

Performing Arts Academy



Karen Homiek

PRINCIPAL

Route 547, JBMDL-Hangar One

P.O. Box 1125

Lakehurst, New Jersey 08733

Telephone: (732) 286-5678

This book belongs to:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Phone:

Locker Number/Code: _____ Computer Login/Password: _____

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT MISSION STATEMENT

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

PERFORMING ARTS ACADEMY MISSION STATEMENT

The Mission of the Performing Arts Academy of the Ocean County Vocational Technical School is to provide an academically challenging education for creatively gifted high school students. Enhanced performing arts training will empower graduates with the practical skills for higher education and/or a professional career in the arts. Our unique teaching philosophy strives to incorporate the arts into all educational areas by integrating curriculum and by interaction with professionals from the arts industry. All students are expected to achieve the New Jersey Core Curriculum Content Standards at all levels.

BELIEF STATEMENTS

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

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ADMINISTRATION

William P. Hoey, Jr., Superintendent
Nancy Weber-Loeffert, Assistant Superintendent
Frank J. Frazee, School Business Administrator/Board Secretary

BOARD OF EDUCATION

Nina Anuario, President
Stephen Scaturro, Vice-President
Todd C. Flora
Ronald Rosetto
Maureen Stankowitz

BOARD OF CHOSEN FREEHOLDERS

John C. Bartlett, Jr., Director
Gerry P. Little, Deputy Director
John P. Kelly, Member
James F. Lacey, Member
Joseph H. Vicari, Member/OCVTS Liaison

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:

Nancy Weber-Loeffert, Affirmative Action Officer, 732-240-6414

See page 17 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.ocvt.org for more information

and any future updates regarding New Jersey HIB Law. Ocean County Vocational Technical School District policy can be found on page 14.

PRINCIPAL’S MESSAGE

Dear Student and Parent/Guardian:

This handbook has been designed to provide you with basic information about the guidelines you are expected to follow while a student in the Performing Arts Academy. It is by no means a complete listing of all of the policies and procedures followed by the Ocean County Vocational Technical School District.

While you are attending school with us at the Performing Arts Academy, we expect the best effort you can put forward in your academic classes, performance classes, and in your general behavior. Be assured that your teachers and administrators are giving 100% to make your four years with us successful, and we hope that you too will attempt to commit to this journey in your educational experience.

To paraphrase former President Herbert Hoover, “you (our children) are our most valuable natural resource.” The entire staff at Lakehurst Center will do everything in its power to make your experience rewarding. We hope you will take advantage of what we have to offer, and make this year one filled with growth, knowledge, and wonderful memories. Good luck and have a great year!

Sincerely,



Karen Homiek
Principal, Lakehurst Center

QUICK PHONE REFERENCE

Performing Arts Academy Main Office	732-286-5678 Ext. 4100
OCVTS Board of Education Superintendent's Office	732-240-6414
Performing Arts Academy Principal	732-286-5678 Ext. 4106
Performing Arts Academy Supervisor	732-286-5678 Ext. 4105
Health Office (School Nurse)	732-286-5678 Ext. 4109
Attendance Office	732-286-5678 Ext. 4100
NJ Drug Hotline	1-800-225-0196
Community Medical Center Family Health Center (Toms River or Manahawkin)	732-286-2550
Preferred Behavioral Health of NJ	732-367-4700
Division of Youth & Family Service	1-800-652-2873
Community Medical Center	732-557-8000
Southern Ocean County Hospital (SOInteCH)	609-597-6011

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL
SCHOOL CALENDAR
2015-2016**

Month	Holiday	Date	Number of Student Days
JULY	CLOSED – July 4 th Holiday	Friday, July 3	N/A
SEPTEMBER	Staff Orientation/In-Service SCHOOLS OPEN CLOSED – Labor Day CLOSED – Rosh Hashanah CLOSED – Yom Kippur	Tues./Wed., September 1-2 Thursday, September 3 Monday, September 7 Monday, September 14 Wednesday, September 23	17
OCTOBER	CLOSED – Columbus Day	Monday, October 12	21
NOVEMBER	CLOSED –NJEA Convention Week CLOSED – Thanksgiving	Mon.-Fri., November 2-6 Thurs./Fri., November 26-27	14
DECEMBER	CLOSED – Holidays	Thurs.-Fri., December 24-January 1	17
JANUARY	SCHOOLS REOPEN CLOSED – Martin Luther King Day	Monday, January 4 Monday, January 18	19
FEBRUARY	CLOSED – President’s Weekend	Monday, February 15	20
MARCH	CLOSED – Spring Recess	Friday, March 25 – Friday, April 1	18
APRIL	SCHOOLS REOPEN	Monday, April 4	20
MAY	CLOSED – Memorial Day	Monday, May 30	21
JUNE	Last Day for Students Last Day for Teachers	Friday, June 17 Tuesday, June 21	13
	Total Number of Student Days		180
	Total Number of Teacher Days		184

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

*If school is closed due to inclement weather, the calendar will be extended through Friday June 17, 2016. If further days are needed, they will be taken from the Spring Recess in March, 2016

Adopted by the Board of Education: January 15, 2015

BELL SCHEDULES

REGULAR SCHOOL DAY SCHEDULE:

PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom/1	7:30-8:57
2	8:59-10:19
Lunch	10:19-10:39
Activity	10:39-10:59
3	11:01-12:21
4	12:23-1:43

DELAYED OPENING SCHEDULE (90 MINUTE DELAYS):

PERIOD	TIME
Teacher Sign-in	8:45
Warning	8:55
1/HR	9:00-10:08
2	10:11-11:11
LUNCH	11:15-11:37
3	11:40-12:40
4	12:43-1:43

DELAYED OPENING/EMERGENCY 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**, not specifically the Performing Arts Academy. **Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.** Also, please be aware of JBMDL **Lakehurst Base** closings. In addition to being announced on the above listed stations, base closings can be verified by calling 732-323-SNOW.

