



**Alison L. Carroll**  
PRINCIPAL  
195 Cedar Bridge Road  
Manahawkin, NJ 08050  
609-978-8439



***This agenda belongs to:***

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

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

**MATES MISSION STATEMENT**

The mission of the Marine Academy of Technology and Environmental Science (MATES) is to provide an opportunity to students in Ocean County to evolve into critical thinkers, researchers, and problem solvers. Students of this academy will participate in an interactive, challenging, and engaging curriculum with a focus on science, technology, engineering, arts, and mathematics. MATES will empower its students with skills important to post-secondary study and employment in a global community.

**Belief Statements:**

- Society's most valuable asset is an educated student.
- Work habits learned in school shape a student's path in life.
- A student must aspire to think objectively, analytically and critically.
- Excellence is the goal of every student, and all students should work to their fullest potential.
- An appreciation for social and cultural diversity is essential for success in a global society.
- A student learns by example and through experience.
- Working with the community provides a student with valuable, real-life purpose.
- To become a responsible member of the global community, each child must develop an understanding of and respect for the environment.

### **ADMINISTRATION**

Karen L. Homiek, Superintendent  
Dr. Michael B. Maschi, Assistant Superintendent  
Frank J. Frazee, School Business Administrator / Board Secretary  
Kevin Dineen, Principal of Student Services / Special Services

### **BOARD OF EDUCATION**

Nina Anuario, President  
Stephen Scaturro, Vice-President  
Maureen C. Stankowitz  
Ronald L. Rosetto  
Charles Muller

### **BOARD OF COUNTY COMMISSIONERS**

Commissioner Joseph H. Vicari, Director  
Commissioner Gary Quinn, Deputy Director  
Commissioner Virginia E. Haines, OCVTS Liaison  
Commissioner Barbara Jo Crea  
Commissioner John P. Kelly

### **AFFIRMATIVE ACTION**

The Ocean County Technical School District complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, N.J.A.C. 6A:7-1. We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

#### **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 B. Maschi, Affirmative Action Officer: 732-240-6414

#### **Harassment, Intimidation and Bullying Grievance Procedure:**

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

## PRINCIPAL'S MESSAGE

Dear Student and Parent/Guardian:

It is a privilege to welcome you to MATES. Our faculty is committed to providing you a high-quality learning experience; we are all committed to the goal of 100% success for each of you. That success depends on partnership. Students, you must be active participants in your learning. You must take responsibility for your work, ask questions when you need more information, attend extra help sessions, and put forth nothing less than your best effort both in and out of the classroom every day.

As you meet the various challenges of the year, I want you to consider the following:

- We are what we repeatedly do. Success, therefore, is not an act but a habit. Through constant attention to academic preparation, co-curricular involvement, and personal development, you can repeat success over the course of each and every year.
- Successful preparation for life is a significant challenge: learn to plan your time effectively. Accept responsibility for your learning, your decisions, and your actions.
- Great works are performed not by strength, but by perseverance. Establish goals and commit yourself to them with the strength to test your limits and the courage to succeed.
- The level of school spirit is not determined by what the school gives to you, but by what you give to the school. Show your enthusiasm and support for projects that enhance the quality of life for other members of the school family and community. Give with no strings attached, and you will receive in the same manner.

Please read this handbook carefully and continue to use it as a reference to better understand the rules and regulations of the school and to identify and contact the appropriate individuals who can assist you.

Parents are encouraged to participate in the MATES Parent-Teacher-Student Organization, which provides the forum to interact on every aspect of student life.

Sincerely,



Alison L. Carroll

**QUICK PHONE REFERENCE**

MATES	609-978-8439
OCVTS Board of Education Office	732-240-6414
MATES Principal	609-978-8439 x 4001
Guidance Office	609-978-8439 x 4019/4013
MATES Supervisor	609-978-8439 x 4002
Health Office (School Nurse)	609-978-8439 x 4012
Attendance Office	609-978-8439 x 4016/4014
NJ Drug Hotline	1-800-225-0196
NJ Peer Support & Suicide Prevention Hopeline	1-855-654-6735
2 <sup>ND</sup> Floor (Youth Helpline)	1-888-222-2228
Crisis Text Line (24/7)	TEXT 741-741
Community Medical Center Family Health Center (Toms River or Manahawkin)	732-505-5437
Preferred Behavioral Health of NJ	1-888-367-9080
Department of Child Protection & Permanency	732-255-8015 (North) 732-908-5900 (South)
Community Medical Center	732-349-8000
Southern Ocean County Hospital (SOCH)	609-978-8900

