must sign a waiver, which releases, indemnifies and holds harmless the Board of Education against any liability for damage or injury in association with the student carrying and using the medication.

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

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

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

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

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

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 extracurricular activities.

Yearly Screenings

Throughout a typical school year, multiple health screenings required by the state of New Jersey are conducted. As per, N.J.A.C. 6A:16-2.2(g)3 and N.J.A.C. 6A:16-2.3(b)3ii mandated health screenings include height, weight, blood pressure, hearing, vision, and scoliosis. If a parent wishes to OPT their child out of these screenings, they must complete the appropriate electronic surveys/form.

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 any infraction of the Code of Conduct or disciplinary action is reported to our National Honor Society.

Ocean County College and ALPS campus

The Ocean County Vocational Technical School Code of Conduct will be enforced at all times while students are under the supervision of the ALPS staff. Students remaining on campus, when unsupervised by ALPS 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/wp-content/uploads/2020/07/5247-Code-of-Student-Conduct-Manual-6.2.2020.pdf>

Discipline Definitions and 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.

Discipline Infractions and Consequences (Policy #5600)

A student may be dismissed from the Academy of Law and Public Safety and returned to his/her residential school if the building administrator determines that the student's continued presence in the program will:

1. jeopardize the safety and welfare of the student or other students in the program and/or the teacher; and
2. disrupt the educational process as to deny other students of a thorough and efficient education.

The following list indicates infractions and disciplinary actions that may be taken for each. This list is not all-inclusive and the building administrator may use his/her discretion in determining the appropriate disciplinary action regarding a student's violation of rules and regulations. School administration reserves the right to request a parent conference (at any time) to address disciplinary concerns and the placement of the student.

Students accumulating (25) or more disciplinary points may jeopardize their placement and may be subject to a parent conference.

The building administrator has the right to impose out-of-school suspension and request a parent conference at any time for a serious disciplinary infraction.

Discipline Infractions

Offenses that will merit the Administration to take disciplinary action and, when the situation warrants, appropriate legal action shall include, but not be limited to, the following:

1. Inappropriate behavior at any school function
2. Cutting class
3. Truancy
4. Excessive tardiness
5. Careless driving or violations of parking/driving regulations
6. Driving to ALPS without prior administrative approval
7. Being a passenger in another student's car without prior administrative approval
8. Violating the dress code
9. Wearing ear buds/air pods/headphones or utilizing cell phones in the classroom
10. Inappropriate conduct/overt displays of affection
11. Use of profanity or obscene language/gestures
12. Loitering or unauthorized occupancy in a district building or grounds
13. Leaving the school building or grounds without permission
14. Inappropriate use of technology, i.e. violation of policy for acceptable use of technology (could result in restricted or no access to computers)
15. Insubordination to staff/defiance of authority
16. Possession, use, and/or distribution of tobacco (cigarettes, chewing tobacco), vapes, e-cigarettes, on school grounds
17. Plagiarism and/or cheating
18. Bias related incidents
19. Bus misconduct
20. Safety violations
21. Gambling
22. Activating or triggering a fire alarm or tampering with fire equipment (i.e. smoke detector, fire extinguishers, etc.) - the police will be notified

23. Causing a fire – with or without intent
24. Vandalism
25. Fighting, assault, inciting, or promoting violent behavior
26. Forgery or alteration of school papers, records, passes, etc.
27. Theft/extortion
28. Harassment, intimidation, or bullying of others (verbal, physical, or by any other means).
29. Threat of violence to students/staff, regardless of whether or not the threat is carried out
30. Possession or use of alcohol and/or narcotics, or possession of drug paraphernalia on school property, on school sanctioned trips, or at school functions - the police may be notified
31. For any sale or intent to distribute drugs/alcohol/any substance that may be capable of altering behavior may result in a hearing before the Board of Education for expulsion from school. This also applies to substances (capsules, supplements, etc.) that appear to be medications.
32. Physical abuse or assault directed towards staff members.
33. Possession, custody, or use of a weapon, dangerous instrument (or facsimile thereof), or any item that is unlawful and/or considered to be dangerous
34. Any other actions or behaviors that are deemed inappropriate by the administration.