If a decision for a delayed opening seems appropriate, the school day will begin at 9:00 a.m. with Period 1/Homeroom. Dismissal will be at the normal time. Any radio announcements about a delayed opening will state that school will open ninety (90) minutes later than usual.

EARLY DISMISSAL SCHEDULE/HALF DAY SCHEDULE

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

TRANSITION DAY (Semester 1 to Semester 2)

PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
1/HR Semester1	7:30-8:10
1/Semester 2	8:13-8:58
2 /Semester 1	9:01-9:33
2 /Semester 2	9:36-10:21
Lunch	10:24-10:57
3 /Semester 1	11:00-11:32
3 /Semester 2	11:35-12:20
4 /Semester 1	12:23-12:55
4 /Semester 2	12:58-1:43

MIDTERM EXAM DAYS SCHEDULE (Subject to change)

DAY 1	
PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom/1 (Exam)	7:30-8:57
2	8:59-10:19
Lunch	10:19-10:39
Activity Period	10:39-10:59
3 (Exam)	11:01-12:21
4	12:23-1:43

DAY 2	
PERIOD	TIME
Teacher Sign-in	7:15
Warning	7:25
Homeroom/1	7:30-8:57
2 (Exam)	8:59-10:19
Lunch	10:19-10:39
Activity Period	10:39-10:59
3	11:01-12:21
4 (Exam)	12:23-1:43

FINAL EXAM DAYS SCHEDULE (1/2 day school session)

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

Back To School Schedule (Subject to change)

Schedule	
Period/Semester	Time
Warning	6:20
1 (F1)	6:30-6:40
2 (F2)	6:45-6:55
3 (F3)	7:00-7:20
4 (F4)	7:25-7:35
Lunch/Activity/PTSO	7:40-8:00
1 (S1)	8:05-8:15
2 (S2)	8:20-8:30
3 (S3)	8:35-8:45
4 (S4)	8:50-9:00

Tentative Date: September 16, 2015

SCHOOL SEARCHES

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

GENERAL RULES AND STUDENT RESPONSIBILITIES

STATEMENT OF PHILOSOPHY

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

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

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

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

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

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

Note: After reading this document, you and your parent/guardian must sign the forms on page 62-65 and return them to school on the day indicated by your homeroom teacher.

HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement

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

Harassment, Intimidation, and Bullying Definition

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

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

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

Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members. Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct

as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

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

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

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

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

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

Harassment, Intimidation, and Bullying Off School Grounds

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

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

Harassment, Intimidation, and Bullying Reporting Procedure

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

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

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

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

District HIB Coordinator; Lori Young 732 240-6414 extension 3330

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

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.

Nancy Weber-Loeffert,

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

Kevin Dineen,

Americans with Disabilities Act Officer732-473-3100 x 3123

Thomas McInerney,

504 Officer732-286-5665 x 3412

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.

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

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

Due Process Hearing

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

The procedures for the due process hearing are as follows:

1. A written request for a due process hearing shall be made to the New Jersey Department of Education within thirty calendar days of a proposed or denied action of the Ocean County Vocational Technical Board of Education.
2. The Department of Education shall acknowledge receipt of the request and provide information regarding free and low cost legal services.

3. Within seven calendar days of receipt of the written request, the Department of Education shall conduct a settlement conference as part of the due process hearing. If agreement is not reached at the settlement conference, the matter is transmitted to the Office of Administrative Law for a hearing.
4. The decision of the administrative law judge is final, and will be implemented without undue delay.
5. Parents may file a written complaint with the Department of Education if the Ocean County Vocational Technical School Board of Education fails to implement a hearing decision of the Office of Administrative Law.

Students and State Law

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

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

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

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person, having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils;
- d. Physical assault upon another pupil, teacher, or district employee;
- e. Taking, or attempting to take, personal property or money from another pupil, 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 pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils; and
- 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.

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

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

18a: 25-2. Authority Over Students

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

18a: 6-1. Corporal Punishment of Students

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

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

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

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

ATTENDANCE

ATTENDANCE

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

Attendance at school is required by state law (NJSA: 18A: 38.25, 26, and NJAC 1:20-1.3) except for illness or other extenuating circumstances that are taken into consideration. Parents/Guardians of students who have accumulated nine absences each semester and are of the compulsory school age may be in violation of the statues of NJSA 18A: 38-25 and 26. Frequent absences do adversely affect a student's academic progress. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order for each student to obtain maximum educational benefits. Regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity orchestrated by a competent teacher, are vital to this purpose.

ATTENDANCE POLICY (District Policy 5210)

Any student who exceeds nine (9) days of absences, either in one class (because of chronic tardiness or early dismissal) or all classes, each semester will have achieved a "no credit" status in all courses of study applicable. (90% seat time is minimum seat time- for class that meet for only 1 marking period students can not exceed 4.5 days absent from that class)

There are no excused absences. Certain extenuating circumstances that may be taken into consideration when a student has exceeded a total of 9 days within a semester include, but are not limited to the following:

- School sponsored activities
- Religious holidays as defined by the NJ Department of Education (www.state.nj.us/njded/genfo/holidays.htm)
- Death in the family
- Home Instruction
- Suspension
- Up to 3 days for college entrance interviews - with verification (limited to juniors and seniors only) Documentation on College/University letter head required.
- Court subpoena or driver's road test with verification. An excused late will be issued to students who have to take a DMV eye test for their driver's permit with proper verification.
- Medical or dental appointment which cannot be scheduled outside of school hours. A note verifying an appointment must be signed by a licensed medical practitioner.