<b>OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT/MATES 2023-2024 SCHOOL CALENDAR</b>	
9/5/23	Schools Open – First Day for Students
9/21/23	Back to School Night (fall and spring semesters)
9/22/23	Early Dismissal (12:00) – MATES Staff In-Service
9/25/23	School Closed – Yom Kippur
10/9/23	School Closed – District In-Service Day for Staff
11/9/23 - 11/10/23	School Closed – NJEA Convention
11/22/23	Early Dismissal (12:00) – MATES Staff In-Service
11/23/23-11/24/23	School Closed – Thanksgiving
12/22/23	Early Dismissal (12:00) – MATES Staff In-Service
12/25/23 – 12/29/23; 1/1/24	School Closed - Winter Recess
1/2/24	School Reopens
1/15/24	School Closed – Martin Luther King Day
2/16/23; 2/19/24	School Closed – President’s Day Weekend
3/28/24	Early Dismissal (12:00) - MATES Staff In-Service
3/29/24; 4/1 - 4/5/24	School Closed - Spring Recess
4/8/24	School Reopens
5/27/24	School Closed – Memorial Day
6/12/24	Last Day for Students/Graduation

**TOTAL DAYS FOR STUDENTS** 180

**TOTAL DAYS FOR STAFF** 184

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

*Adopted by the Board of Education: December 12, 2022*

### BELL SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Teacher Sign-In	7:15
Warning Bell	7:25
HOMEROOM	7:30 – 7:37
1	7:37 – 8:57
2	8:59 – 10:19
LUNCH	10:19 – 10:39
ACTIVITY PERIOD	10:39 – 10:59
3	11:01 – 12:21
4	12:23 – 1:43
Busses Depart	1:50

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

In the event that school is delayed or closed because of inclement weather or any other emergency, the following radio and television stations will broadcast school closing or delayed opening information. **Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.** Such announcements will be made on WOBN (92.7), WJRZ (100.1), and television announcements on News 12 New Jersey.

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

### DELAYED OPENING SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Teacher Sign-in	8:45
Warning Bell	8:55
HOMEROOM	9:00-9:10
1	9:10 - 10:10
2	10:11 - 11:11
LUNCH	11:15 – 11:40
3	11:42 - 12:42
4	12:43 - 1:43

### EARLY DISMISSAL

<u>PERIOD</u>	<u>TIME</u>
Teacher Sign-In	7:15
Warning Bell	7:25
HOMEROOM	7:30 – 7:35
1	7:35-8:40
2	8:41-9:46
3	9:48-10:53
4	10:54-12:00

**NOTICE to all OCVTS Students/Parents – Canine Search Disclaimer:**

*School officials are obligated to maintain an orderly and efficient school. If there is reason to believe that a student has dangerous, illegal, or stolen items in his/her possession, that student may be searched. Lockers, desks, and personal items therein may be searched when there is reasonable suspicion that they contain articles that are dangerous, illegal, or stolen or that it contains evidence that the student code of conduct has been violated. Vehicles parked on school property are subject to routine patrol and potential search. The use of dogs trained in detecting the presence of drugs, may be used to patrol the school facilities and grounds, including but not limited to the locker and parking areas. Use of dogs may, 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.*

**STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

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

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

**PUPIL ARRIVAL AND DEPARTURE**

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



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

### **BUS CONDUCT**

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

### **BUILDING SECURITY**

The entrance of the school will be locked at all times with the exception of 7:00 – 7:40 A.M. for arrival.

### **ATTENDANCE**

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

Attendance at school is required by state law (NJSA: 18A: 38-25 and NJAC 1:20-1.3) except for illness or excused absence. Frequent absences do adversely affect a student's academic progress. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order for each student to obtain maximum educational benefits. Regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity orchestrated by a competent teacher, are vital to this purpose.

