

# SHARED-TIME



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## OCVTS CENTERS/ADMINISTRATORS

### **BRICK CENTER**

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

### **JACKSON CENTER**

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

### **TOMS RIVER CENTER**

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

### **WARETOWN CENTER/ALPS**

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

### **CUISINE ON THE GREEN AT ATLANTIS**

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

### **BOARD OFFICE**

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

### **ADULT EDUCATION**

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

### **STUDENT/SPECIAL SERVICES**

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

### **PERFORMING ARTS ACADEMY**

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

### **MATES ACADEMY**

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

## **Administration**

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

## **Board of Education**

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

## **Board of County Commissioners**

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

## **AFFIRMATIVE ACTION/POLICY OF NONDISCRIMINATION**

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

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

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action should be directed to: Dr. Michael Maschi, Affirmative Action Officer, 732-240-6414 x3222  
See pages 12 for district grievance procedure.

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

Any student or parent who has a grievance involving harassment, intimidation, and/or bullying should contact the building principal. Please visit our website at [www.ocvts.org](http://www.ocvts.org) for more information and any future updates regarding New Jersey HIB Law. Ocean County Vocational Technical School District policy can be found on pages 9-11.

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## SUPERINTENDENT'S MESSAGE

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

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

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

Each of our centers offers a learning environment that enhances the development of knowledge, skills and competencies in a chosen area. Our experienced and passionate staff is ready to support our students in their pursuit for future careers and profitable labor opportunities. The Job Placement Department has partnered with many businesses and industry leaders and is committed to matching our students with career opportunities with the greatest potential. Our Financial Aid Officer is also a viable resource for graduating students interested in furthering their education.

As we begin a new school year, I am excited about the myriad of opportunities that lie ahead. The Ocean County Vocational Technical School's staff is committed to assist all students in the development of visions, aspirations, and ambitions towards rewarding careers.

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

Best of luck for a successful year!

Karen Homiek, Superintendent of Schools



## **Mission Statement**

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

## **Core Values/Educational Beliefs**

We believe that students should:

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

## **Profile of Graduates**

Our graduates will:

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

## QUICK PHONE REFERENCE/CRISIS TEXT LINE

NJ Addiction Hotline	1-844-276-2777
Preferred Behavioral Health of NJ	(732) 367-4700 – General (866) 904-4474 – Ocean County
NJ Mental Health Cares	1-866-202-HELP (4357) TTY: 1-877-294-4356 E-mail: <a href="mailto:help@njmentalhealthcares.org">help@njmentalhealthcares.org</a>
Department of Child Protection and Permanency/ Formally DYFS	1-855-INFO-DCF (1-855-463-6323)
Community Medical Center (Toms River)	(732) 557-8000
Southern Ocean Medical Center (Manahawkin)	(609) 597-6011
Ocean Medical Center (Brick)	(732) 840-2200
Child Abuse Hotline	1-877-NJABUSE (652-2873)
24 hour Crisis Intervention/Listening telephone service	(732) 240-6100 or (609) 693-5834

### CRISIS TEXT LINE

Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information via text.

Here's how it works:

1. Text 741741 from anywhere in the USA, anytime, about any type of crisis.
2. A live, trained Crisis Counselor receives the text and responds quickly.
3. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.



# OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

July 2022						
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## 2022-2023 SCHOOL CALENDAR


Monday, July 4, 2022- 4th of July  
 Thursday-Friday, Sept. 1-2, 2022- Staff Orientation  
 Monday, September 5, 2022- Labor Day  
 Tuesday, September 6, 2022- First day for Students  
 Monday, September 26, 2022- Rosh Hashanah  
 Wednesday, October 5, 2022- Yom Kippur  
 Monday, October 10, 2022- Columbus Day  
 Monday-Friday, Nov. 7-11, 2022- NJEA Convention  
 Thursday-Friday, November 24-25, 2022- Thanksgiving  
 Monday-Friday, December 26-30, 2022- Winter Break  
 Monday, January 2, 2023- Winter Break  
 Tuesday, January 3, 2023- Schools Reopen  
 Monday, January 16, 2023- Martin Luther King Day  
 Monday, February 20, 2023- President's Day  
 Friday, April 7, 2023- Spring Break  
 Monday-Friday, April 10-14, 2023-Spring Break  
 Monday, May 29, 2023- Memorial Day  
 Monday, June 19, 2023- Juneteenth  
 Tuesday, June 20, 2023- Last day for Students  
 Thursday, June 22, 2023- Last day for Staff