Please note:

- **An illness that causes a student to be absent three or more consecutive days must be verified with a note specifying the illness and signed by a licensed medical practitioner.**
- **Auditions that cannot happen after school hours should be limited since our primary goal is to provide an education leading to a high school diploma. Auditions must be accompanied by documentation and the student is responsible for making up all missed work.**

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

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

ATTENDANCE PROCEDURES

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

REPORTING AN ABSENCE OR TARDY

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Attendance Office answering machine anytime after school hours or before 8:30 A.M. on the morning of the absence. When calling out via this number, 732-286-5678 x 4100, please include the following information:

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

Parents who have questions concerning attendance procedures should contact the Attendance Secretary (Main Office) or Building Supervisor.

ATTENDANCE RECORD PARENT NOTIFICATION

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

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

ATTENDANCE APPEAL PROCEDURE

The following procedure will be followed:

Petition for Appeal:

1. You may appeal a loss of credit by calling the Principal within five (5) days of receiving a letter. Failure to do so will forfeit the right to an appeal. Additional notes may be brought forward at this time to prevent a loss of credit. If the student initiates an appeal, he/she must regularly attend school and class until his/her appeal is heard and a decision is rendered. If the determination is that credit will not be restored, the student must continue attendance in the course in order to retake the course in summer school.

2. **Attendance Review Committee:** In keeping with the dictates of the due process procedure, the Attendance Review Committee shall review cases brought by the parent/guardian within five (5) days of receipt. The review committee will be comprised of at least two members from the Administration and/or Guidance, teachers, and child study team caseworker if appropriate.

FAMILY VACATIONS

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

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

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

EXAM ATTENDANCE

Students are required to be present and on time for all exams at the time scheduled. Students not present due to reasons other than a verified illness or those listed on page 13 will receive a Zero for the exam grade. Oversleeping, forgetting, etc. are not acceptable excuses. Students who are late to exams will be allowed to take the exam but will not be allowed extra time. In the event of an exam conflict, it is the responsibility of the student to notify his/her teacher so that appropriate rescheduling may take place.

HOME INSTRUCTION

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

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

MAKING UP WORK FOLLOWING ABSENCES

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

PUPIL ARRIVAL AND DEPARTURE

Students are permitted to enter the building at 7:00 A.M. School starts at 7:30 A.M. Students are not permitted in the building after 1:45 P.M. unless supervised by a faculty member. Students are not

permitted in any unsupervised area of the building before or after school hours. In order to protect the safety of students and to avoid unnecessary confusion and congestion, we ask parents who pick up their children to cooperate in the following:

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

TARDY/LATE TO SCHOOL

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

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

It is each student's responsibility to be on time to school (7:30 a.m.). Students are required to be in homeroom by 7:30 or they are considered late. Students that are late are to report directly to the attendance office to sign in and receive a pass to class. It is understood that situations may arise that cause a student to be late (i.e., car problems, not feeling well, etc.); therefore, each student is allowed four cumulative lates to school for each semester. Base gate related tardies are included in number of tardies. Subsequent lates after four will result in assignment to a lunch detention or after school detention. Chronic lateness will result in additional disciplinary actions which may include required parent conferences, loss of school privileges (including driving privilege), and loss of credit for particular courses.

Students who wish to attend after school activities must arrive to school before 11:00 am. Those who fail to attend less than half of the school day will not be allowed to partake in any school sponsored events including show rehearsals and dances.

EARLY DISMISSAL

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

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.

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

TRANSPORTATION AND DRIVING TO SCHOOL

TRANSPORTATION

Transportation to and from the Performing Arts Academy is provided by the school district in which the student resides. For transportation issues that may arise, please contact your sending school district's transportation departments.

Sending School Transportation Numbers:

Barnegat High School	609-698-5816
Brick School District	732-262-2500
Central Regional School District	732-341-5589
Jackson School District	732-833-4600
Lacey School District	732-971-2020
Lakewood School District (Murphy Bus)	732-367-4600; 732-905-3697
Manchester School District	732-849-2812
New Egypt School District	609-758-6800
Pinelands School District	609-296-3188
Pt. Pleasant Beach School District	732-899-8840
Pt. Pleasant Borough School District	732-701-2508
Southern Regional School District	609-597-9481 x 4343
Toms River School District	732-505-5645

BUS CONDUCT

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

BUS EVACUATION

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

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

AUTOMOBILES AND PARKING

Parking is a junior and senior privilege. Students driving to school must park in the designated area. Students are prohibited from parking in the faculty spaces and in the front of the main building, in handicapped parking spaces, and in the fire zone.

- All students must register their vehicles with the Main Office and obtain a parking permit. The parking permit must be displayed clearly on the driver's side (inside rear window of the vehicle). Cost of this permit is \$5.00. You may apply for this the first day of school.
- Chronic lateness, including those on record as an underclassman, may be adverse to one's ability to obtain and or keep their driving privilege. Additionally, may result in **after school detention**.
- Students who park in faculty spaces, in "no parking areas", or with an unregistered vehicle may have their cars towed at the owner's expense and have their parking privileges suspended and/or revoked.
- It is important that those driving on base are always equipped with the proper identification as well as, having their car registration and insurance up to date. Please note that the base has Federal Jurisdiction, any tickets or fines are dealt with through JBMDL.