### **ATTENDANCE PROCEDURES**

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

### **REPORTING AN ABSENCE OR TARDY**

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Attendance Office answering machine any time after school hours or before 8:00 A.M. on the morning of the absence. When calling out via this number, please include the following information:

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

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

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

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

### **ATTENDANCE POLICY**

Any student who exceeds nine (9) days of **absences** each semester will have achieved a "no credit" status in all courses of study. There are no excused absences. Certain extenuating circumstances that may be taken into consideration when a student has exceeded a total of nine (9) days within a semester include, but are not limited to:

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

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

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

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

### **PROCEDURES**

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

### **FAMILY VACATIONS**

(Vacation days are chargeable to the attendance record)

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

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

### **EXAM ATTENDANCE**

Students are required to be present and on time for all exams at the time scheduled. Absences due to reasons other than those listed on page 10 are cumulative and a grade of zero will be issued. Oversleeping, forgetting, etc. are not acceptable excuses. Students who are late to exams will be allowed to take the exam but will not be

allowed extra time. In the event of an exam conflict, it is the responsibility of the student to notify his/her teacher so that appropriate rescheduling may take place.

#### **ATTENDANCE APPEAL PROCEDURE**

The following procedure will be followed:

##### **Petition for Appeal:**

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

#### **PARENT NOTIFICATION**

1. A letter of notification shall be mailed by the Principal to the student's parents or guardians alerting them of the possibility of non-compliance with the attendance policy.
2. If parents have questions about the letter of notification they should contact the attendance office at extension 4016. It is also recommended that any cumulative absences be reviewed at this time.

#### **HOME INSTRUCTION**

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

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

#### **DEFINITION OF TARDY**

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

### **LATE TO SCHOOL**

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

### **EARLY DISMISSAL**

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

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

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

### **HEALTH AND PHYSICAL EDUCATION**

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

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

**Unprepared Policy:**

Students may make up a maximum of three (3) “unprepareds” per marking period. An unprepared is defined as not dressing in appropriate gym attire or not participating in the teacher-planned activity.

**EXEMPTION FROM FAMILY LIFE EDUCATION**

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

**MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

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

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

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

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

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

**TRANSFER/WITHDRAWAL PROCEDURES**

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

## **CHANGE OF ADDRESS**

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

## **ACADEMIC INTEGRITY**

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

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

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
  - Cheating is violating teacher guidelines for production of assignments.
  - Teachers will define guidelines for independent and cooperative work in each class.
3. Cheating on any work produced for a grade will be penalized.
4. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
5. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
6. The parents or guardians will be contacted by the teacher.
7. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career and may be reviewed by teachers before agreeing to write recommendation letters.
8. For all incidents, the National Honor Society will be notified.

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

the student's career and may be reviewed by teachers before agreeing to write recommendation letters. For all incidences, the National Honor Society will be notified.

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

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

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

### **PARENT CONFERENCES**

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

### **INTERIM PROGRESS REPORTS**

Interim reports of student progress are issued at the midpoint of each semester. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. Progress reports will be mailed home mid-way through each semester. You may also access information regarding your child's grades, honor roll status, attendance, community service, and fines via the district's computer-based Student Information System, Parent Portal.

Details from each instructor will be distributed at Back to School Night and are also available on our school webpage.

### **REPORT CARDS**

Issued at the end of each marking period and semester, report cards show student progress in each subject. Report cards are accessible through Parent Portal. Students and their families are encouraged to contact the Guidance Office with questions and/or concerns at any time throughout the school year.



## **GRADUATION REQUIREMENTS**

Students who meet all state and school graduation requirements are awarded a state-endorsed diploma. To graduate, a student must complete all of the course and credit requirements outlined in Board Policy 5460. It is the Board of Education's intent that all students will carry 40 credits annually in order to receive the full benefit of the school's comprehensive curriculum. **Each student must complete all course credits** in order to receive an OCVTS-MATES diploma. Each student must also satisfy all State testing requirements.

