

SHARED-TIME



OCVTS CENTERS/ADMINISTRATORS

BRICK CENTER

350 Chambers Bridge Road
Brick, NJ 08723
(732) 286-5670
Lynn Sauer, *Principal*
Tiffany Seeley, *Vice Principal*

JACKSON CENTER

850 Toms River Road
Jackson, NJ 08527
(732) 286-5665
John Biscardi, *Principal*

TOMS RIVER CENTER

1299 Old Freehold Road
Toms River, NJ 08753 (732) 473-3100
Christine Santasieri, *Principal*
Christopher Mazur, *Vice Principal*

WARETOWN CENTER/ALPS

423 Wells-Mills Road
Waretown, NJ 08758
(732) 286-5660
Tom McInerney, *Principal*

CUISINE ON THE GREEN AT ATLANTIS

Ocean County Center for Culinary Arts
Atlantis Golf Club
261 Country Club Boulevard
Little Egg Harbor, NJ
(609) 296-2137

BOARD OFFICE

137 Bey Lea Road
Toms River, NJ 08753
(732) 240-6414
Gary MacDonald
Director of Curriculum and Grants

ADULT EDUCATION

1299 Old Freehold Road
Toms River, NJ 08753
(732) 473-3100
Jeremy Dusza, *Principal*

STUDENT/SPECIAL SERVICES

131 Bey Lea Road
Toms River, NJ 08753
(732) 244-1122
Melanie Patterson, *Principal*

PERFORMING ARTS ACADEMY

1 College Drive Building # 12
Toms River, NJ 08754 (732)-286-5678
Tierney Meeker, *Principal*
Kyle Seiverd, *Vice Principal*

MATES ACADEMY

195 Cedar Bridge Road
Manahawkin, NJ 08050
(609) 978-8439
Alison Carroll, *Principal*
John Wnek, *Supervisor*

Board of County Commissioners

Commissioner Barbara Jo Crea Director
Commissioner Gary Quinn.....Deputy Director
Commissioner Virginia E. Haines.....Member/OCVTS Liaison
Commissioner John P Kelly.....Member
Commissioner Frank Sadeghi..... Member

Board of Education

Stephen Scaturro.....President
Dr. Judith DeStefano.....Interim Executive County Superintendent
Ronald L. Rosetto..... Member
Maureen C. Stankowitz.....Member

OCVTS Central Administration

Karen L. Homiek.....Superintendent
Dr. Michael B. Maschi.....Assistant Superintendent
Stephen J. Brennan, CPA.....Business Administrator

AFFIRMATIVE ACTION/POLICY OF NONDISCRIMINATION

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

Affirmative Action Grievance Procedure:

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action should be directed to: Dr. Michael Maschi, Affirmative Action Officer, 732-240-6414 x3222

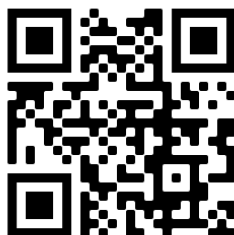
Harassment, Intimidation, and Bullying (HIB) Grievance Procedure:

Any student or parent who has a grievance involving harassment, intimidation, and /or bullying should contact the building principal. Please visit our website at www.ocvts.org for more information and any future updates regarding New Jersey HIB Law. Ocean County Vocational Technical School District policy can be found on pages 9-10.

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Please visit our website (www.ocvts.org/parents) or scan this QR code to view policies in full.



Superintendent's Message

This handbook provides an informative overview of the policies and procedures adopted by the Ocean County Vocational Technical School (OCVTS).

OCVTS is committed to our mission of preparing students for today's demanding high-tech job market. Many of our programs offer opportunities for our students to earn college credits through articulation agreements with area colleges. These agreements, along with partnerships in business and industry, afford our students the competitive edge needed to be successful in our current employment environment.

New programs have been added this year which will increase employment opportunities in new and developing fields. The addition of accelerated training programs provides recent high school graduates and adult students alternatives to college with a shorter path to full-time employment.

Each of our centers offers a learning environment that enhances the skills and competencies in a chosen area. Our experienced and passionate staff is committed to their pursuit for future careers and profitable labor opportunities. Our school is partnered with many businesses and industry leaders and is committed to providing career opportunities with the greatest potential. Our Financial Aid Office assists graduating students interested in furthering their education.

As we begin a new school year, I am excited about the myriad of opportunities. Ocean County Vocational Technical School's staff is committed to assisting students in achieving their visions, aspirations, and ambitions towards rewarding careers.

Remember, "Life's a Journey...Better Get Good Directions!"

Best of luck for a successful year!

Karen Homiek, Superintendent of Schools



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.

Core Values/Educational Beliefs

We believe that students should:

1. Be provided the opportunity to acquire the skills and competencies required for success through career exploration, progressive and rigorous content, goal setting, career counseling, and stackable credentials.
2. Model integrity, ethical leadership, citizenship, and inclusivity.
3. Consider the emotional, social, and economic impacts of their decisions.
4. Be provided the opportunity to become meaningful and productive members of society.
5. Be engaged learners through practical application of skills, culminating in preparedness for a career, advanced education, and life.
6. Be accountable for their own actions - demonstrating motivation, initiative, innovation, and dignity.
7. Be provided authentic learning experiences and advanced opportunities through meaningful partnerships with business, industry, post-secondary institutions, and community agencies.
8. Be offered a cost efficient and carefully crafted educational training program that supports economic development at the local, state, and national level.
9. Be presented multiple pathways to success in a career.

Profile of Graduates

Our graduates will:

1. Demonstrate mastery of career ready practices, occupational specific skills, and academic skills.
2. Be able to identify, create, and execute short and long term goals toward a career pathway.
3. Maintain sustainability in a global, competitive market through innovation, resiliency, creativity, critical thinking, problem-solving, and effective communication.
4. Identify risks as “opportunities” to “fall forward”.
5. Acquire marketable skills, knowledge, and training to succeed in future careers and to become lifelong learners.