RESPONSIBILITIES AND REGULATIONS:

1. Parking permits are **NON-TRANSFERABLE**. All students sharing or attempting to share permits will lose parking privileges for the remainder of the school year.
2. Students are not permitted to sit in parked cars or loiter about parked cars at any time. Upon arrival to school, students must park their cars and immediately enter the building.
3. Students may not go to their cars during the school day unless permission has been obtained by the Administration.
4. Students must exercise extreme caution when driving on school grounds. Violations will result in a loss of parking privileges and are subject to the rules on the base.
5. Pedestrians have the right-of-way at all times.
6. Students must not interfere with the progress of school buses. No parking in the bus area.
7. All motor vehicle laws of the State of New Jersey apply on school grounds.

VIOLATIONS:

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

BUILDING SECURITY AND DRILLS

BUILDING SECURITY

The entrance of the school will be locked at all times with the exception of 7:00 – 8:00 A.M. for arrival.

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

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

FIRE DRILLS

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

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

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

SECURITY DRILLS

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

SCHOOL SEARCHES

See page 12 for information on searches.

MAIN OFFICE

PARENT CONCERNS

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

CHAIN-OF-COMMAND

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

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

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.

WORKING PAPERS

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis must secure an employment certificate, or “working papers”. Applications for working papers are available in the Main Office. Applicants must apply in person. Please allow at least two days for the paperwork to be processed. To secure working papers, a pupil must present a birth certificate.

A school administrator issues working papers only after being satisfied that the working conditions and hours will not interfere with the student’s education or damage the student’s health. The administrator may refuse or rescind working papers if that action would serve the best interest of the minor. Working papers will be revoked when:

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

VISITORS

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

ACADEMICS

ACADEMIC INTEGRITY (Policy # 5510)

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

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

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
3. Cheating is violating teacher guidelines for production of assignments.
4. Teachers will define guidelines for independent and cooperative work in each class.
5. Cheating on any work produced for a grade will be penalized.
6. Students, who cheat, including those who help others cheat, will receive no credit for the activities in question.
7. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
8. The parents or guardians will be contacted by the teacher.
9. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.
10. Using a cell phone during an exam or test provides an unfair advantage, therefore, in addition to cell phone discipline, the student will receive a zero for the assignment.

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

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

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

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

HEALTH AND PHYSICAL EDUCATION

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

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

Unprepared Policy:

Students may not exceed more than three (3) “unprepared” per marking period. An unprepared is defined as not dressing in appropriate gym attire or not participating in the teacher-planned activity. Students that exceed (3) “unprepared” per marking period may fail for the marking period.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

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

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

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

In school, the student can:

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

Out-of-school the student can:

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

FAMILY LIFE EDUCATION EXEMPTION

According to NJSA 18A:35-4.7, a parent or guardian who desires that a child be excused from one or more days of instruction of Family Life Education must present to the Principal a signed statement which identifies specific subject matter as being “in conflict with his conscience or sincerely held moral

or religious beliefs.” Following review, verification of parental signature, and approval of the request, the Principal will specify an alternative arrangement by which the student may fulfill class requirements.

HOMEWORK POLICY

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

Teachers use their discretion in deciding the number and length of homework assignments. Both long- and short-term assignments serve distinct purposes. Homework may take many forms and is not limited to written assignments. Evaluation of all homework should be made and returned to the student in a timely fashion.

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

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

GUIDANCE/STUDENT SERVICES

GUIDANCE DEPARTMENT INFORMATION

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

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

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

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

A Parent College Night regarding financial aid will be scheduled for the fall/winter of junior year. Letters will be sent to all parents indicating the date and names of the speakers. Grade level parent meetings will also be scheduled at appropriate times during the school year. Parents may request individual conferencing through the Guidance Office: 732-286-5678, Extension 4104/4151.

COLLEGE PREPARATION

The Performing Arts Academy Counselors meet in groups and individually to assist students with post-high school planning throughout high school. Students begin with personality, career, and vocational assessments as part of their advisement. Students are then guided in the use of Naviance, the computer, and printed materials to provide additional information on universities, colleges, trade and technical schools, and the military. Students are taught to explore scholarship opportunities through Naviance and other computer resources. Scholarship information and college application process information is emailed home to parents on a regular basis from the Guidance Office. Phone calls and conferences with parents to assist with planning are arranged on an individual basis as requested.

ACCESS TO STUDENT RECORDS

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

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

PARENT CONFERENCES

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

PROGRESS REPORTS

Progress reports of student progress are issued at the midpoint of each semester. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. Progress reports are posted on parent portal approximately 4 weeks into the semester. Paper copies can be printed by request. You may also access information regarding your child's grades, attendance, and discipline via the district's computer-based Parent Portal.

PARENT PORTAL

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

REPORT CARDS

Posted at the end of each semester on Parent Portal, report cards show student progress in each subject. Request for paper copies can be made by contacting the main office directly. Students and their families are encouraged to contact the Guidance Office with questions and/or concerns at any time throughout the school year.

HONOR ROLLS

Honor Roll – Students who receive As and Bs will qualify for the Honor Roll. An incomplete (I) in any subject or a no credit (NC) status disqualifies a student from the Honor Roll. The Honor Roll is published and posted at the end of each semester.

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

Honor Roll Levels

High Honor Roll

Honor Roll

Grade Requirement in all Classes

90 to 100

80 to 100

HONORS COURSE REQUIREMENTS/PROCEDURES

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

1. Student must have a 92 average in current class.
2. Teacher recommendation is required.
3. Parental permission will be requested for change.

To remain in honor level course:

1. Student must maintain an 88 average in current honor's course/s.
2. Teacher recommendation to continue in honor course.
3. Parent will be notified of change.