January 2023						
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June 2023						
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						13/15

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

**Adopted by the Board of Education: December 16, 2021**

 School Closed

 Employee Planning (no school for students)

 First & Last Day of School

# STUDENT RIGHTS AND RESPONSIBILITIES

**Note:** After reading this document, you and your parent/guardian must sign the forms on page 43-46 and return them to school on the day indicated by your instructor.

## Students' Rights and Responsibilities

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

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

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records, and discipline. If a student is dissatisfied with any aspect of his/her educational experience (imposed disciplinary action, eligibility determination, attendance ruling, or academic situation), an appeal may be submitted to the appropriate level of concern. The levels of involvement in the appeal process include: School Administration; Superintendent; Board of Education; and ultimately, the New Jersey Commissioner of Education.

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

## Student Expectations

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

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

### Students are expected to:

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

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



# HARASSMENT, INTIMIDATION, AND BULLYING

## Policy Statement

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

## Harassment, Intimidation, and Bullying Definition

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

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

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

**"Electronic Communication"** means communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

## Student Expectations

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

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

Pursuant to N.J.S.A.18A:37-15(a) and N.J.A.C.6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C.6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C.6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules. Pursuant to N.J.A.C.6A:16-7.1, the Superintendent must annually provide to students and their parents or guardians the rules of the district regarding student conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

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

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

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include behavioral assessment or evaluation including, but not limited to, a referral to the Child Study team as appropriate; and supportive interventions and referral services, including those at N.J.A.C.6A:16-8.

### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying. A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A.18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability. The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

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

### **Harassment, Intimidation, and Bullying Investigation**

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and

thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3. A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education. A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

District HIB Coordinator; Kevin Dineen 732.244.1122

***This entire policy can be viewed at [www.OCVTS.org](http://www.OCVTS.org). If you desire a hard copy of the entire policy, please contact any of our centers and a copy will be provided to you.***

## **Disabled**

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

### **Dr. Michael Maschi,**

Affirmative Action/Title IX Officer .....732-240-6414 x 3332

### **Mrs. Alison Carroll,**

Americans with Disabilities Act Officer .....609-978-8439

### **Mr. Kevin Dineen,**

504 Officer .....732-244-1122

## **Grievance Procedure**

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

This procedure provides the student with an efficient, meaningful way of solving important school-related problems. Students attending the vocational school in either day or evening programs have similar rights and responsibilities. Therefore, this policy applies to all students regardless of their enrollment status.

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

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

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

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

## **Middle States Commission on Secondary Schools**

3624 Market Street, 2 West

Philadelphia, PA 19104

267-284-5000

# HANDICAPPED STUDENT GRIEVANCE POLICY

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

## Mediation Hearing Process

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

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

The conference shall be informal and held at a place reasonably convenient to the parties in dispute. If mediation results in agreement, the conclusions shall be incorporated into a written agreement and signed by each party. If mediation does not result in agreement, the mediator shall document the date and the participants at the meeting. No other records of the mediation shall be made.

**Note 1:** Either party may be accompanied and advised at mediation by legal counsel or other person(s) with special knowledge or training with respect to educationally handicapped student needs.

**Note 2:** Attempts to resolve conflicts between the parent(s) and the Ocean County Vocational Technical School District prior to a request for a due process hearing are encouraged; however, a request for mediation is not a prerequisite to a hearing. Either party may request a due process hearing directly to the New Jersey Department of Education.