RESOURCES

<u>Suicide/Depression Services</u>		
Local Police	911	Call for emergency assistance
PESS Psychiatric Emergency Screening Services	732-886-4474 866-904-4474	A state-designated emergency screening service for Ocean County. Call for emergency assistance if you believe your child is at risk for self-harm.
National Suicide Prevention Lifeline	800-273-8255 Or dial 988	The Lifeline provides 24/7 free and confidential support for people in distress, prevention and crisis resources for you and your loved ones, and best practices for professionals.
CONTACT of Ocean and Monmouth Counties	732-240-6100 609-693-5834	CONTACT of Ocean and Monmouth Counties provides trained telephone listeners who respond to human needs 24/7. This organization offers free, confidential crisis intervention, information on available resources, and referral to community services.
<u>Counseling Services</u>		
PerformCare New Jersey	877-652-7624	PerformCare provides free services for children, youth, and young adults who are experiencing emotional and behavioral challenges, are impacted by substance use treatment needs, or have an intellectual/developmental disability.
Ocean Mental Health Services	732-575-1111 877-621-0445	Ocean Mental Health Services provides a continuum of behavioral health, substance abuse, and integrated healthcare services.
NJ Mental Health Cares	1-866-202-HELP (4357) TTY: 1-877-294-4356	NJ Mental Health Cares is New Jersey's behavioral health information and referral service. Behavioral care specialists use their experience and understanding of the behavioral health system to connect you to the information and services you need.
<u>Youth Services</u>		
Harbor House	732-929-0660	Harbor House assists homeless, runaway, abused, neglected, and abandoned youth, ages 10-21.
National Runaway Safeline	800-RUNAWAY	The National Runaway Safeline provides free and anonymous 24/7 support for runaway children.
NJ Division of Child Protection and Permanency	877-NJABUSE 877-652-2873	NJ Division of Child Protection and Permanency (DCP&P) is New Jersey's child protection and child welfare agency within the Department of Children and Families. The Child Abuse hotline is available 24/7.

<u>Substance Abuse Services</u>		
Ocean County Health Department	732-341-9700 x7536	The Alcohol and Drug Unit at the Ocean County Health Department contracts with substance abuse agencies in the local community to provide services to Ocean County residents. The Alcohol and Drug Unit provides services on a continuum of care ranging from detoxification and inpatient to outpatient services.
Preferred Behavioral Health Department	732-367-4700	Preferred Center for Children and Families is an outpatient mental health program providing Ocean County youths age 4-18 and their caregivers with the assistance, support, and education to manage depression, anxiety, domestic issues, behavior, and other disorders.
NJ Connect for Recovery	855-652-3737	The NJ Connect for Recovery Call Line provides support for those concerned with their own opiate use and those who are experiencing distress related to the opiate use of a friend or family member.
NJ Addiction Hotline	1-844-276-2777	NJ Addiction hotline is available 24/7 for assistance and referral to treatment.
<u>Medical Services</u>		
Community Medical Center (Toms River)	(732) 557-8000	
Southern Ocean Medical Center (Manahawkin)	(609) 597-6011	
Ocean Medical Center (Brick)	(732) 840-2200	

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

July 2024						
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15						

2024-2025 SCHOOL CALENDAR

Thursday, July 4, 2024 - Fourth of July
 Monday, September 2, 2024 - Labor Day
 Tuesday, September 3, 2024 - 1st Day for Staff
 Wednesday, September 4, 2024 - Staff In-Service
 Thursday, September 5, 2024 - 1st Day for Students
 Thursday, October 3, 2024 - No School
 Monday, October 14, 2024 - Staff In-Service Day
 Thursday-Friday, Nov. 7-8, 2024 - NJEA Convention
 Thursday-Friday, Nov. 28-29, 2024 - Thanksgiving
 Monday, Dec. 23 - Tuesday, Dec. 31, 2024 - No School
 Wednesday, January 1, 2025 - No School
 Tuesday, January 2, 2025 - School Reopens
 Monday, January 20, 2025 - No School
 Friday-Monday, Feb. 14-17, 2025 - No School
 Friday, April 18, 2025 - No School
 Monday-Friday, April 21-25, 2025 - No School
 Monday, April 28, 2025 - School Reopens
 Monday, May 26, 2025 - Memorial Day
 Tuesday, June 17, 2025 - Last Day for Students
 Wednesday, June 18, 2025 - Last Day for Staff
 Friday, June 20, 2025 - Holiday

January 2025						
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May 2025						
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12/13						

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 December 14, 2023

 School Closed

EP Employee Planning (no school for students)

 First & Last Day of School

STUDENT RIGHTS AND RESPONSIBILITIES

Students' Rights and Responsibilities

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

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

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records, and discipline. 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: School Administration; Superintendent; Board of Education; and ultimately, the New Jersey Commissioner of Education.

**Note: Schools have the right to limit these rights of free expression only when such limitations are necessary to prevent a material and substantial disruption to maintaining the discipline necessary for the operation of a school.*

Student Expectations

In order to receive full credit and benefit from any class, students must arrive each day on time, be fully prepared, and participate in the activities designated for the class by the instructor. Any deviation from this routine or disruption of it will be dealt with by the teacher and administration as a breach of school discipline. Any disruption of the school or interference with the normal educational process violates the rights of others to a "Free and Public Education." These disruptions will not be tolerated. Such behavior may be cause for suspension, dismissal, and/or referral to the local police.

All students attending Ocean County Vocational Technical School are expected to conduct themselves according to the formal standards of behavior established by our society.

Students are expected to:

1. Respect the person, property, and rights of others.
2. Conform to the reasonable standards of socially acceptable behavior.
3. Follow any reasonable request or directive of those persons responsible for order and maintenance of the educational process.
4. Obey all school rules, school board policies, and state laws.
5. Use appropriate language at all times.
6. Be on time to class in order to receive full credit and benefit from your class.
7. Be prepared for class.
8. Complete all assignments.
9. Dress appropriately.
10. Maintain a high standard of integrity.

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.

Harassment, Intimidation, and Bullying (Policy #5512)

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying 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 by any other distinguishing characteristic;
2. 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,
3. substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. has the effect of insulting or demeaning any student or group of students; or
 - c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

District HIB Coordinator; Melanie Patterson 732.244.1122

Disabled

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.

Dr. Michael Maschi,

Affirmative Action/Title IX Officer732-240-6414 x 3332

Mrs. Melanie Patterson,

Americans with Disabilities Act Officer 732-244-1122

Ms. Melanie Patterson,

504 Officer732-244-1122

Grievance Procedure (Policy #5712)

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.

Middle States Commission on Secondary Schools

3624 Market Street, 2 West
Philadelphia, PA 19104
267-284-5000

HANDICAPPED STUDENT GRIEVANCE POLICY

The purpose of this grievance policy (#5710) 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 student 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.