### **Graduation Requirements**

Credits Required	161.25
Yearly Credits Required	40
20 credits of English	
35 credits of Mathematics	
40 credits of Science	
10 credits of United States History	
5 credits of World History	
2.5 credits Financial Literacy	
15 credits of World Language (or up to Level III -Spanish)	
18.75 credits of Physical Education/Health**	
5 credits in Visual/Performing Arts	
5 credits in Career Education/Practical Arts	
10 credits Elective	

\*\* One year for each year in attendance

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

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

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

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

**The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior.** Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

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

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

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

### **STUDENT CODE OF CONDUCT**

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

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

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

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and arrive on time;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;

7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the best possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

### **DISCIPLINE DEFINITIONS**

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

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

disciplinary reasons by the principal, and his/her parents shall provide transportation to and from school during the period of expulsion.”

11. Theft: Any student who steals the property or possessions of another student, staff member, or the school may be suspended and subject to action according to state law.

12. Insubordination: Refusing to comply with a staff member’s instructions or show disrespect for a staff member. The punishment varies with the nature of the incident. This includes refusal to identify oneself and/or fleeing from a staff member.

13. Suspected use, possession, selling or transferring of illegal drugs or alcoholic beverages: see Substance Abuse Policy 5530 (copies of all Board Policies are available in the main office).

14. Smoking or Use of Tobacco: Possession or use in school, on school grounds, and on the school bus is prohibited.

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

16. Fighting: Suspension will be assigned to a student found fighting or committing a verbal assault. Circumstances leading to the incident will be investigated to determine if there is a situation of mutual responsibility. Punishment will be assigned when a determination is made.

17. Assault and battery, staff/student: Action will be taken according to state law and a suspension will be assigned.

18. Terroristic Threats/False Public Alarms: A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize/harass another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

19. False Fire Alarms: A pupil who intentionally pulls a fire alarm when there is no cause to do so. Action will be taken according to N.J. State Law and will result in immediate suspension and possible expulsion.

20. Use, possession, selling, or transferring of firearms, weapons, fireworks, or explosive devices, including look-alikes:

- Firearms: Guns
- Weapons: Any object that may inflict bodily injury and place another person in fear of his/her safety.
- Fireworks: Firecrackers, rockets, cherry bombs, etc.
- Explosive Devices: Any device which acts by force of gunpowder or other explosive material. This will include any “look alike” device that causes disruption in a school/building.

21. Use of Profanity, Obscenity, and/or Gestures: Vulgar, irreverent, or coarse language. Conduct tending to corrupt the public morals by its indecency or lewdness. Motion of the body calculated to express a thought or used for emphasis.

22. Forgery/Cheating: Altering any writing of another without authority, or makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize such act. Cheating is the use of

materials/equipment by a pupil not approved by the teacher, thus giving a student an unfair advantage over the other students in the class.

23. Cutting Detention: Ignoring or cutting teacher or administrative assigned detention.

24. Loitering: Standing idly about, and/or proceeding slowly with many stops. Students may not loiter between classes. This includes areas such as lavatories, hallways, and outside school buildings. Loitering will be treated as a disciplinary infraction subject to disciplinary action.

25. Off Limits: Students found in an area other than that to which they are assigned are considered off limits. Being off limits will be treated as a disciplinary infraction, subject to disciplinary action.

26. Projectiles: Any object not related to any educational activity thrown in the school building or on school grounds is prohibited. These include, but are not limited to: snowballs, coins, pencils, books, etc. Disciplinary action will result according to the severity of the situation.

27. Public Display of Affection: Students should refrain from such activity while on school grounds or in attendance at school-related functions. Violations will result in disciplinary action. Consensual sexual contact is prohibited and will result in disciplinary action. Sexual assault will be referred to local law enforcement.

28. Trespassing: Any individual found trespassing on school grounds without permission will receive a letter of warning for the first offense. Any subsequent infractions will be turned over to local law enforcement for prosecution.

## **DETENTION/SUSPENSION**

### **Detention Policy**

1. Detention is assigned during the lunch/activity period: 10:19 – 10:59 A.M.

2. Students will report directly to the assigned teacher in the designated detention area.

3. Students may eat their lunch during this time.

4. Students are to be orderly and quiet at all times.

5. In case of an emergency illness, students must have an excuse from the nurse (Students are cutting if not officially excused).

6. Students who are absent or miss detention for another valid reason are expected to make it up on the next day detention is scheduled.

7. Students who wish to be excused for all or part of an assigned detention should bring a note to their administrator prior to the start of said detention.

8. Being put out of detention for a discipline infraction may result in parent contact and/or a letter home and additional discipline.

9. Cutting detention is very serious and will result in parent contact and/or a letter home and additional discipline.

10. Extra help may not take the place of detention assignments.

\*Any appeal students may want to register must be made to the principal prior to the detention date.

## **Suspension Policy**

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

## **PRANKS**

Students are discouraged from organizing, supporting, and/or participating in school pranks. Pranks often have unintended outcomes producing damage to property or harm to individuals. Students and their parents/guardians may be held accountable for costs incurred to remediate damage. Student activity accounts may be held responsible for damage resulting from a prank associated with a particular class or club. Students associated with pranks may face disciplinary procedures and seniors may be excluded from graduation exercises and other senior functions.

## **HARASSMENT, INTIMIDATION, BULLYING, AND HAZING**

The Board of Education prohibits acts of harassment, intimidation, bullying, or hazing. The Board also prohibits active or passive support of any of these prohibited acts.

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 environment. 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, bullying, or hazing. Copies of these Board Policies (5512 and 5512.01) are available in the main office.

## **DRESS CODE**

All students are expected to dress appropriately for school. 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. Exposed midriffs are not allowed. Tank, tube, and halter tops are not permitted.
2. Any clothing with questionable slogans is unacceptable.
3. Footwear must be worn at all times. For safety reasons, sandals may not be worn in the science labs. Consult your science teacher for specifics. Slippers are not acceptable school footwear. Excessively high heels, open-toed shoes, flip-flops and shoes without secure backs are a safety hazard to the wearer and may be prohibited under certain circumstances.
4. Articles which can cause damage to other students and/or property are not permitted.
5. Cesti or similar leather bands with studded or pointed metal filings are not

permitted. Chains hanging from wallets or clothing are not permitted.

6. Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
7. Safety and protective clothing/glasses, as well as athletic or gym clothing, shall be worn as required by the teacher.
8. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands) worn to school must be removed upon entering the building.
9. In addition, any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, etc. are prohibited.

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

## **FIREDRILLS**

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

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

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

## **SECURITY DRILLS**

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

## **GUIDANCE DEPARTMENT INFORMATION**

The Guidance Office is open from 7:15 a.m. to 2:00 p.m., Monday through Friday. Other times may be scheduled by appointment. Parents may request individual conferencing through the Guidance Office: 609-978-8439, Extension 4013/4019.

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

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

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



## **ACCESS TO STUDENT RECORDS**

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

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

## **WORKING PAPERS**

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis must secure an employment certificate, or "working papers". Applications for working papers are available in the main office or can be completed using the online form:

[http://lwd.dol.state.nj.us/labor/wagehour/content/childlabor\\_empcert.html](http://lwd.dol.state.nj.us/labor/wagehour/content/childlabor_empcert.html)

Applicants must apply in person. Please allow at least two days for the paperwork to be processed. To secure working papers, a pupil must present a birth certificate.

A school administrator or designee will issue working papers only after being satisfied that the working conditions and hours will not interfere with the student's education or damage the student's health. The administrator or designee may refuse or rescind working papers if that action would serve the best interest of the minor.

Working papers will be revoked when:

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

## **HEALTH SERVICES**

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

## **EMERGENCY HEALTH CARDS**

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

## **HEALTH OFFICE PROCEDURES**

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

## **IMMUNIZATIONS**

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

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

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

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

In situations where a student has a potentially life-threatening condition which requires immediate use of an inhaler or epi pen permission may be received for the student to carry and self-administer the medication. In these situations, the physician

must certify that the student is capable of self-administration of the medication. The student is responsible for safeguarding the medication and must not endanger himself or others through misuse. Self-administration privileges will be lost if the student does not use the medication responsibly. Upon self-medication of a prescribed medication, the student must report to the school nurse during the day and appropriate personnel (ex. coach/advisor) after school. Upon administration of medication (ex. adrenalin) for a life-threatening episode (ex. anaphylactic reaction), further medical attention by a physician is required. The parent/guardian also must sign a waiver, which releases, indemnifies and holds harmless the Board of Education against any liability for damage or injury in association with the student carrying and using the medication. All medication forms are available in the Health Office and on the district website. If you have any questions about this procedure please contact the Health Office.

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

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

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

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

**LEAVING SCHOOL DUE TO ILLNESS**

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

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

**Possible options include:**

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

- Confer with the parent and the student's health care provider to eliminate the medication on the day of the trip and obtain a written order of this change.

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

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

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

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

#### **GUIDING PRINCIPLES**

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

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

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

**INAPPROPRIATE MATERIALS OR LANGUAGE:** Students may not write, use, send, download, access, or display materials that pertain to crime, violence, intolerance, obscenity, profanity, rude and disrespectful language; or that pertain to pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery unless expressly authorized by a teacher for a specific school assignment. **Should**

**students encounter such material by accident, they should report it to their teacher immediately.**

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

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

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

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

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

- Parent contact
- Detention (during lunch)
- \*Up to 30 days loss of network privileges
- Repeat offenders can expect that more severe consequences will be applied.

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

- Writing, using, sending, downloading, accessing, or displaying materials that pertain to crime, violence, intolerance, obscenity, profanity rude and disrespectful language, pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery.
- Attempting to access or successfully accessing unauthorized files, folders, or drives.
- Attempting to bypass, circumvent, or change system settings or network security.
- Performing an act that interferes with the normal operation of the school network and all related peripherals.

- Connecting unauthorized equipment to any part of the school network.
- Using the school network for financial gain or commercial purposes.
- Violating terms of applicable software licensing agreements or copyright laws (burning copies of CD's).
- Forging the identity of a user or machine by representing someone else in an e-mail or trying to mask one's identity while on the network.

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

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

1 to 10 days OSS (Out of School Suspension)

10 days to 1 year loss of network privileges

Police involvement

Expulsion

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

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

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

**GENERAL GUIDELINES**

**ANNOUNCEMENTS AND BULLETINS**

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

**AUTOMOBILES AND PARKING**

Only buses are permitted to park in the area of the front of the building between 7:00 – 7:45 a.m. and 1:30 – 2:00 p.m. Students driving to school must park in designated areas. Students are not permitted to eat in cars or loiter in parking areas. Students are prohibited from parking in the faculty spaces and in the front of the main building, in handicapped parking spaces, and in the fire zone.

Parking is a privilege. All students must register their vehicles with the Main Office and obtain a parking permit during a designated week in the summer. Students will be notified by mail with this information. The parking permit must be displayed

clearly in the upper left corner of the driver's side (inside rear window of the vehicle). Cost of the permit is \$5.00.

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

### **BUS EVACUATION**

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

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

### **CAFETERIA REGULATIONS**

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempts to leave the building are strictly prohibited. The cafeteria offers *p r e - o r d e r* hot and cold lunches and a la carte items. Milk and snacks may also be purchased. Students may deposit lunch money in their debit accounts by bringing their cash/checks to the main office.

Students are responsible for cleaning up their places at cafeteria tables, depositing trash in the designated disposals, and returning trays to the proper place. Inappropriate behavior in the cafeteria will result in disciplinary action.

Once they have finished eating, students may leave lunch to go to the Media Center, Fitness Room (seniors only), Lounge areas (juniors/seniors only), or other appropriate areas for club meetings, extra-help, etc. **Food and beverages are not permitted in the Media Center or labs/classrooms, unless it is for a special occasion as permitted by administration.**

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

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

### **USE OF HOME/PERSONAL COMPUTING DEVICES/CELL PHONES ONCAMPUS**

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

Home and/or personal computing devices are permitted to be used on OCVTS-MATES property with instructor authorization. OCVTS-MATES provides tools for staff and students to meet the thematic needs of our district programs. For security reasons and to prevent the disruption of the educational process, personal computing devices are not permitted to connect to the OCVTS network, but may connect to authorized guest wifi. Instructions will be provided to the student by the instructor authorizing the access. OCVTS is not responsible for the security or maintenance of personal computing devices.

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

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

### **DECORATION AND POSTER CODES**

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

### **MEDIA CENTER**

The Media Center is available during lunch/activity period and after-school, when accompanied by a teacher. Students may check-out books from the library, use the computers, study, and do research.



## **FUNDRAISING/SOLICITATION**

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

## **OPTION II: Expanded Opportunities for Fulfilling Graduation Requirements**

Through this policy, the Board of Education establishes alternate pathways for students of the Ocean County Vocational Technical School District to satisfy requirements for high school graduation and meet the New Jersey Student Learning Standards in accordance with New Jersey Administrative Code (NJAC 6A:8-5.1(a) 1 ii. The purpose of Option II is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore and achieve at high levels. In order to maximize pupil achievement and meet diverse pathways for learning, this policy permits schools to employ alternative learning experiences that are stimulating and intellectually challenging, and enable student to fulfill or exceed the expectations set forth in the State Learning Standards.

## **DISSECTION**

This section serves as notification in compliance with P.L. 2005, Chapter 266 (C.18A:35-4.24 and C.18A:35-4.25), that public school students from kindergarten through grade 12 may refuse to dissect, vivisection, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt-out" of these activities.

## **HOMEWORK AND GROUP WORK**

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

Teachers use their discretion in deciding the number and length of homework assignments. Teachers will discuss assignments and expectations with their students and may alter calendars according to changing circumstances and student needs. Teachers vary in their styles and expectations. Both long- and short-term assignments serve distinct purposes. Homework may take many forms and is not limited to written assignments. Evaluation of all homework should be made and returned to the student in a timely fashion.

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

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

If students have difficulty with assignments or projects, we strongly encourage them to discuss the difficulty with the teacher. We also encourage parents to contact their student's teacher(s) or to request a conference through their student's counselor if they have concerns about the amount of homework expected. Peers may also be an effective source of homework information.

If a student is ill for several days, please call the Attendance Office to request homework assignments. Homework requests must be placed by 8:30 a.m. to be picked up by dismissal on the same day of the request. Requests made after 8:30 a.m. will be ready by the next day.

## **LOCKERS**

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

## **LOST AND FOUND**

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

## STUDENT VALUABLES/THEFTS

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

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

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

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

## RECYCLING

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

## TEXTBOOKS

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

## FINES AND FEES

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

### STUDENT IDENTIFICATION CARDS

All students are provided with an ID card to be used for identification at school functions, lunch purchases and borrowing library resources. The replacement cost for an ID is \$5. To request a replacement ID, students should report to the main office.

### VISITORS

All visitors must provide ID and register in the Main Office and obtain a visitor's pass. **Student visitors are not permitted.**

### GRADING STANDARDS

The academic achievement of students shall be measured in attainment of well-defined instructional goals. The issuance of grades on a regular basis is vital to an ongoing evaluation of student performance. This system serves to inform the student, his parents, and his counselor of academic progress and to provide a basis for bringing about change in student performance if necessary. Teachers will distribute course proficiencies and inform their students and parents of the various components upon which grades are based. All grading will reflect the following scale:

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

I = Incomplete

M = Medical Exempt

NC = No Credit

### NUMERICAL GRADES WILL APPEAR ON REPORT CARDS.

- Report cards will be issued four times a year. Students will receive report cards at the end of each marking period (approximately every ten weeks).
- A final grade for each semester will be based on the following percentages: Marking Period 1 - 37.5%; Marking Period 2 - 37.5%; Mid-Term - 10%; Final Exam - 15%

### MAKE-UPWORK/EXTRAHELP

- All students are responsible for arranging make up work with their teachers

- A minimum grade of 60 is used as the value of an F for 1<sup>st</sup> and 3<sup>rd</sup> marking periods, as well as midterm exam and the final grade for the course. Students receive the actual grade achieved for 2<sup>nd</sup> and 4<sup>th</sup> marking periods, as well as their final exam.
- A student may also receive NC (no credit) in the calculation of a final average if attendance does not meet the state requirements.

### **PARENT PORTAL**

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

### **CLASSRANK**

The academic environment at the Academy is very challenging. The majority of our students meet the challenge by earning exemplary grades. The comparisons among students inherent in rank-in-class calculations unnecessarily increase competition within the school. Further, we believe that our students' levels of achievement are not equitably or fully communicated by this single-figure transcript statistic. Therefore, **MATES will not report class rank** with colleges/universities or other organizations unless evidence exists that not providing class rank will eliminate the pupil from consideration. The Valedictorian and Salutatorian of the class however, will be identified as the student with the highest GPA. Where necessary, student standings will be reported in decile groupings.

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

MATES does not distinguish the level of courses within the school. **Grades are not weighted.** A cumulative, unweighted grade point average (GPA) will be computed each academic year by multiplying the grade earned for each course by the number of credits and dividing by the total possible number of credits. A student's cumulative GPA is tabulated and posted on the permanent record at the conclusion of each school year. All courses taken at the Academies that carry a regular numeric grade will be included in GPA calculations, except as noted below.

**The following courses will not be included in GPA or used toward establishing classrank:**

1. Courses taken on a Pass/Fail basis.
2. Courses taken at other schools.

### **INCOMPLETES**

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

### **ELIGIBILITY FOR SUMMER SCHOOL**

Students who fail a course or have lost credit due to an excessive number of absences may retake it for credit at an approved summer school program. Students may be enrolled in no more than two summer school courses for credit recovery.

### **NATIONAL HONOR SOCIETY**

Juniors and Seniors are eligible for membership in the National Honor Society on attaining a cumulative average GPA of 92 or better. Students must then meet the requirements of character, leadership, and service. The candidates submit applications for membership, the faculty submits recommendations, and a standing committee evaluates qualified students. There is an annual Induction Ceremony of new members each year. The National Honor Society members provide service to the school through academic tutoring and other service-oriented functions throughout the school year.

### **CLASS COUNCIL**

Each Class Council is an elected group of students that represents each grade level of the student body. Its major function is to serve the students through social events such as dances and fundraising events. Any student wishing to participate or run for office should see a Class Council advisor or a member of Class Council.

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

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

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

Regular meetings are held on the 2nd Tuesday of each month at 7 p.m.

The PTSO is dedicated to the success of the:

- Teacher Appreciation Luncheon
- New Student Orientation
- Student Research Grant funding
- Special requests from students/teachers for educational endeavors
- Annual Scholarships
- End-of-Year School Picnic
- Graduation Reception
- Gift Auction

## **DISTRICT FOUNDATION**

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

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

### **1. Facilitate Student Development**

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

### **2. Promote Community / School Partnerships**

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

### **3. Technology and Training**

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

For more information, please visit the Ocean County Foundation for Vocational Technical Education Official Website: [www.ocvts.org/foundation](http://www.ocvts.org/foundation) or contact the Foundation 732-240-6414, extension 3315.

## **EXTRA-CURRICULAR ACTIVITY NIGHT RULES**

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

1. Students will not be permitted entry after the first hour of the concert, movie, dance, or event and may not leave until one hour prior to the end of the event.
2. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the principal in advance.
3. Once a student leaves, he/she will NOT be re-admitted.
4. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
5. Academy activities are only open to students in grades 9-12. Each student is may be permitted up to two guests, depending on the event. All guests' names must be submitted to the principal 24 hours before the date of the activity.

Both Academy student and guest must provide identification to the advisor and sign in at the door. Academy students are responsible for the behavior of their guest(s).

6. It is the class or club advisor's responsibility to make arrangements with the Principal with regard to room usage, payment for DJ, arranging chaperones, police, etc.
7. Class or club officers should be assigned tasks i.e., handling tickets, clean-up detail, etc.
8. If food or beverages are to be served, arrangements should be made beforehand.
9. If a student is not admitted to a dance they may use the main office phone to contact a parent.

### **PARENT CONCERNS**

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

#### **Chain-Of-Command:**

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

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

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

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



**NOTE: After reading this document, you and your parent/guardian must sign the form below and return it to school on the day indicated by your homeroom teacher. In accordance with New Jersey Statute 18A:37-1 Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools. Parents/guardians and students are required to read and sign the receipt page.**

*I have received and have read a copy of the OCVTS Marine Academy of Technology and Environmental Science Student-Parent Handbook.*

\_\_\_\_\_ Signature of Parent/Guardian

\_\_\_\_\_ Signature of Student

\_\_\_\_\_ Printed Name of Student

\_\_\_\_\_ Date