## Due Process Hearing

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

The procedures for the due process hearing are as follows:

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

# Students and State Law

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

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

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

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

## **N.J.S.A. 18A: 37-1. Submission of Students to Authority**

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

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

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

## **N.J.S.A. 18A: 6-1. Corporal Punishment of Students**

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a student attending such school or institution, but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

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

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

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



# ATTENDANCE

## Attendance

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

## Student Attendance Rules and Regulations

To ensure that students have the employable skills required for success in the workplace, they must meet the district's attendance standards. Students failing to meet these standards will be subject to consequences as outlined in the administrative procedures. Specifically, a student who has eighteen days of absence during the school year jeopardizes meeting the minimal instructional requirement.

No student shall be deprived a Proficiency Certificate, award, or eligibility to compete for an award because of an absence occasioned by the observance of the student's religion.

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

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

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

## **Attendance Procedures**

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

Please note:

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

## **Reporting an Absence or Tardy**

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

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

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

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

## **Tardy/Late to School**

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

- Tardy is defined as arriving to the school building after the bell rings, signaling the beginning of class.
- Five (5) tardies may result in an absence.
- Any combination of (5) early dismissals and (5) tardies may result in an absence

## **Early Dismissal**

No student under the age of eighteen shall be permitted to leave the school prior to the end of the school day unless signed out in the main office or attendance office by a parent or guardian or person authorized to act on behalf of the parent or guardian. The student desiring such an early dismissal from school must demonstrate reasonable and legitimate need before permission will be granted.

**THE PARENT MUST COME TO THE MAIN OFFICE TO MEET THEIR CHILD AND SIGN THEM OUT.**

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

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

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

# **DRIVING TO SCHOOL**

## **Driving Policy**

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

Under no circumstances are students to be transported to or from vocational school except by their parents, legal guardians, or their home school officials. Students who fail to report to the principal or vice principal when missing the bus and leave their home school will be considered truant.

Students are **NOT** permitted to drive to the vocational centers. The only exceptions to this rule would be post-secondary students. The issuing of these permits will be based upon:

1. Parking space availability (staff and post-secondary students have priority) and need.
2. A limited number of permits will be issued at each center on a case-by- case basis. Parents cannot give students permission to drive without appropriate school (OCVTS and Sending District) notification and authorization.

The driving of an automobile to the vocational center is a privilege, not a right, and can be lost. Failure to park in the designated areas and improper operation of the automobile will result in disciplinary action and the loss of this privilege.

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

## One Day Driving Permits

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

## Bus Transportation

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

## Bus Conduct

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

# BUILDING SECURITY AND DRILLS

## Building Security

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

## Visitors

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

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

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

## Fire Drills

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

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

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

## Security Drills

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

## **School Search and Seizure**

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

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

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

## **MAIN OFFICE**

### **Parent Concerns**

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

### **Chain-of-Command**

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

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

### **Change of Address**

Students who move to a new address must immediately 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.

## **GUIDANCE/STUDENT SERVICES**

### **Guidance Department Information**

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

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

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

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

## **Student Report Statement**

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

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

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

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

## **Progress Reports and Report Cards**

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

## **Parent Portal**

The Parent Portal (RealTime) provides parents with the opportunity to view their child's attendance, grades, assignments, and schedule. Letters that contain login and password information are sent through the mail directly to parents. In the event that this information is misplaced you can contact the main office.

## **Homebound/Bedside Instruction**

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



## Cooperative Education

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

## CE Eligibility

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

1. Attendance – Must not have been absent more than 10 absences (6% of the total school year)
2. Grades - must have a grade point average of 80% or above for the year
3. Evaluation of the work site by the CE Coordinator:
  - a. Safety
  - b. Is this work site/experience integrated into the curriculum and will it provide the student with opportunities to demonstrate and apply a high level of academic attainment
    - i. Work site may not be more than 30 miles past the Ocean County border.
4. Teacher recommendation and principal sign off
5. No more than 10 discipline points accumulated during the year

### 1st Year Students:

Requirements: See above

Participation: (4th marking period **ONLY**)

- 3 days CIE/CVE
- 2 days in school (coordinator – 1 day, instructor – 1 day)
- Student continues employment over the summer.