N.J.S.A. 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.

N.J.S.A. 18A: 25-2. Authority Over Students

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

N.J.S.A. 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 student;
3. For the purpose of self-defense; and
4. for the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment.

N.J.S.A. 18A: 37-3 Liability to Parents of Students for Damage to Property

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

BUILDING SECURITY

Building Security

The entrance of the school will be locked at all times with the exception of AM and PM arrivals.

Visitors

Students are not permitted to invite anyone to visit them during school hours without administrative permission. All visitors must report to the main office and receive written permission to remain in the building or on school grounds. Failure to comply will be interpreted as trespassing.

Fire and School Security Drills (N.J.S.A. 18A:41-1)

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

Fire Drills

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

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

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

Security Drills

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill shall occur monthly. During a security drill, students are expected to follow specific directions given for the protection of their safety and well-being and that of the school. In the event of a lockdown drill, students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority. Please refrain from calling the school during drills.

School Search and Seizure (Policy# 5770)

Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

School officials are obligated to maintain an orderly and efficient school. If there is a reason to believe that a student has dangerous, illegal or stolen items in his/her possession, that student may be searched. Lockers, desks and other personal items therein may be searched when there is a 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. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the building administrator shall try to inform the parents/guardians and request their presence.

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.

MAIN OFFICE

Parent Concerns

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

Chain-of-Command

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

****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. They should also submit an emergency phone number for use in case of accident or illness. The office should be notified immediately of any change of address or phone number.

GUIDANCE/STUDENT SERVICES

Guidance Department Information

The Guidance Office is open from 7:30 a.m. to 2:00 p.m., Monday through Friday.

The Guidance Department staff has many functions. Counselors help individual students to make thoughtful choices and decisions regarding education and careers. The counseling staff also assists students in resolving personal and social issues. Counselors also work with the instructional staff to understand and to help each student realize his/her greatest potential. The Guidance Office provides the following services:

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

Pupil Records (Policy #8330)

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 student from the Ocean County Vocational Technical School District, a copy of the permanent school record is available upon request. Information in the student 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 student.**

Student Report Statement

Please be advised that you have the right to examine your son's/daughter's own entire school record. In accordance with NJSA47:3-15 the following will be maintained:

1. Original application
2. Record of daily attendance
3. Grades
4. Skill Profile
5. History and status of physical health
6. Any other records that may be required by the State Board of Education
7. Cosmetology hours (if applicable)

Educational, occupational and military organizations have a right to seek student records and directories. In the event you do not want this information given to them, please notify us in writing.

Thirty (30) days after graduation we will destroy all materials not legally mandated. No action is required on your part unless you wish a copy of materials not contained in #1-7 (see above) or do not want information given to educational, occupational or military organization

Progress Reports and Report Cards

All student progress reports and report cards are available on the OCVTS Parent Portal. Progress reports can be generated at any time. Student report cards will be available to view on the portal upon the close of each marking period. Parents without access to the internet may request hard copies be mailed by contacting the main/attendance office of their child's center.

Student/Parent Portal

The Student and Parent Portals (RealTime) provide students and parents with the opportunity to view attendance, grades, assignments, and schedules. 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.

Student Portal web address: <https://www.fridaystudentportal.com/ocvts>

Parent Portal web address: <https://www.fridayparentportal.com/ocvts>

Homebound Instruction

Homebound instruction is available by request when absences of more than ten (10) consecutive school days is anticipated. The homebound instruction process is initiated by the student's parent/guardian in the Guidance Office of the student's sending district. The student's sending district then contacts OCVTS to participate in the student's homebound instruction schedule.

Cooperative Education

The Cooperative Education program is designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to: demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals. The main purpose of the OCVTS Cooperative Education program is to bridge the gap from our trade programs to a permanent job, and possible apprenticeship, in the trade in which the student is preparing.

CE Eligibility:

Students out on OCVTS Cooperative Education will be representing the school and teachers to employers and businesses in and around Ocean County. Therefore, only our best students will be considered to participate in CE. Participation in CE is a privilege, not a right. Career cluster instructors will determine which students have received enough training to participate. The following criteria will be used to determine if a student will be allowed to participate in our Cooperative Education program.

1. Attendance – Must not have been absent more than 10 absences (6% of the total school year)
2. Grades - must have a grade point average of 80% or above for the year
3. Evaluation of the work site by the CE Coordinator – Verification that the work site/experience is safe, integrates into the curriculum, and will provide opportunities for the student to demonstrate and apply skills.
 - i. Work site may not be more than 30 miles past the Ocean County border.
4. Teacher recommendation and principal sign off
5. No more than 10 discipline points accumulated during the year

1st Year Students:

Requirements: See above

Participation:

4th MP **ONLY** - 3 days report to work site; 2 days report to OCVTS

Student continues employment over the summer.

2nd year Students:

Requirements: See above

Participation:

1st and 2nd MPs - 3 days report to work; 2 days report to OCVTS

3rd and 4th MPS - 4 days report to work; 1 day report to OCVTS

HEALTH/NURSE SERVICES

Emergency Health Cards

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

Health Office Procedures

If a student is injured, they must report to the nurse's office upon return to school. The nurse must be presented with a note saying that the student can return to school. If the injury prevents the student from being in the shop, another note must be given to the nurse stating that the student can return to the shop (specifically).

Procedure for 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. If you have any questions about this procedure please contact the Health Office.

Only the following individuals are authorized to administer medication to students 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 and 12.4
- School staff designated and trained to administer epinephrine using an auto-injector per N.J.S.A. 18A:40-12.5 and 12.6

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

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

Medication on Trips (Day and Overnight)

Possible options include:

1. Send a school nurse or a school nurse substitute on the trip;
2. Request the parent/guardian to go on the trip;
3. 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
4. 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.

Accidents

All accidents involving injury to yourself should be reported to your instructor at once. First aid will be given and an Accident Report form will be filled out. This practice of reporting every accident, no matter how slight, is very important for your benefit and protection.

Every effort is made to make all areas and equipment as safe as humanly possible. Safe working practices are part of the course of study in every program area. State law requires that all students, teachers and visitors wear protective eye devices while engaged in, or exposed to, known dangers; as such, safety glasses will be issued to each student. First aid kits are available in each classroom and/or shop area. All individuals concerned are asked to familiarize themselves with the location of each.