GRADUATION REQUIREMENTS

Students who meet all state and school graduation requirements are awarded a state-endorsed diploma. To graduate, a student must complete all of the course and credit requirements outlined in Board Policy 5460. It is the Board of Education's intent that all students will carry 40 credits annually in order to receive the full benefit of the school's comprehensive curriculum. **Each student must complete 160 course credits** in order to receive a diploma. Each student must also pass all sections of the required New Jersey state mandated test.

Graduation Requirements

Credits Required	160
Yearly Credits Required	40

Number of Credits	Course/s
20	English
20	Mathematics
15	Science
10	United States History
5	World History
10	World Language (or up to Level III-Spanish)
15	Physical Education**
5	Health**
40	Visual/Performing Arts (Includes 5 credits CEPA)
2.5	Professional Internship
2.5	Economics
5	(Dance, Vocal or Acting) History and Theory
5	(Dance, Vocal or Acting) Minors
5	Electives- Honor Pre-Calculus, AP Calculus, AP European History, College Art, Creative Writing, Anatomy and Physiology or 21 st Century Business and Skills and Digital Applications

** One year for each year in attendance

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

GRADING STANDARDS

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

Teachers will distribute course proficiencies and inform their students and parents of the various components upon which grades are based. All grading will reflect the following scale:

<u>Letter Grade</u>	<u>Numerical</u>	
	Marking Periods 1 and 3, Midterm Exam	Marking Periods 2 and 4, Final Exam
A+	95-100	95-100
A	90-94	90-94
B+	85-89	85-89
B	80-84	80-84
C+	75-79	75-79
C	70-74	70-74
D	66-69	66-69
F	60-65	0- 65

I = Incomplete

NC = No Credit

NUMERICAL GRADES WILL APPEAR ON REPORT CARDS.

- Report cards will be issued four times a year. Students will receive report cards at the end of each marking period (approximately every ten weeks).
- Marking period grades, combined with the midterm and final examination grades, shall be averaged to produce a final semester average in numerical form.

Academic subject areas:

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

Performance grades:

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

Exceptions : Minors, Economics, & Internship Classes

- A minimum grade of 60 is used as the value of an F for 1st and 3rd marking periods, as well as midterm exam. Students receive the actual grade achieved for 2nd and 4th marking periods, as well as

their final exam. They may also receive NC (no credit) in the calculation of a final average if attendance does not meet the state requirements.

- A student may also receive NC (no credit) in the calculation of a final average if attendance does not meet the state requirements.

COURSES TO BE INCLUDED IN GRADE POINT AVERAGE

Grade point average is computed by multiplying the grade times the weight, times the credits and dividing by the total number of credits. A student's cumulative GPA is tabulated and posted on the permanent record at the conclusion of each school year. All courses taken at the Academies that carry a regular numeric grade will be included in GPA calculations.

CLASS RANK

The academic environment at the Academy is very challenging. The majority of our students meet the challenge by earning exemplary grades. The comparisons among students inherent in rank-in-class calculations unnecessarily increase competition within the school. Further, we believe that our students' levels of achievement are not equitably or fully communicated by this single-figure transcript statistic. **Therefore, the OCVTS Academies do not report class rank.** The Valedictorian of the class however, will be identified as the student with the highest GPA.

WITHDRAWAL PROCEDURES

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

INCOMPLETES

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

OCEAN COUNTY COLLEGE (OCC) JUMP START PROGRAM

Taken from:

<https://www.ocean.edu/content/public/study-on-campus/paying-for-college/jump-start.html>

Complete up to two semesters of college during your junior or senior year, by attending classes just 3 hours a week, at either Ocean County College or on-site at your local high school. OCC will assist you with the admission process including application, testing and registration.

- Fall, Spring and Summer
- Convenient day, evening and Saturday classes
- Arrange your own schedule
- Select your own courses

New! Trustee Scholarship for High School Students:

- No scholarship application necessary.

- All high school students who are Ocean County residents are recipients.

Effective Fall 2014	per credit
Tuition & Fees	\$131
Less Scholarship Discount	-\$50
Students Responsibility ((\$72 tuition plus \$12 Tech Fee)	\$84

Tuition costs reflect fall, 2014 costs and subject to change.

ELIGIBILITY FOR SUMMER SCHOOL (Policy #5411)

Students who fail a course may retake it for credit at an approved summer school program. Similarly, students who pass a course but who lose credit due to an excessive number of absences may retake the course if they remain in class for the remainder of its length. Students retaking a course that is offered in an accredited summer school program are responsible for registering and successfully completing the course in order to be permitted to return the following year. A student who is non-compliant with the completing designated academic summer program will not be permitted to return to the Performing Arts Academy.

COLLEGE/AP COURSES

Students in the Performing Arts Academy may be eligible for Advance Placement Classes and/or College courses while attending the academy. These classes serve to provide students with projects and material that is much more challenging and more interesting. The Performing Arts Academy supports building a strong work ethic that helps students to begin to understand the heavier workloads of colleges and university before taking on the full course load

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

HEALTH/NURSE SERVICES

HEALTH SERVICES

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

EMERGENCY HEALTH CARDS

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

HEALTH OFFICE PROCEDURES

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

IMMUNIZATIONS

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

PROCEDURE FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS WHILE AT SCHOOL (Policy Number #5330)

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

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

In situations where a student has a potentially life threatening condition which requires immediate use of an inhaler or Epi-Pen, permission may be received for the student to carry and self-administer the medication. In these situations the physician must certify that the student is capable of self-administration of the medication. The student is responsible for safeguarding the medication and must not endanger himself or others through misuse. Self-administration privileges will be lost if the student does not use the medication responsibly. Upon self-medication of a prescribed medication, the student