### 2nd year Students:

Requirements: See above

Participation:

- 1st and 2nd marking period
  - 3 days CIE/CVE
  - 2 days in school (coordinator 1-day, instructor-1 day)
- 3rd and 4th marking period
  - 4 days CIE/CVE
  - 1 day in school

Students may enter the program at any point from the 4th marking period of their first year through the 4th marking period of their 2nd year.

# GRADING/REQUIREMENTS

## Grading System

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

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

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

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

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

## Graduation Policy

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

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

## Credits

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

## Program Completion Proficiency Certificate (Policy #5460.1)

All students in grades eleven and twelve attending vocational technical programs shall be required to perform demonstrateable skills as described in the skill profiles developed for each program. Those students who do not adhere to the attendance requirements and/or are unable to perform minimal level skills will not receive a certificate from the Ocean County Vocational Technical School. Transcripts which describe student performance will be maintained at the Ocean County Vocational Technical School in perpetuity and copies of these, as well as, all other students records shall be transmitted to the appropriate sending school. The following two certificates will be awarded to those students who have earned them:

1. Award of Proficiency Certificate

Presentation of a certificate and participation at the Awards and Certificate Ceremony if the student has:

- a. a final grade of “70” or better and
- b. not been absent more than 10% of the school year.

2. Award of Proficiency Certificate with Honors

Presentation of an Honors Certificate, participation at Awards and Certificate Ceremony, as well as special recognition at the ceremony if the student has:

- a. a final grade of an “A” and
- b. not been absent more than 3% of the school year.

## **Proficiency**

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

# **ACADEMICS**

## **Plagiarism (Policy #5701)**

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

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

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

A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
3. The Building Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.
4. If the student is not in agreement with the disciplinary action of the Building Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the Superintendent’s disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Student Grievance.

# HEALTH/NURSE SERVICES

## Emergency Health Cards

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

## Health Office Procedures

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

## Procedure for Administration of Medication to Students While at School (Policy #5330)

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

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

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

All medication forms are available in the Health Office 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 students in schools:**

- School staff members who hold a current medical or nursing license
- A substitute School Nurse employed by the District
- The student's parent/guardian
- The student approved to self-administer per N.J.S.A. 18A:40-12.3 and 12.4
- School staff designated and trained to administer epinephrine using an auto-injector per N.J.S.A. 18A:40-12.5 and 12.6

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

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

## **Medication on Trips (Day and Overnight)**

Possible options include:

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

## **Leaving School Due to Illness**

Following notification by the nurse, the parent or guardian will come to the Health Office to sign the student out of school. Only a parent or guardian or parent designee may transport a student.

## **Accidents**

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

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

# CODE OF CONDUCT/DISCIPLINARY CONSEQUENCES

## STUDENT CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy (#5600) to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe the rules and regulations and the discipline imposed for infractions of those rules and regulations.

## DRESS CODE

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

1. Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts, and shorts shall extend to the fingertips of the student when the arms are placed at the student's side.
2. Tank, tube, halter tops, and spaghetti straps are not permitted.
3. Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff or contain questionable slogans or prints.
4. Footwear must be worn at all times. For safety reasons, sandals may not be worn in the shop areas. Slippers are not acceptable school footwear. Excessively high heels, shoes with wheels, flip-flops and open-toed shoes are safety hazards to the wearer and may be prohibited under certain circumstances.
5. Articles which can cause damage to other students and/or property are not permitted.
6. Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning environment. Jewelry which is distracting and/or dangerous (such as but not limited to the following: spiked bracelets, necklaces, rings, chains, piercings, etc.) may not be permitted.
7. Students attending any school functions (field trips, rehearsals, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
8. Safety and protective clothing/glasses shall be worn as required by the teacher.
9. Except for religious and/or cultural purposes, head coverings of any kind worn to school must be removed upon entering the building.
10. In addition, any apparel or item which interferes with the identification of a student, i.e. sunglasses, hoods, hats, etc. are prohibited. These items may be permitted to be worn in shop areas at the discretion of the instructor.