Disciplinary Consequences

Disciplinary Points

Disciplinary points are assigned based on the level of infraction and the frequency of the infraction. Students accumulating more than twenty-five (25) disciplinary points may jeopardize their placement.

Detention Policy

Detention may be assigned during the lunch/activity period: 10:18-10:57 AM (the student will need to bring their lunch to school) or after school (students with driving privileges).

In-School Suspension

Students will sit in a supervised room for the duration of school and complete schoolwork assigned by the teacher(s). Completed schoolwork must be returned to the teacher upon returning to class the next day.

Out-of-School Suspension

Out-of-school suspension is the removal of a student from the school day. A student may not attend any school functions during the time he/she is suspended. The student is not permitted in the school building or on school property during the period of his/her out-of-school suspension. Any student who is suspended will be subject to a re-entry meeting with the assistant principal or principal. Subsequent suspensions may result in a student jeopardizing their placement at OCVTS and may require a hearing with the Assistant Superintendent or Superintendent.

Expulsion

Expulsion is a penalty imposed upon any student of the Ocean County Vocational Technical School after the recommendation by the building administrator prohibiting a student from attending.

Grade Adjustments due to Discipline

A student who cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer reduced grade by virtue of the disqualified work.

Additionally, a student's grade for an assignment may be negatively impacted for discipline issues, which violate the student discipline/code of ethics policy, that occur during class time.

Dress Code

The Academy of Law and Public Safety has certain uniform requirements for our students and students are expected to wear the proper uniform every day.

Requirements for Freshman, Sophomores, and Juniors:

- Navy ALPS Polo with White undershirts
- Khaki tactical pants with matching khaki belt
- Black boots with black socks

Requirements for Seniors:

- Grey ALPS polo with white undershirt
- Black tactical pants with matching black belt
- Black boots with black socks

PE requirements for all grades:

- ALPS black PE Tshirt and shorts

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.

Hair/grooming:

- Hair must be short enough to fall above eye brows. If hair is longer, it must be pinned back, off of the face.
- For boys: Hair cannot be longer than collar length.
- For girls: All hair must be pulled back.
- Facial hair must be neatly trimmed at all times (not to exceed 1/4").
- Hair, if dyed, must be a natural hair color.

When Dress Down Days are approved students must adhere to the following:

1. Apparel shall not be sheer, transparent, or revealing above or below the waist as to be unprofessional and unsafe for the academy environment.
2. Shorts are not allowed (unless expressly permitted by administration). When permitted, they must be of professional length.
3. Hats and hoods are not allowed.
4. Students authorized to dress down for field trips must maintain a neat, professional appearance and cannot wear leggings (yoga pants), sweatpants, or any other exercise clothing unless the trip involves physical activity.
5. Students are permitted to wear jeans as long as they are not torn, don't have any holes, and fit properly based on the previously mentioned guidelines.
6. Tank, tube, mid drift, sleeveless, and halter tops are not permitted.
7. Apparel with questionable or political slogans or prints is not acceptable.
8. Footwear must be worn at all times. For safety reasons, sandals may not be worn at any time. Slippers are not acceptable school footwear. Excessively high heels, flip-flops, open-toed (capless), collarless, or backless shoes are a safety hazard to the wearer and are prohibited.
9. Articles which can cause damage to other students and/or property are not permitted. **All visible piercings must be stud only and no headbands, ribbons or bows are allowed.**
10. Cesti or similar leather bands with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.

11. 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 maintains cooler temperatures or in classes that have fluctuations in temperature throughout the day.
12. Students attending any school functions (field trips, rehearsals, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
13. Safety and protective clothing/glasses, as well as athletic or gym clothing (ALPS PE uniform), shall be worn as required by the teacher.
14. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands) worn to school must be removed upon entering the building.
15. Undergarments should not be visible on any student.
16. In addition, any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, etc. are prohibited.
17. **Chewing gum is not allowed.**

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.**

General Guidelines

Announcements and Bulletins

Announcements are read during muster 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.

Cafeteria/Lunch Regulations

Students are to report to the assigned lunch room immediately as scheduled. Loitering in the hallways is strictly prohibited. Juniors and seniors only are permitted to leave the ALPS building and eat lunch at the Student Center. No student is permitted to leave the campus for any reason.

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.

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 (and also located on the parent portal), must be filled out by the family and returned to school immediately. 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/Electronic Communication and REcording Device (ECRD) Usage (Policy #5516)

Students are permitted to bring cellular/smart phones to school. However, due to the bell-to-bell policy, devices must be powered off and put away during instructional time unless expressly permitted by the instructor or administrator. Students in violation of this policy may receive disciplinary action in accordance with the district policy. Parents may contact the office when needing to have important messages delivered to a student. Please limit messages to those that are emergency in nature.

Video/Audio Recordings

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording or still images taken of any student(s) or school staff member(s) for any purpose (except for public area school security cameras) without the consent of the student, the student's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

Device Storage Options

Since a bell-to-bell policy prohibits student use of personal internet-enabled devices during the entirety of the school day, each school will determine the most effective method for storing these devices including pouch system, in-class storage system/lockbox, etc.

Communicating with the Board of Education

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

Decorations and Posters

Before being displayed, all posters must be approved by the principal/advisor. Only posters showing good taste will be approved. Please speak to a staff member in the main office before hanging posters.

Lockers

All students are assigned a 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 students to use during the day for teacher assignments.

Student Valuables/Thefts

Students are cautioned not to bring cell phones, radios, cameras, other valuable items, or large amounts of money to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not school personnel, are responsible for their own personal property. Do not leave money or valuables in your locker. Do not leave personal property on benches in the Locker Room at the Gymnasium. 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 Attendance Office and fill-out a "Student Incident Report."

All thefts of a serious nature may be reported to 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.

Textbooks

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

Please note if you are taking a class with Ocean County College (that is not an ALPS 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. Students may also be prevented from participating in clubs and activities until all outstanding fines are paid.

School Sponsored Clubs and Activities

Academy Student Eligibility for Activities and 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.

Any student wishing to participate in any extracurricular 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 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 at school by 11:00 AM he/she may not participate in the extra-curricular activity.

Starting a Club or Organization

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

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

Fundraising/Solicitation

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

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.

Academy of Law and Public Safety

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 Academy's core governing body, with its members elected by the student body each year. Additionally, all other 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 Academy of Law and Public Safety Student Council and its 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 Academy students through extracurricular community, organizational and student activities. They also serve as a liaison between the Academy of Law and Public Safety students and the administration, as well as a forum for students to voice concerns.

Objectives:

The Academy of Law and Public Safety Student Council and 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 Academy.

Membership:

Membership and participation in activities in Student Council is automatic to all Academy of Law and Public Safety students 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 more specific or necessary for the success of that particular club. In addition to representing their clubs, these officers who 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 Timeline

- 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 to prepare and deliver speeches.

3. Election Procedures

- a. All students are eligible to vote
- b. The time, date and location of speeches and elections 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 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/decisions 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 the 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/decisions 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/decisions 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 the event.

6. Keep the 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/decisions 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 the 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/decisions 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/decisions 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 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 complaints to the administration.
 - iii. At the next regularly scheduled student council/club meeting, there shall be 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 Academy of Law and Public Safety 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.

Section 4. Students with a qualifying GPA of 92.0 or above (not rounded) are eligible to become members of the National Honor Society (NHS) in their junior year. Applications

are made available to students who meet the established minimum GPA requirement. In addition to the GPA requirement, students must also demonstrate exemplary leadership, character, and service. The Faculty Council carefully reviews all applications. The Faculty Council will then determine which students have been accepted into NHS. Students who are not selected may reapply in their senior year, provided they still have a qualifying GPA of 92.0 or higher (not rounded).