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

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

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

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

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

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

MEDICATION ON HIGH SCHOOL TRIPS (DAY and OVERNIGHT)

Possible options include:

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

LEAVING SCHOOL DUE TO ILLNESS

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

CODE OF CONDUCT/DISCIPLINARY CONSEQUENCES

STUDENT CODE OF CONDUCT

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

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

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

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and arrive on time;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;
7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the next possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

DRESS CODE

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

1. Tasteful shorts are permitted during school hours. No cut-offs or swim suits are allowed. Dresses, skirts, and shorts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.
2. Tank, tube, or halter tops are not permitted. Sweatshirts, warm-ups and T-shirts are permitted if they are not torn and if they are not cut or tied to expose midriff or contain questionable slogans or prints.
3. Footwear must be worn at all times. For safety reasons, sandals may not be worn in the science labs. Consult your science teacher for specifics. Slippers are not acceptable school footwear. Excessively high heels, flip-flops and open-toed shoes are a safety hazard to the wearer and may be prohibited under certain circumstances.
4. Articles which can cause damage to other students and/or property are not permitted.

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

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

DISCIPLINE DEFINITIONS AND CONSEQUENCES

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

As a guest of Joint Base McGuire Dix Lakehurst, we are held to their standards and rules. If a student places themselves in a discipline situation in which the authorities are contacted, the fines and consequences are much greater and the military police have the right to ban an individual from our facility.

ALCOHOL/DRUG POSSESSION AND/OR DISTRIBUTION Suspected use, possession, selling or transferring of drugs or alcohol. Substance Abuse Policy 5530 (copies of all Board Policies are available in the main office).

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

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

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

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

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

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

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

It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A.18A:25-2 reads in part, “A pupil will be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide transportation to and from school during the period of expulsion.”

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

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

CELL PHONE/ANY OTHER REMOTE COMMUNICATION DEVICE Cell phones, instant messaging device, text messaging device, beepers, pagers or reading devices.

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

- Failure to relinquish to staff member is considered insubordination and will result in further disciplinary action.
- **Using a cell phone during a test/quiz/assignment provides an unfair advantage and is consider cheating. (Both cheating and cell phone policies will apply)**

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

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

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

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

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

CUTTING DETENTION Ignoring or cutting teacher or administrative assigned detention.

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

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

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

DISRPUTIVE INAPPROPRIATE BEHAVIOR/CONDUCT

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

DRESS CODE VIOLATION Improper school attire.

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

ELECTRONIC DEVICES IPODS, MP3 Players, video games, laser pointers, are all prohibited, unless used in a designated classroom instructional activity required by their instructor with prior permission of the principal or his/her designee.

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

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

1. Out-School Suspension 1-3 days and parent/guardian notification.

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

FALSE FIRE ALARM (also Misuse of equipment/causing fire) A pupil who intentionally pulls a fire alarm when there is no cause to do so. Action will be taken according to N.J. State Law and will result in immediate suspension and possible expulsion.

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

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

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

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

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

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

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

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

Explosive Devices: Any device which acts by force of gunpowder or other explosive material. This will include any “look alike” device that causes disruption in a school/building.

- 1. Out-School Suspension 1-3 days and parent/guardian notification.

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

FORGERY/FALSIFICATION OF OFFICIAL OR SCHOOL DOCUMENT/S Altering any writing of another without authority, or makes, completes, executes, authenticates, issues, or transfers any writing so that it purports to be the act of another who did not authorize such act.

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

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

GAMBLING/POSSESSION OF GAMBLING PARAPHERNNALIA Games of chance of any kind are not allowed (cards, dice lotteries, football pools, etc.).

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

--Please note may require police notification.

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

- Is reasonably perceived as being motivated by either an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for NJSA 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property or placing a pupil in a reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
 1. Detention and written parent/guardian notification.
 - a. Parent/Guardian conference if necessary.
 - b. Appropriate remediation.
 2. Supervised Study 1-3 days and written parent/guardian notification.
 - a. Parent/Guardian conference if necessary.
 - b. Appropriate remediation.
 3. Out-of-school suspension 1-10 days.
 - a. Parent/Guardian conference.
 - b. Appropriate remediation.

4. Referral to district Affirmative Action Officer.
5. Possible drop from program.
6. Notification of the appropriate authorities.

INSUBORDIATE/DEFIANT TO STAFF MEMBER Refusing to comply with a staff member's instructions or show disrespect for a staff member. The punishment varies with the nature of the incident. This includes refusal to identify oneself and/or fleeing from a staff member.

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

INTERNET/INTRANET VIOLATION The use of the Internet/Intranet account is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Student's activities while using the Internet/Intranet in this school must be in support of education and research, and consistent with the educational objectives of the Performing Arts Academy. In addition, a student accessing the Internet/Intranet from a school site is responsible for all on-line activities. While in PAA facilities and using network or computing resources, students must comply with the rules appropriate for that network. For consequences please see Ocean County Vocational Technical School District's "*Acceptable Use Policy and Guidelines*" on page 63.

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

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

LOITERING/UNAUTHORIZED AREA Loiter refers to standing idly about, and/or proceeding slowly with many stops. Students may not loiter between classes. This includes areas such as lavatories, hallways, and outside school buildings. Students found in an area other than that to which they are assigned are considered to be in an unauthorized area.

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

PLAGIARISM the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author.

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

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

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

3. Parent Conference.

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

PUBLIC DISPLAYS OF AFFECTION Students should refrain from such activity while on school grounds or in attendance at school-related functions. Violations will result in disciplinary action. Consensual sexual contact is prohibited and will result in disciplinary action. Sexual assault will be referred to local law enforcement.