## Discipline Definitions and Consequences

A student may be dismissed from the vocational technical schools and returned to his/her home school if the building administrator determines that the student's continued presence in the program will:

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

The following list indicates infractions, points and disciplinary action that may be taken for each. This list is not all-inclusive, and the building administrator may use his/her discretion in determining the appropriate disciplinary action and the number of disciplinary points regarding a student's violation of rules and regulations.

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

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

The points consequences listed below are the maximum that may be allotted for the specific infraction listed.



Violations	Consequences
<b>Truancy, cutting, excessive absences, excessive lateness, inciting others</b>	<b>10 points</b> 1. Supervised Study 1-3 days. a. Parents(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Possible course failure due to poor performance. 4. An accumulation of three cuts or truancy may result in the student being returned to the sending school. 5. Tardiness: 1 pt./day; 5 tardies may result in 1 absence
<b>Improper School attire that does not meet safety standards, is offensive, and/or disruptive to the school environment.</b>	<b>10 points</b> 1. Change of clothing 2. In school suspension 1-3 days a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.
<b>Improper usage of ECRD (Phones, Electronic Devices) (different in policy)</b>	<b>First Offense:</b> Student will receive a warning. ECRD will be confiscated by the staff member then turned in to the Principal's Office. The ECRD will be returned to the student at the end of that day/session. Student may be assessed 5 disciplinary points. <b>Second Offense:</b> ECRD will be confiscated and the Parent(s) or legal guardian(s) will be called by the administration. The ECRD will be confiscated and returned to the parent of the student. Disciplinary points or a supervised study may be assigned at the discretion of the administrator. <b>Third and/or Subsequent Offenses:</b> ECRD will be confiscated by the Principal or designee and returned to the parent(s) or legal guardian(s). Progressive discipline will be imposed at the discretion of the Principal, which may include the student forfeiting the privilege to possess or use a personal electronic device at school.
<b>Bus misconduct</b>	<b>10 points</b> 1. Supervised Study 1-3 days 2. Out of school suspension 1-3 days 3. Possible suspension of bus privilege from one week to remainder of the school year. In the case of bus suspension, the student must provide his/her own transportation.
<b>Inappropriate behavior, profanity, continued &amp; willful disobedience, disruptive conduct, insubordination</b>	<b>20 points</b> 1. Supervised Study 1-3 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.
<b>Smoking, tobacco use, usage of electronic or simulated smoking devices</b>	<b>15 points</b> 1. Supervised Study 1-3 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Notification of law enforcement. a. Possible fine.

<b>Gambling, forgery</b>	<ol style="list-style-type: none"> <li>Supervised Study 1-3 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) and legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Notification of law enforcement. <ol style="list-style-type: none"> <li>Possible prosecution.</li> </ol> </li> </ol>
<b>Cheating</b>	<p><b>10 points</b></p> <ol style="list-style-type: none"> <li>Failure for assignment <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Supervised Study 1-3 days.</li> </ol>
<b>Vehicle Violation; Unauthorized or improper use of vehicle</b>	<p><b>10 points</b></p> <ol style="list-style-type: none"> <li>Supervised Study 1-3 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Loss of driving privilege. <ol style="list-style-type: none"> <li>One week – remainder of the school year</li> </ol> </li> <li>Notification of law enforcement.</li> </ol>
<b>Theft; Taking or attempting to take personal property or money</b>	<p><b>25 points</b></p> <ol style="list-style-type: none"> <li>Supervised Study 1-3 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Restitution</li> <li>Notification of law enforcement.</li> </ol>
<b>Safety violation</b>	<p><b>10 points</b></p> <ol style="list-style-type: none"> <li>Supervised Study 1-3 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) notification and or conference.</li> </ol> </li> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) notification and/or conference.</li> </ol> </li> <li>Notification of law enforcement.</li> <li>Recommendation for withdrawal from the program.</li> </ol>
<b>Unauthorized occupancy of a district facility and refusing to leave, and/or inciting others to take part in an unauthorized occupancy (not in policy)</b>	<ol style="list-style-type: none"> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Notification of law enforcement.</li> </ol>