Transportation

Bus Transportation

Transportation to and from the shared-time centers is provided by the school district in which the student resides. For transportation issues that may arise, please contact your sending school district's transportation departments. Students are expected to arrive and depart to school on their sending school bus. Any deviations must be made with that appropriate school district's transportation department.

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.

Driving Policy

Students missing their home school bus to vocational school for any reason must report to their home school principal or vice principal and request transportation to vocational school or assignment to a study hall or other such class.

Under no circumstances are students to be transported to or from vocational school except by their parents, legal guardians, or their home school officials. Students who fail to report to the principal or vice principal when missing the bus and leave their home school will be considered truant. High school students are **NOT** permitted to drive to the vocational centers. Parents cannot give students permission to drive without appropriate school (OCVTS and Sending District) notification and authorization. **STUDENTS WITH**

PERMISSION TO DRIVE TO VOCATIONAL SCHOOL MAY NOT, UNDER ANY CIRCUMSTANCES, DRIVE OTHER HIGH SCHOOL STUDENTS EITHER TO OR FROM VOCATIONAL SCHOOL.

Post-secondary students are permitted to drive and will be issued an OCVTS permit. Driving to and parking at the vocational center is a privilege, not a right, and can be lost. Failure to park in the designated areas and improper operation of the automobile will result in disciplinary action and the loss of this privilege.

One Day Driving Permits

Students requesting to drive to vocational school for school related business must request a one day driving permit from the center principal or designee. This is a temporary permit only. Students driving to vocational school on a temporary basis must follow all school rules pertaining to responsible driving.

ATTENDANCE

Attendance (Policy #5200)

Student attendance is vital when learning is the ultimate goal. The goal of vocational education is the integration of theory and practical experiences to develop skills designed to prepare students for successful entrance in a given field of work. Skills are obtained through specialized instruction, intensive individualized training, and repeated practice and application. Good attendance is necessary to achieve these goals.

Student Attendance Rules and Regulations

To ensure that students have the employable skills required for success in the workplace, they must meet the district's attendance standards. Students failing to meet these standards will be subject to consequences as outlined in the administrative procedures. Specifically, a student who has eighteen days of absence during the school year jeopardizes meeting the minimal instructional requirement. No student shall be deprived a Proficiency Certificate, award, or eligibility to compete for an award because of an absence occasioned by the observance of the student's religion.

The total number of absences will be reviewed regularly and notification of the student's parent(s) or legal guardian(s) and home school counselors will be made on the following basis:

1. Every absence may result in a telephone call from the Attendance Office, if appropriate.
2. It is the teacher's responsibility to counsel the student regarding attendance. Parent/guardian must be contacted and communication documented.

Days Absent	% of School Year	Result
5	3	Formal written notification sent to the parent(s) or legal guardian(s).
6-9	3-6	A guidance counselor may meet with and counsel the student and contact the parent(s) or legal(s) guardian(s).
10	6	Formal written notification will be sent to the parent(s) or legal guardian(s) that one or all of the following consequences may occur: <ol style="list-style-type: none"> 1. The building administrator may meet with the student. 2. The student may be required to sign an attendance probation contract which will place the student on a probationary status for the remainder of the school year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational school's policies. 3. Students who exceed 10 days absent in a school year may be required to sign an Attendance Probation Contract as a condition of their returning the next academic year, which will place the student on probation status for the remainder of the following year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational school's policies.
18	10	Formal written notification sent to the parent(s) or legal guardian(s).
Over 18	>10	The student is referred to the ARC (Attendance Review Committee) by the building administrator. ARC may meet and submit a recommendation to the building administration. The student has the option of attending this meeting. The building administrator will review the case and forward a letter to the adult student or parent(s) or legal guardian(s) stating: <ol style="list-style-type: none"> 1. The student may not receive a proficiency certificate and may not be eligible to attend the OCVTS Awards Ceremony 2. The student may be placed in a no-credit status in accordance with the home school policy. 3. An alternate placement may be recommended for the student after consultation with the home school staff. 4. The student may be denied the privilege of returning to the Ocean County Vocational Technical School the following year. 5. Students may be removed from the program after the 18th absence.

Attendance Procedures

All absences must be verified by an appropriate note of explanation presented to the attendance secretary on the first day following an absence. Notes are required from parent(s) or legal guardian(s) for high school students and must contain the student's name, reason for the absence, the date(s) of the absence, and the signature of the parent or guardian. Three (3) consecutive absences due to illness must be verified by a physician's certificate.

Please note:

1. The building administrator shall take whatever means are necessary to assure the validity of the written excuses.
2. In addition to notification of parents by the building administrator, teachers shall make every effort to inform parents via progress reports and/or place a call when absences to their particular program indicate an impediment to the student's instructional program.
3. All students, regardless of the reason, must request make-up work from their instructors.
4. Students who are truant from vocational school may not receive any credit for any of the work which the students were responsible for the day of the absence.
5. Grading at the Ocean County Vocational Technical School definitively reflects attendance as a vital part of the student's progress.

Reporting an Absence or Tardy

Postsecondary students and parent(s) or legal guardian(s) are responsible for notifying the school early in the day regarding an absence and for informing the school of the reason for the absence. The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements.

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

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

Parents who have questions concerning attendance procedures should contact the Attendance Office, Main Office, or Building Supervisor. Main numbers for all centers can be found at the front of this handbook.

**** Any student who is absent from OCVTS, but present at their home school, may be considered to be truant from OCVTS which may result in disciplinary action.**

Tardy/Late to School

The Board recognizes that from time to time compelling circumstances will cause a student to be late for school. All students must report to the office, sign in and receive a pass that will be submitted to the teacher. If a student is late, he/she should meet with the teacher to resolve the matter. Habitual tardiness by a student may be referred to the building administrator by the teacher. All documentation will be reviewed by the building administrator who will confer with the student and take appropriate disciplinary action.

Tardy is defined as arriving to the school building after the bell rings, signaling the beginning of class. Shared-time AM and PM programs start at 7:40 AM and 10:45 AM respectively. Students arriving after those times are considered tardy.

- Five (5) tardies may result in an absence.
- Any combination of (5) early dismissals and (5) tardies may result in an absence

Early Dismissal

High school students are not permitted to leave the school prior to the end of the school day unless signed out in the main office by a parent or guardian or person authorized to act on behalf of the parent or guardian. The student desiring such an early dismissal from school must demonstrate reasonable and legitimate need before permission will be granted.

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

- Five (5) early dismissals may result in an absence.
- Any combination of (5) early dismissals and (5) tardies may result in an absence

**Students arriving after 8:30 AM or 11:30 AM or signing out prior to 9:30 AM and 12:30 PM may be charged with an absence, as the student would not have enough seat time on that date to be considered present.

Emergency School Closings

If severe weather conditions or other emergency situations necessitate an early closing or delayed opening of our school, the following radio and television stations will broadcast school closing or delayed opening information: WOBN (92.7), WJRZ (100.1), and television announcements on News 12 New Jersey. The announcement will list **Ocean County Vocational Technical School**. The Ocean County Vocational Technical School District has in place a robo-call system that is used to notify parents/students of delayed openings/closings. This system selects the home number as the primary number for notification. **Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.**

You can also access www.ocvts.org for the most up-to-date information.

Delayed Opening/Early Dismissal Procedures

If OCVTS has a delayed opening or an early dismissal:

- High school students will be transported to and from OCVTS based on homeschool transportation time tables.
- Post-secondary students will follow the time table outlined by OCVTS.
- In the event of a delayed opening due to inclement weather, the delay is only for the AM session. The remainder of the school day will continue at the scheduled times.

ACADEMICS

Daily Grading System

All shared-time programs utilize the same grading criteria when calculating grades for their students.

Daily shop grade/participation	67% *
Tests/projects/classwork	20%
Quizzes	10%
ICTE Math, Literacy, Science	3%

*Absences from OCVTS do have an impact on student grades. The district's shared-time programs require students to participate in daily, hands-on experiences. If a student is absent, they will not be able to make up these experiences. This will result in a zero for the daily shop grade.

Grading System

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, parents, and counselor of academic progress and to provide a basis for bringing about change in student performance if necessary.

EACH STUDENT IS RESPONSIBLE FOR MAKING UP ANY WORK THAT IS MISSED DUE TO AN ABSENCE. DUE TO THE HANDS-ON NATURE OF OUR PROGRAMS, DAILY SHOP WORK MAY NOT BE ABLE TO BE MADE UP.

If a student receives an INC (incomplete) for a marking period, arrangements should be made by the student to makeup all the required class work within a two week period of time. Failure to make up this work may result in the student not passing for that marking period. The INC grade will automatically change to a "55" grade the following marking period. L.E. (Late Entry) is issued when a student enters a vocational program late into the marking period. Special arrangements will be made to determine a final grade when a student receives an L.E. for any given marking period.

A student receiving a numeric score of 70-100 has met the requirements of his/her vocational program. Any student receiving a numeric score of 69 or below will not be permitted to take the second year of the program.

OCVTS GRADING MATRIX: **A** = 93 - 100, **B** = 85 - 92, **C** = 75 - 84, **D** = 70 - 74 and **F** = 0 - 69

Graduation Policy

The State of New Jersey, effective July 1, 1981, required that every high school develop a specific "Graduation Policy". Since you share half of your educational experience with the Ocean County Vocational Technical School, we believe you should be aware of how our "Graduation Policy" supports the one at your home high school. Additionally, you need to know the requirements which you must satisfy to earn your proficiency certificate from Ocean County Vocational Technical School.

Students who attend vocational school on a regular basis and successfully complete all program requirements with minimum proficiencies will be awarded a program completion certificate. Academic (occupationally related reading, mathematics and science), attendance and skill competence are used as standards for determining the award of the appropriate certificates. Under this system, the awarding of a certificate will truly become an earned achievement, enhancing the value of the certificate and the prestige you will enjoy when you have received it. You will receive skill-related practical reading, mathematics, and science instruction in your individual vocational program. At the completion of the program, you will be able to use mathematics, science principles, and read materials that allow you to practice your trade or occupation satisfactorily. You will also be able to keep pace with our ever-changing technology.

Credits

In as much as the trade-related academic and vocational skills are taught and learned in each vocational technical program area, the Board of Education established the following course credit schedule for students who complete each year of a program. A total of 15 credits per year may be granted to you for an Ocean County Vocational Technical School Program. These credits may be applied toward graduation by your home high school.

Program Completion Proficiency Certificate (Policy #5460.1)

All students in grades eleven and twelve attending vocational technical programs shall be required to perform demonstrable skills as described in the skill profiles developed for each program. Those students who do not adhere to the attendance requirements and/or are unable to perform minimal level skills will not receive a certificate from the Ocean County Vocational Technical School. Transcripts which describe student performance will be maintained at the Ocean County Vocational Technical School in perpetuity.

and copies of these, as well as, all other students records shall be transmitted to the appropriate sending school. The following two certificates will be awarded to those students who have earned them:

1. Award of Proficiency Certificate
Presentation of a certificate and participation at the Awards and Certificate Ceremony if the student has:
 - a. a final grade of “70” or better and
 - b. not been absent more than 10% of the school year.
2. Award of Proficiency Certificate with Honors
Presentation of an Honors Certificate, participation at the Awards and Certificate Ceremony, as well as special recognition at the ceremony if the student has:
 - a. a final grade of an “A” and
 - b. not been absent more than 3% of the school year.

Proficiency

In accordance with law, the Board of Education shall have copies of this policy distributed to all students and their parent(s) or legal guardian(s). They shall also be informed as to the examinations, demonstrated proficiencies, course and credit hour and certificate requirements, attendance policies, and any other state and local requirements. Students, parents or guardians may appeal this policy for good cause upon a recommendation from the Attendance Review Committee (ARC).

National Technical Honor Society

National Technical Honor Society recognizes student achievement and leadership in career and technical education, promotes educational excellence, awards scholarships, and enhances career opportunities for the NTHS membership.

NTHS Membership Criteria:

- Candidates must be secondary or postsecondary students participating in a CTE pathway, program, major or coursework.
- Candidates must have a minimum 90% CTE average grade and less than 8 absences.

Plagiarism (Policy #5701)

Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one’s own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.

A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to reprimand and loss of credit for all of the work that is plagiarized.

CODE OF CONDUCT

DISCIPLINARY INFRACTIONS/CONSEQUENCES

N.J.S.A. 18A:37-2. Causes for Suspension or Expulsion of Students

Any student 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 student 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 students;
4. Physical assault upon another student, teacher, or district employee;
5. Taking, or attempting to take, personal property or money from another student, 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 students 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 students 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 students;
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; and
11. Harassment, intimidation, or bullying.