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 20 hours of service to their school or community since September of 9th grade. Service hours MUST come from a minimum of two different initiatives. All service hours performed outside of school are subject to verification by the faculty council.

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. The student successfully holds school offices or positions of responsibility. The student contributes to the civic life of the school through responsibility, initiative, and dependability. All leadership positions held outside of school are subject to verification by the faculty council.

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. 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). The student demonstrates the highest standards of honesty, integrity, and reliability.

Students must provide strong evidence of qualification in all categories to be considered for admission. All candidates are evaluated based on their application submissions. Candidates will be notified of their selection or non-selection for the National Honor Society by letter and/or email after the Faculty Council reviews all applications, meets to discuss, and follows up with any necessary contact with references. The advisor can provide immediate feedback and direction in cases of non-selection. The committee's decision regarding admission into the National Honor Society is final and is not subject to review by the NASSP.

The advisor of the NHS is responsible for overseeing the selection process and supervising the activities of the organization. Chapters are not legally or constitutionally obligated to share with parents and students information concerning students not selected for membership.

Any code of conduct infraction or disciplinary report will be provided to the National Honor Society. Students that are part of the National Honor Society are expected to maintain high standards and be role models for their peers.

Parent-Teacher-Student Organization

All parents/guardians, 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/guardians with a valuable source of information.

**We welcome all members of our
school community. Please join us!**

School Sponsored 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 readmitted.
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 students and guests must provide identification, which is held by staff until the 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.

Student/Parent ALPS Training Acknowledgement

Academy of Law and Public Safety (ALPS) students are exposed to various forms of training that are recognized and utilized by law enforcement agencies at all levels. ALPS students are expected to participate in scenario-based training that mirrors law enforcement and military training programs. High school students are exposed to training and scenarios in a controlled environment under the supervision of a certified law enforcement instructor. Below you will find the training items and details pertaining to each. Please review the training items below and follow the instructions at the bottom of the form.

1. Military bearing and drill
2. Defensive tactics
3. Side handle/collapsible baton training
4. Police tactics and responses to include but not limited to:
 - Domestic disputes
 - Civil disturbances
 - Use of de-escalation techniques
 - Search warrant executions
5. Traffic stops
 - Searching a vehicle
 - Handcuffing
 - Responding to an uncooperative actors
6. Driving simulator
 - Utilize driving simulator to expose students to scenarios faced when driving in the law enforcement field
7. Building searches
 - Search of buildings and interior spaces (rooms, stairs, etc.) in a manner consistent with law enforcement procedures
8. Handcuffing
 - Handcuffing using various types of cuffs and procedures (standing, prone, and kneeling)
 - Directing suspects to cooperate when being arrested/handcuffed
 - Tactical situation involving various holds and control methods
9. Emergency telecommunications
 - Provide realistic training scenarios from our dispatch simulator
 - Communicate with ALPS students posing as police officers responding to a scene
10. Physical training
 - Students will participate in biannual PT test administered by police officers affiliated with local, county, and state law enforcement agencies. These results will be used as midterm/final exam grades.
 - Testing will take place in the fall and spring to properly prepare students for physical standards they can expect to see in a law enforcement academy (military basic training, etc.).
11. Firearms Training Simulator (FATS)
 - Utilize realistic and simulated firearms training scenarios in which the student is required to make decisions using force as would be done in law enforcement.
 - ALL students will receive proper training in firearms safety and handling to instill a sense that all guns (simulated or real) must be treated with the same respect and protocols.
 - Students will learn how to create incident reports pertaining to their training as a means to reflect on the experience.
 - Students are not permitted to handle any law enforcement equipment without direct supervision of a law enforcement instructor.
 - When ALPS students are assigned a duty belt (which includes handcuffs and a simulated handgun) this is for in-school use only and the assigned items are to never leave school grounds. Any students found to have violated this are subject to disciplinary action.

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 fundraising 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@ocvts.org

Website: ocvtsfoundation.org