<b>Harassment/sexual harassment; HIB, racial slurs/bias</b>	<b>15 points</b> <ol style="list-style-type: none"> <li>Supervised Study 1-3 days. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Out-of-School suspension 1-9 days. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Referral to district Affirmative Action Officer.</li> <li>Notification of law enforcement.</li> </ol>
<b>Physical assault/fighting (students)</b>	<b>25 points</b> <ol style="list-style-type: none"> <li>Out-of-school suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Possible prosecution.</li> </ol>
<b>Physical assault of school personnel</b>	<b>25 points</b> <ol style="list-style-type: none"> <li>Out of school suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Notification of law enforcement authorities. a. Possible prosecution.</li> <li>Recommendation for withdrawal from the Ocean County Vocational Technical School.</li> <li>Board Hearing: a. Possible withdrawal from school.</li> <li>Possible expulsion.</li> </ol>
<b>Misuse of fire equipment, false alarm, causing a fire, fireworks</b>	<ol style="list-style-type: none"> <li>Supervised Study 1-3 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Out-of-School suspension 1-9 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Notification of appropriate authorities. a. Possible prosecution.</li> </ol>
<b>Alcohol/drug use, possession, and/or distribution</b>	Removal from school and immediate physician's examination within 24 hours. Failure to comply will result in suspension and DCP&P will be contacted in accordance to NJAC 6A: 16-4.1(c). Students who violate the substance abuse rules will be disciplined as follows; repeated violations will warrant stricter disciplinary measures. <ol style="list-style-type: none"> <li>Out-of-School suspension 1-9 days, counseling</li> <li>Out-of-School suspension 1-9 days, possible long-term suspension, counseling</li> <li>Out-of-School suspension 1-9 days, possible long-term suspension, counseling</li> </ol>

<b>Vandalism; destruction of property</b>	<b>25 points</b> <ol style="list-style-type: none"> <li>Supervised Study 1-3 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Restitution.</li> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Notification of law enforcement. <ol style="list-style-type: none"> <li>Possible prosecution.</li> </ol> </li> </ol>
<b>Weapons offense, firearm possession (#1-4 mandatory)</b>	<ol style="list-style-type: none"> <li>Immediate removal from school program for one calendar year. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> </ol> </li> <li>Review of case by Superintendent.</li> <li>Board Hearing.</li> <li>Notification of law enforcement. <ol style="list-style-type: none"> <li>Possible prosecution.</li> </ol> </li> </ol>
<b>Weapons offense; dangerous instrument</b>	<ol style="list-style-type: none"> <li>Out-of-School suspension 1-9 days. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) written notification and a conference, if appropriate.</li> <li>Possible dismissal.</li> </ol> </li> <li>Notification of law enforcement authorities. <ol style="list-style-type: none"> <li>Parent(s) or legal guardian(s) notification and or conference.</li> <li>Possible prosecution.</li> </ol> </li> </ol>

# GENERAL GUIDELINES

## Cell Phone Usage

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

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

## Adult Students Policy

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

## Role of Parents/Guardians

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

The office should be notified immediately of any change of address or phone number.

## Communicating with the Board of Education

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

## Lockers

Each student is assigned a locker for the storage of books, safety glasses and other equipment. These lockers are for the convenience of the students, but they remain the property of the Board of Education **and the administration reserves the right to inspect the contents of any locker.** Students should never leave money or valuables in an unlocked locker. Lockers and their combinations should not be shared, and the locker should be locked at all times. The school is not responsible for items lost or taken from lockers. Since lockers are a permanent part of the building, students are requested to keep them in good, usable condition. Lockers will be inspected periodically. Students are responsible for clearing lockers of personal belongings by the last day of school for students.

## Students Valuables/Thefts

Students are cautioned not to bring cell phones, radios, cameras, other valuable items, or large amounts of money to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not school personnel, are responsible for their own personal property.**

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

- Never leave personal belongings unattended, even for a few seconds.
- Keep lockers locked at all times.
- Do not leave valuables or money in lockers.
- Do not share locker combinations with other students for any reason. Each student receives his/her own locker assignment, so there is no need to divulge combinations.
- If a theft occurs, it should be reported immediately.

## **Textbooks**

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

## **Fines and Fees**

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

## **Tools and Equipment Control**

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

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

## **Delayed Openings/Emergencies Closings**

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

You may also access the district web site at [www.ocvts.org](http://www.ocvts.org).

## **Student Supervision After School Dismissal**

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

# **ELECTRONIC COMMUNICATIONS AND RECORDING DEVICES (ECRD)**

## **USE OF ELECTRONIC COMMUNICATIONS AND RECORDING DEVICES (ECRD)- Policy #5516**

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, tablet computers electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C.6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

### **Video/Audio Recordings**

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording or still images taken of any student(s) or school staff member(s) for any purpose (except for public area school security cameras) without the consent of the student, the student's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices. Any authorized audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, and athletic events and drama production filming.

Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

### **Personal ECRDs**

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

1. In hallways or common areas prior to the late bell of homeroom or AM/PM shared-time session, before school and after the last bell at the end of the school day, but not while serving a supervised study/ In-School Suspension;
2. In hallways during non-instructional time; including lunch periods and time allotted to participate in school store activities;
3. During class time when the classroom teacher specifically permits the use for educational purposes only; and
4. During the school day by permission from the school principal or principal's designee for personal purposes.

## **Standards for Responsible Use**

- A. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:
  - 1. Following classroom teacher instructions for use;
  - 2. Using devices only as they do not distract from the educational process or disturb other students;
  - 3. Respecting copyright rights of others;
  - 4. Refraining from using devices to cheat or assisting others to cheat
  - 5. Due to safety concerns, students are NOT permitted to have earbuds in either ear while working in a lab/shop/kitchen are any other area to be considered the hands-on environment
- B. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or the driver.
- C. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy.
- D. Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor e-mail pictures or recordings to others without the express advance permission of the persons in the photograph or recording. Privacy violations may have serious consequences to the offending student, including suspension, forfeiture of the privilege to possess or use a personal electronic device at school and criminal or civil charges, subject to the determination of the Principal.
- E. Use of personal electronic devices is also subject to other District policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet and District e-mail. If a violation occurs which involves more than one District policy, consequences for each policy may apply.

## **Violations and Offenses**

An ECRD used in violation of this Policy and its Regulations will be subject to confiscation by a school staff member or Principal or designee and the student will be subject to appropriate, progressive disciplinary action as outlined below. Students who are serving a supervised study are to relinquish their ECRDs to school administration during the school day for the duration of their suspension.

First Offense: Student will receive a warning. ECRD will be confiscated by the staff member then turned in to the Principal's Office. The ECRD will be returned to the student at the end of that day/session. Student may be assessed 5 disciplinary points.

Second Offense: ECRD will be confiscated and the Parent(s) or legal guardian(s) will be called by the administration. The ECRD will be confiscated and returned to the parent of the student. Disciplinary points or a supervised study may be assigned at the discretion of the administrator.

Third and/or Subsequent Offenses: ECRD will be confiscated by the Principal or designee and returned to the parent(s) or legal guardian(s). Progressive discipline will be imposed at the discretion of the Principal, which may include the student forfeiting the privilege to possess or use a personal electronic device at school.

Note: If any infraction is a violation of law, school authorities will notify the appropriate law enforcement agency.



# **SUBSTANCE ABUSE POLICY**

## **Smoking/Tobacco/Vape Use**

Smoking or the use of tobacco products is not permitted on school grounds in accordance with district policy #5533. Suspension may result for violations of this regulation.

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

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

## **Substance Abuse/Drug and Alcohol Policy**

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

Students suspected of “being under the influence” will be referred to the school nurse and building administrator. The student’s home school shall be contacted and made aware of the student’s condition. There will be a best faith effort made to contact the parents or guardians, and the parents or guardians shall arrange for an immediate screening by a physician to diagnose whether the student is under the influence. If the parent or guardian cannot select a physician or obtain an appointment, the student will be taken to the nearest emergency room for screening. In either case, the student must be screened within 24 hours and a written report shall be furnished to OCVTS administration.

## **Reporting, Notification, and Examination of Alcohol or Other Drugs**

1. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
2. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
3. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall not be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
4. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student’s physical or mental ability to perform in school, the student shall be immediately returned to school.
5. If there is a positive determination from the medical examination indicating the student’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student’s alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
6. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
7. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

8. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
9. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

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

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

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

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

# **ACCEPTABLE USE POLICY ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY**

Administrative Procedure and Use (RE: POLICY #2361)

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

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

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

## **Regulations and Requirements**

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

# ACCEPTABLE USE

## GOOGLE APPS AND TOOLS AGREEMENT

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

Students may use the following Google tools which are available to students at school and at home.

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

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

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

### Rules of Etiquette

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

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

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

### Electronic Mail

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

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

### Plagiarism and Fair Use

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

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

# OCEAN COUNTY FOUNDATION FOR VOCATIONAL TECHNICAL EDUCATION

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

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

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

## **Foundation Mission Statement**

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

### **Facilitate Student Development**

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

### **Encourage Excellence through Creative Learning**

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

### **Promote Community/School Partnerships**

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

Ocean County Foundation for Vocational Technical Education contact information:

OCVTS Foundation Office

137 Bey Lea Road

Toms River NJ 08753

**Phone:** 732.240.6414 x 3315

**Email:** [foundation@mail.ocvts.org](mailto:foundation@mail.ocvts.org)

**Website:** [ocvtsfoundation.org](http://ocvtsfoundation.org)



1200 Old Freehold Road  
Toms River, NJ 08753-1304

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

**ANNUAL INTEGRATED PEST MANAGEMENT NOTICE  
FOR SCHOOL YEAR 2022-2023**

Dear Parent, Guardian, or Staff Member:

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

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

The IPM Coordinator for Ocean County Vocational Technical School is:

Name of IPM Coordinator: Edward J. Crawford

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

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

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

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

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

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

## OCVTS Attendance/Discipline Reminders

### OCVTS Student Attendance Reminders:

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

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

### OCVTS Discipline Reminders:

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

## LET'S SEE WHAT YOU LEARNED!

1. Students missing their home school bus to vocational school for any reason must
  - a. go home and be considered truant.
  - b. report to their parent or guardian.
  - c. find their own transportation to OCVTS.
  - d. report to their home school principal or vice principal and request transportation to OCVTS or get assigned to a study hall.
2. To participate in the end-of-year Certificate Ceremony and receive a program completion certificate, a secondary student must
  - a. not be absent more than 10% of the school year.
  - b. not be absent more than 20% of the school year.
  - c. not be absent more than 15% of the school year.
  - d. not be absent more than 18% of the school year.
3. The appropriate disciplinary action for cheating may include
  - a. 10 disciplinary points (cumulative).
  - b. in-school suspension for 1-3 days.
  - c. failure for the assignment.
  - d. All of the above
4. Students will sign an attendance contract after they have been absent 5 days.
  - a. True
  - b. False
5. Students with permission to drive to vocational school may drive other students either to or from vocational school.
  - a. True
  - b. False
6. Harassment, intimidation or bullying may involve
  - a. a gesture.
  - b. written, verbal or physical act.
  - c. electronic communication.
  - d. All of the above
7. When are electronic devices (ECDs) permitted in school?
  - a. Before class
  - b. With instructor permission during class
  - c. On the bus
  - d. All of the above
8. Hats may be worn in school
  - a. at all times.
  - b. in the hallways.
  - c. in the lecture classrooms.
  - d. in shop areas with instructor permission.
9. The appropriate disciplinary action for improper school attire may include:
  - a. change of clothing
  - b. in school suspension
  - c. out of school suspension
  - d. all of the above
10. Smoking is allowed on school grounds outside of the building.
  - a. True
  - b. False