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

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

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

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

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

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

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

TERRORIST THREATS/FALSE PUBLIC ALARMS A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize/harass another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience

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

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

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

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

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

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

TRUANCY A student is truant if he/she does not come to school and the parent/guardian is not aware of the absence; leaves the campus prior to the end of the school day without permission; comes to school but does not attend classes; obtains permission to go to a specific location on/off campus, but does not report there.

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

VANDALISM Destruction and defacing of school property/vandalism: Any student found to be guilty of destroying school property, including damage to the school bus. The student or his/her parents are required to pay for the damages. N.J.S.A.18A:35-3 states: "Parents or guardians or any pupil who shall injure any school property shall be liable for damages for the amount of injury to be collected by the Board of Education of the district in any court or competent jurisdiction, together with costs of suit."

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

SUSPENSION/DETENTION

Detention Policy

1. Detention may be assigned during the lunch period: 10:26-10:57 A.M. or after school (students with driving privileges).
2. Students will report directly to assigned detention room (Room131).
3. Students may eat their lunch during this time.
4. Students are to be orderly and quiet at all times.
5. In case of an emergency illness, students must have an excuse from the F (Students are cutting if not officially excused).
6. A student who is absent or misses detention for another valid reason is expected to make it up on the next day detention is scheduled.
7. Students who wish to be excused for all or part of an assigned detention should make arrangements with administrator prior to the start of said detention.
8. Being put out of detention for a discipline infraction may result in parent contact and/or a letter home and additional discipline.
9. Cutting detention is very serious and will result in parent contact and/or a letter home and additional discipline.
10. Extra help may not take the place of detention assignments.

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

Out-School Suspension Policy

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

GENERAL GUIDELINES

ANNOUNCEMENTS AND BULLETINS

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

CAFETERIA/LUNCH REGULATIONS

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempts to leave the building are strictly prohibited. The cafeteria offers hot or cold lunches, which must be purchased in advanced (previous week). Lunch monies are collected in the cafeteria for the following week no later than Thursday.

Students are responsible for cleaning up their places at cafeteria tables and depositing trash in the designated disposals. Inappropriate behavior in the cafeteria will result in strong disciplinary action.

After eating, students with passes may leave lunch to go to the computer lab or other appropriate areas. They first must obtain approval from the lunchroom monitor, and must sign out via the Cafeteria Sign-Out Sheet.

No food is allowed to be taken out of the Cafeteria with the exception of students going to lunch detention.

FREE AND REDUCED PRICE LUNCH

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

CELL PHONE USAGE

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

COMMUNICATING WITH THE BOARD OF EDUCATION

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

DECORATIONS AND POSTERS

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

MEDIA CENTER/LIBRARY

The Media Center is available during lunch and during classes when accompanied by a teacher. Students may check-out books from the library, use the computers, study, and do research. Fines will be issued for book not returned on time.

LOCKERS

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

LOST AND FOUND

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

STUDENT VALUABLES/THEFTS

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

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

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

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

RECYCLING

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

TEXTBOOKS

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

FINES AND FEES

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

SCHOOL SPONSERED CLUBS AND ACTIVITIES

ACADEMY STUDENT ELIGIBILITY FOR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

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

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

CLUBS AND ORGANIZATIONS

How to Start a Club:

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

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

FUNDRAISING/SOLICITATION

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

STUDENT COUNCIL

The Student Council is an elected group of students that represents each class of our student body. Its' major function is to serve the students through social events such as dances and fundraising events. Any student wishing to participate or run for office should see the individual class advisor/s.

PERFORMING ARTS ACADEMY STUDENT COUNCIL ORGANIZATION AND CLASS OFFICER CONSTITUTION

I. General

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

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

Statement of Purpose:

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

Objectives:

The Performing Arts Academy Student Council and Class/Club Officers aim to:

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

Membership:

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

II. Officer Elections

Class Officer Elections:

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

end of junior year. All other class officers are elected at the beginning of each school year for that year.

Club Officer Elections:

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

III. Electoral Process

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

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

President

1. Represents their respective peers at all class and executive board meetings.
2. Prepare meeting agendas
3. Lead all meetings.
4. Keep peers up to date and informed activities and happenings on an approved education website (e.g. edmodo.com). Advisors responsible for monitoring.

5. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
6. Work with advisor/s on all planning.
7. Participate in student council sponsored activities/events.
8. Display school spirit and support other students.

Vice President

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

Secretary

1. Represents their respective peers at all class and executive board meetings.
2. Keep an account of minutes at every meeting.
3. Maintain sign in sheets- ensure their accuracy.
4. Maintain contact information.
5. Listen to peers' ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
6. Work with advisor/s on all planning.
7. Participate in student council sponsored activities/events.
8. Display school spirit and support other students.

Treasurer

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

Publicist

1. Represents their respective peers at all class and executive board meetings.
2. Keep student body informed of events, fundraisers, and service projects.
3. Responsible for sending “Thank you” cards.
4. Submit ads for television advertisements.
5. Website.
6. Listen to peers’ ideas and concerns, and work collaboratively with other class officers, advisors and administrators to evaluate these ideas and concerns, and make suggestions/decision in the best interest of their class.
7. Work with advisor/s on all planning.
8. Participate in student council sponsored activities/events.
9. Display school spirit and support other students.