STUDENT CODE OF CONDUCT (Policy #5600)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe the rules and regulations and the discipline imposed for infractions of those rules and regulations.

DRESS CODE (Policy #5511)

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

1. Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts and shorts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.
2. Tank, tube, halter-tops, and midriffs are not permitted. Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff or contain inappropriate or vulgar slogans/print.
3. Students are not permitted to wear clothing with any type of drug or alcohol logo/reference or pornographic images.
4. Footwear is required at all times. Flip-flop sandals, backless shoes, excessively high heels, and open-toed shoes are a safety hazard to the wearer and may be prohibited.
5. Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
6. Safety and protective clothing/glasses, as well as athletic or gym clothing, shall be worn as required by the teacher.
7. Hats/hoods may not be worn in the school building unless deemed appropriate by the school administration. "Hats" shall not include headwear of religious significance, such as yarmulkes.
8. Pajamas, blankets, and slippers are not permitted to be worn at school (unless permitted by administration for spirit days).
9. Students not conforming to the dress code shall be disciplined by the building administrator in accordance with other Board policies. In addition, parents will be expected to pick up students who arrive to school dressed inappropriately.
10. Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning process.
11. Jewelry which is distracting and/or dangerous (such as but not limited to the following: spiked bracelets, necklaces, rings, chains, piercings, etc.) may not be permitted.

Students may wear their hair however they choose as long as it does not endanger themselves or others or create classroom disorder.

Students are expected to dress according to the occupational areas in which they are being trained. Required clothing is the student's responsibility. Certain programs may require a specific uniform, as well as head covering, in order to align with safety and professional guidelines. Specific information covering the proper dress for the various areas will be issued by the instructors.

****ALL hats, hoods, and headphones must be removed upon entering the building and remain off, including any emergency drills.**

Discipline Infractions and Consequences (Policy #5600)

A student may be dismissed from the vocational technical schools and returned to his/her home 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 and the number of disciplinary points 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 vocational placement of the student.

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

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

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. Careless driving or violations of parking/driving regulations
5. Driving to vocational school without prior administrative approval
6. Being a passenger in another student's car without prior administrative approval
7. Wearing hats/hoods, bandannas, sunglasses, or any apparel deemed to be disruptive, offensive, or unprofessional
8. Wearing ear buds/air pods/headphones or utilizing cell phones in the classroom
9. Inappropriate conduct/overt displays of affection
10. Use of profanity or obscene language/gestures
11. Loitering or unauthorized occupancy in a district building or grounds
12. Leaving the school building or grounds without permission
13. Inappropriate use of technology, i.e. violation of policy for acceptable use of technology (could result in restricted or no access to computers)
14. Insubordination to staff/defiance of authority
15. Possession, use, and/or distribution of tobacco (cigarettes, chewing tobacco), vapes, e-cigarettes, on school grounds
16. Plagiarism and/or cheating
17. Bus misconduct
18. Safety violations
19. Gambling
20. Activating or triggering a fire alarm or tampering with fire equipment (i.e. smoke detector, fire extinguishers, etc.) - the police will be notified
21. Causing a fire – with or without intent
22. Vandalism
23. Fighting, assault, inciting, or promoting violent behavior
24. Forgery or alteration of school papers, records, passes, etc.
25. Theft/extortion
26. Harassment, intimidation, or bullying of others (verbal, physical, or by any other means).
27. Threat of violence to students/staff, regardless of whether or not the threat is carried out
28. 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

29. 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.
30. Physical abuse or assault directed towards staff members.
31. Possession, custody, or use of a weapon, dangerous instrument (or facsimile thereof), or any item that is unlawful and/or considered to be dangerous
32. 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 vocational placement.

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. In the case of a shared-time student, if a student is assigned an out-of-school suspension from vocational or their homeschool, they are not permitted to attend either school for the duration of the suspension. Any student who is suspended will be subject to a readmit 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.

Return to Sending School District

The Ocean County Vocational Technical School district has been established in accordance with N.J.S.A. 18A:54 – Vocational School Districts. In accordance with the provisions of N.J.S.A. 18A:54-20.1, students who are eligible to attend a school district or regional school district within the county, and others as permitted by law, may apply for admission to this school district. A student meeting the school district's eligibility requirements and admission standards will be accepted for admission to the school district in accordance with the provisions of N.J.S.A. 18A:54-1 et seq.

As schools of choice, the programs offered by OCVTS exist to serve the academic and career interests of students in Monmouth County. Students admitted to OCVTS from their resident district must demonstrate a commitment to pursue a certain program of study related to a specific career path through academic performance, adherence to the code of conduct, and consistent attendance to the program of study. In addition, a student's continued enrollment in the school district will require a student to meet such expectations while attending a school or program of this school district.

There will be circumstances when a student does not meet the expectations for students in the school district and, under these circumstances, the school district may return the student to the educational program of the student's resident school district. A student may be returned to their sending district based on a pattern of unacceptable conduct regarding discipline, attendance, or academics or a single disciplinary violation of a significant nature.

Discipline:

It is recognized by OCVTS that in order to provide a thorough and efficient education there must be an organized and controlled environment. Due to the nature of vocational training, the safety of students, staff members and others is of utmost importance.

Attendance:

Consistent attendance is critical to a student's success in a CTE program. Too many absences (whether excused or unexcused) impact a student's ability to benefit from the program of study and may cause the student to be returned to their resident school district.

Academics:

In order for a student to maintain a pathway to graduation they must accumulate the specified amount of credits within each OCVTS program. If a student fails to maintain the specified credit hours required by the specific program of study in which the student is enrolled may cause the student to be returned to their resident school district.

A decision to return a student to their sending district shall be made by the Superintendent of Schools upon consultation with the school administration and school staff members with knowledge of the student's academic, conduct, and/or attendance records.

A determination by the Superintendent of Schools to return the student to the sending school district shall be coordinated with the sending school district to ensure the student's return to the sending district provides minimal disruption to the student's educational program. A student's recommended return will be done in a manner that takes into consideration the welfare of the child. For the most part, dismissals will be timed to coincide with the end of a marking period or end of a school year. However, the administration reserves the right to immediately return a student to his or her resident district.

GENERAL GUIDELINES

Cell Phone/Electronic Communication and Recording Device (ECD) Usage

A student may make non-emergency use of an activated ECD on school grounds when the student is not participating in a curriculum or school-sponsored co-curricular activity under the guidelines established in this policy.

- Cell phones are permitted in the hallways or common areas before school and after the last bell at the end of the school day, but not while serving a supervised study.
- Cell phones are permitted in the hallways during non-instructional time; including break time.
- Cell phones are permitted during class time ONLY when the classroom teacher specifically permits the use for educational purposes.
- Cell phones may be used during the school day ONLY when the student has permission from the school principal or principal's designee.
- Students using electronic devices during times other than those described above are subject to disciplinary action.

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.

Adult Students Policy

Every person, 18 years of age, is an adult as per Chapter 81, Laws of 1972 State of New Jersey. Title 18A: 37-1 states "Regardless of age, students in the public school shall comply with all established rules of the government or such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them."

Role of Parents/Guardians

It is the responsibility of the parent/guardian to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance, and to inform the school of any changes in legal custody of the student. Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and propriety of dress.

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 Bay Lea Road, Toms River. The Board of Education welcomes comments and suggestions from the residents of Ocean County. Provisions are made for public discussion at each meeting.

Lockers

Each student is assigned a locker for the storage of books, safety glasses and other equipment. 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.

Since lockers are a permanent part of the building, students are requested to keep them in good, usable condition. Lockers will be inspected periodically. Students are responsible for clearing lockers of personal belongings by the last day of school for students.

Students 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.**

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

- Never leave personal belongings unattended, even for a few seconds.
- Keep lockers locked at all times.
- Do not leave valuables or money in lockers.
- 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.
- If a theft occurs, it should be reported immediately.

Textbooks

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

Fines and Fees

You are responsible for all materials, equipment, and facilities assigned to you or provided for your use. Fines will be assessed for abuse or loss of these items. In addition to the regular school fees, you may be charged special use fees in individual classes. Fines or fees should be paid by the end of the semester before any records or reports can be forwarded. Access to report cards and transcripts may be limited.

Tools and Equipment Control

Use and care of tools is the responsibility of each individual student. It is the duty of the shop foreman under the supervision of the instructor to see that tools and equipment are properly stored in their respective locations before and at the end of each class.

In the event of the disappearance of a tool or piece of equipment, the loss should be brought to the attention of the instructor and noted on the Tool Loss Form and forwarded to the office within a twenty-four hour period. Broken equipment or tools should be immediately reported to the instructor. Students/parents are responsible for tools and supplies assigned to students; loss/damage is their responsibility.

Student Supervision After School Dismissal

Students shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the student and signs the student out.

SUBSTANCE ABUSE

Smoking/Tobacco/Vape Use (Policy #5533)

Smoking or the use of tobacco products is not permitted on school grounds in accordance with this district policy. Suspension may result for violations of this regulation.

For the purposes of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A.26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.A.

Substance Abuse/Drug and Alcohol Policy

It is prohibited to sell, distribute, use, or possess alcoholic beverages, controlled dangerous substances and/or compounds not prescribed by a physician, while under the jurisdiction of the school. Any student involved in these acts shall be subject to suspension and/or expulsion. In addition, criminal charges will be filed for possession of these substances.

Students suspected of “being under the influence” will be referred to the school nurse and building administrator. The student’s home school shall be contacted and made aware of the student’s condition. The parent/guardian will be contacted to pick-up the student. The student is required to be examined by a medical professional within 24 hours. The student may not return to school until they can provide written notice from the doctor indicating whether or not the substance interferes with the student’s physical or mental ability to perform in school. If the parent or guardian cannot select a physician or obtain an appointment, the student will need to be taken to the nearest emergency room or urgent care. In either case, the student must be examined within 24 hours and a written report shall be furnished to OCVTS administration. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall not be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.

Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

NOTE: New Jersey State Law 18A: 40-4.2, Immunity of Personnel Involvement: No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, school nurse or other educational personnel, medical inspectors, physicians or other officers or agents of the Board of Education or emergency room personnel.

ACCEPTABLE USE POLICY ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY

Administrative Procedure and Use (RE: POLICY #2361)

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

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

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

Regulations and Requirements

1. Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored using any of its electronic resources. All information created, accessed, or stored using OCVTS applications and systems is the property of OCVTS. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OCVTS system.
2. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all web-sites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs.
The district's electronic resources are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.
3. Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.
4. Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging other user accounts, files, or breaching network security measures is specifically prohibited.
5. Theft of district property electronic or physical, as well as any act of vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.
6. Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over dial-up links or other inter-machine communications is prohibited.

ACCEPTABLE USE

GOOGLE APPS AND TOOLS AGREEMENT

Google Apps Education Edition offers a free and ad-free set of customizable tools that allow teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate in a digital educational environment. Students will use Google for educational purposes only. The Google account assigned to OCVTS students was created by OCVTS. No personal information is collected by Google in creating the account. All activities requiring internet access are supervised by an OCVTS teacher while the student is in school. The school is in control of which Google services it provides for student use. Internet safety is a central component to the use of technology. Teacher supervision, school filters, and spot checking of student accounts will be used to ensure that student use of Google Apps follows school rules. Students may use the following Google tools which are available to students at school and at home.

- Email to communicate with teachers and peers
- Calendar to enter school assignments and activities
- Individual or shared word processing, spreadsheet, and presentation documents
- Google Earth and Maps

Google tools help keep students organized, prevent lost homework, and allow students to work collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment; only people the teacher allows can participate (shared collaborators).

OCVTS has a registered Google domain and students will be monitored with using Google Apps and Tools under their OCVTS user ID. OCVTS can turn off a student's services based on violation of any item in this Acceptable Use Agreement. The agreement extends to all students during their enrollment at any OCVTS school. This agreement must be executed before students are granted an OCVTS Google account.

Rules of Etiquette

- Students will be polite at all times
- Students will use appropriate "school" language.
- Students will not type abusive, hurtful, or gossip-type messages.
- Students will respect other students' privacy by keeping names, home addresses, email addresses and phone numbers confidential.
- Students will not share their own password and will not use another's password.
- Students will not delete another student's data without their permission.

The use of my Google account will be in support of and consistent with the educational goals of OCVTS. The use of Google will also follow the guidelines of the OCVTS Acceptable Use Policy. Therefore, students must abide by the following rules.

- Students will not use Google Apps to post any web pages for commercial activities, product advertisements, or political advocacy.
- Students will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- OCVTS administrators and teachers have the right to monitor all postings, including email.
- Students will only share and collaborate on projects that have been assigned to the student by a teacher.
- Students will respect the collaborative work of OCVTS teachers and peers. Students will not delete the work of others unless permission is granted by the author.

Electronic Mail

Inappropriate language or harassment will result in loss of system privileges and possibly other disciplinary measures. By signing this acceptable use agreement, students agree to the following:

- Email sent via Google Apps will be school related and will abide by the guidelines outlined here. Students will report any inappropriate, threatening, obscene, or harassing email to school staff immediately.
- Google Apps passwords will not be shared with anyone. Students are responsible for email sent from their accounts.
- Email sent through this account may be periodically scanned for content violating the terms of this agreement and will be reviewed by school administrators or teachers.

Plagiarism and Fair Use

In the OCVTS district, a variety of sources are used to conduct research. The purpose of research is to learn more about a specific topic and share information with others in a variety of ways. When participating in research or a collaborative project, students agree to the following:

- Students will not plagiarize. Copying a paragraph and changing a few words is plagiarism as is using someone else's ideas without giving credit.
- All projects must contain a "Works Cited" section.
- Students will receive a zero for work found to be plagiarized. Disciplinary consequences may also occur.

OCEAN COUNTY FOUNDATION FOR VOCATIONAL TECHNICAL EDUCATION

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

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

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

Foundation Mission Statement

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

Facilitate Student Development

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

Encourage Excellence through Creative Learning

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

Promote Community/School Partnerships

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

Ocean County Foundation for Vocational Technical Education contact information:

OCVTS Foundation Office

137 Bey Lea Road

Toms River NJ 08753

Phone: 732.240.6414 x 3315

Email: foundation@mail.ocvts.org

Website: ocvtsfoundation.org



**1200 Old Freehold Road
Toms River, NJ 08753-1304**

E. Crawford
Facilities & Grounds Manager
(732) 473-3100 ext.3112
Fax: (732) 505-9662
ECrawford@mail.ocvts.org

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE FOR SCHOOL YEAR 2024-2025

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Ocean County Vocational Technical School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Ocean County Vocational Technical School is:

Name of IPM Coordinator: Edward J. Crawford

Business Phone Number: 732 – 473 – 3100, extension 3112

Business Address: 1200 Old Freehold Road, Toms River, NJ 08753

The IPM Coordinator maintains the pesticide product label and the Safety Data Sheet (SDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Ocean County Vocational Technical School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following pesticides that are in use or that have been used in the past 12 months on school property is as follows:

1) Dimension Herbicide 2) Escalade 3) Barricade 4) TruPower 5) Talstar P 6) Fertilizer

OCVTS Attendance/Discipline Reminders

OCVTS Student Attendance Reminders:

As a vocational school that takes great pride in preparing students for employment, we at OCVTS, cannot stress enough the importance of exceptional attendance in our programs as the foundation for future success of each and every student.

- OCVTS requests that students supply documentation (parent or MD note) as validation for any day they are absent.; however, these absences will NOT be excused.
- Students exceeding 18 absences (or 10% of the school year) are in violation of the policy.
- Absences from OCVTS **DO** have an impact on student grades.
- Attendance letters are mailed home at 5, 10, and 18 (absences of 3%, 6%, and 10% of the school year) days absent from OCVTS.
- The 10 day letter (6% absence letter) will also include an Attendance Probation Contract which must be signed and returned to OCVTS. This remains in effect for the entire school year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational schools' policies.
- Any student who is absent at OCVTS and present at their home school may be considered to be cutting at OCVTS which may result in disciplinary action.
- Five (5) tardies, five (5) early dismissals, or any combination that equals five (5), will become one (1) absence and may be subject to discipline.
- Shared-Time AM and PM programs start at 7:40 AM and 10:45 AM respectively. Students arriving after those times are tardy.
- Students arriving after 8:30 AM or 11:30 AM or signing out prior to 9:30 AM and 12:30 PM may be charged with an absence, as the student would not have enough seat time on that date to be considered present.
- In the event of a delayed opening due to inclement weather, the delay is only for the AM session, the remainder of the school day will continue at the scheduled times.

OCVTS Discipline Reminders:

- High School students cannot drive to OCVTS without prior written permission and may not transport other high school students to or from OCVTS. Missing the bus is NOT a valid reason for driving.
- Post-Secondary students may not drive high school students to OCVTS.
- High School students missing the bus to OCVTS must report to the administration at their home school to be accounted for.
- ALL hats, hoods, head wraps, and headphones must be removed upon entering the building and remain that way until after leaving the building and during any emergency drills.
- Students must adhere to the OCVTS (as outlined in this handbook) and individual program dress codes at all times while in school or participating in any school function.
- Once on OCVTS property, high school students are not permitted to leave any OCVTS campus until dismissal from school and must leave by school bus or a family member. Friends of high school students may not pick them up from any OCVTS center.

LET'S SEE WHAT YOU LEARNED!

1. Students missing their home school bus to vocational school for any reason must
 - a. go home and be considered truant.
 - b. report to their parent or guardian.
 - c. find their own transportation to OCVTS.
 - d. report to their home school principal or vice principal and request transportation to OCVTS or get assigned to a study hall.
2. To participate in the end-of-year Certificate Ceremony and receive a program completion certificate, a secondary student must
 - a. not be absent more than 10% of the school year.
 - b. not be absent more than 20% of the school year.
 - c. not be absent more than 15% of the school year.
 - d. not be absent more than 18% of the school year.
3. If a student commits a disciplinary infraction, which of the following consequences is not one of the possible consequences:
 - a. In-school-suspension
 - b. Disciplinary points
 - c. Detention
 - d. Expulsion
4. Students will sign an attendance contract after they have been absent 5 days.
 - a. True
 - b. False
5. Students with permission to drive to vocational school may drive other students either to or from vocational school.
 - a. True
 - b. False
6. Harassment, intimidation or bullying may involve
 - a. a gesture.
 - b. written, verbal or physical act.
 - c. electronic communication.
 - d. All of the above
7. When are cell phones permitted in school?
 - a. Before class
 - b. With instructor permission during class
 - c. On the bus
 - d. All of the above
8. Hats may be worn in school
 - a. at all times.
 - b. in the hallways.
 - c. in the lecture classrooms.
 - d. in shop areas with instructor permission.
9. Smoking is allowed on school grounds outside of the building.
 - a. True
 - b. False
10. I can use my cell phone/ear phones during a fire/security drill.
 - a. True
 - b. False