Homeroom Representatives

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

V. Qualifications of Class and Club Officers

All leadership candidates and officers must demonstrate the following qualities:

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

VI. Impeachment/Resignation of Student Leaders

1. Resignation
 - a. A student elected to an office may resign from his or her position at any time by submitting a written letter of resignation.
 - b. A member of the student council/club whose enrollment at the Performing Arts Academy ends shall be considered to have resigned from his or her position.
 - c. Officer-in-charge will be selected by advisor/s to fill that position until the end of year if necessary. The person with the second highest number of votes earned at the election will fill the vacant position.
2. Impeachment
 - a. An student elected to a leadership position may be impeached for:

- i. Inefficient/ineffective disposition of duties and responsibilities
 - ii. Academic failures
 - iii. Involvement in a serious or major disciplinary case.
 - iv. Confirmed to be a/the bully in a HIB incident.
- b. Procedure
 - i. The aggrieved party must present a formal written complaint to the advisor/s.
 - ii. Advisor/s brings complaint to the administration.
 - iii. At the next regularly scheduled student council/club meeting, there shall an impeachment hearing with the Representative Body-advisor/s, administrator/s, and the student council/club officers.
 - iv. After the hearing, a 2/3 vote by the Representative Body shall be grounds to vacate the office held; Potential impeached shall have no vote in the removal proceedings.

NATIONAL HONOR SOCIETY

The Performing Arts Academy is proud to be one of more than 12,500 high schools across the United States participating in the National Honor Society. The selection process is described below in an excerpt from the chapter by-laws. Eligible students will receive a letter of invitation and instructions for applying soon after the fall semester ends.

ARTICLE II MEMBERSHIP

Section 1. Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. To be eligible for selection to membership in this chapter, the candidates must have been in attendance for a period of one semester at the Performing Arts Academy of OCVTS.

Section 4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 90%. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on:

Service - This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Each candidate for membership should be able to demonstrate a minimum of 15 hours of service to their school or community since 9th grade.

Leadership - Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. Each candidate for membership should be able to demonstrate a minimum of 2 positions of leadership in their school or community since 9th grade.

Character – The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Faculty members of the Performing Arts Academy will complete a Faculty Evaluation Form that will help the faculty committee select candidates for membership. In addition, students are expected to adhere to school rules and regulations including: attendance, tardiness, truancy, academic honesty, conduct, etc. (attendance and discipline records will be checked).

PARENT-TEACHER-STUDENT ORGANIZATION

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

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

Regular meetings are held on the 1st Monday of each month at 7 p.m.

The PTSO is dedicated to the success of the:

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

SCHOOL SPONSERED ACTIVITY NIGHT RULES

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

1. Students will not be permitted entry after the first hour of the concert, movie, dance, or event and may not leave until one hour prior to the end of the event.
2. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the principal in advance.
3. Once a student leaves, he/she will NOT be re-admitted.
4. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
5. Academy activities are open to students in grades 9-12. Any exceptions will need to be granted by the principal. Each student is permitted up to four guests. All guests' names must be submitted to the principal 72 business hours before the date of the activity. Both Academy student and guest must provide identification, which is held by staff until student is leaving. Academy students are responsible for the behavior of their guest(s).
6. It is the class or club advisor's responsibility to make arrangements with the Principal with regard to room usage, payment for DJ, arranging chaperones, police, etc.
7. Class or club officers should be assigned tasks i.e., handling tickets, clean-up detail, etc.
8. If food or beverages are to be served, arrangements should be made beforehand.
9. If a student is not admitted to a dance they may use a phone in the school to contact a parent.

OCEAN COUNTY FOUNDATION FOR VOCATIONAL TECHNICAL EDUCATION

DISTRICT FOUNDATION

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

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

1 FACILITATE STUDENT DEVELOPMENT

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

2 PROMOTE COMMUNITY / SCHOOL PARTNERSHIPS

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

3 TECHNOLOGY AND TRAINING

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

For more information, please visit the Ocean County Foundation for Vocational Technical Education Official Website:

www.ocvtsfoundation.org

Or you may contact the Foundation by phone at 732-240-6414, extension 3339

ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY

Administrative Procedure and Use (RE: POLICY #2361)

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

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

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

REGULATIONS AND REQUIREMENTS

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

All information created, accessed, or stored using OCVTS applications and systems is the property of OCVTS. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OCVTS system.

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

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

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

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

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

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

DISCLAIMER

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

USER CONTRACT

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

User Name (Please Print)

User Signature Date

Program Grade (If Student)

PARENT/GUARDIAN

(Required for all students under the age of 18)

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

Parent/Guardian Name (Please Print)

Parent/Guardian Signature Date

Daytime Phone Number Evening Phone Number

e-mail address

Student Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

PARENTAL/ADULT STUDENT CONSENT FORM

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

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

School Publicity Release:

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

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

Student's Signature Date

Parent/Guardian Signature Relationship to Student Date

STUDENT HANDBOOK LETTER OF UNDERSTANDING

In accordance with New Jersey Statute 18A:37-1 Pupils in the public schools shall comply with the rules established in pursuance of law for government of such schools. Parent/guardians and students are required to read and sign the receipt page.

I have received and have read a copy of the OCVTS Performing Arts Academy Student-Parent Handbook.

Signature of Parent/Guardian & Date

Signature of Student & Date

Student Information

Student Name _____

NJS Student Name _____
(In High School as of 2006 – 2007 will have number)

High School _____

City _____ State _____ Graduation Date _____

Date of Birth _____ City of Birth _____

State of Birth _____ Country of Birth _____

Ethnicity (please check if applicable):

- American Indian or Alaska Native
- Asian
- White
- Black or African American
- Native Hawaiian or Pacific Islander

Health Information

1. Are you covered by health insurance? Yes No (Circle one)

2. Name of your health insurance provider:

3. The date of your last medical exam:

4. The date of your last polio immunization:

5. The date of your last lead blood test:
