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OCVTS CENTERS/ADMINISTRATORS

ADULT EDUCATION

1299 Old Freehold Road
Toms River, NJ 08753
(732) 473-3100
Mary Beatty-Sharisky, *Principal*

BRICK CENTER

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

JACKSON CENTER

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

LAKEHURST CENTER

P.O. Box 1125, Hanger 1
JBMDL, Lakehurst, NJ 08733
(732) 286-5678
Karen Homiek, *Principal*
Christine Santasieri,
Vice Principal

MATES ACADEMY

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

TOMS RIVER CENTER

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

WARETOWN CENTER/ALPS

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

STUDENT/SPECIAL SERVICES CENTER

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

BOARD OFFICE

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

CUISINE ON THE GREEN AT ATLANTIS

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

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL

2018-2019 SCHOOL CALENDAR

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21
August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						23
September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17/18
						22/23
October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22/23
November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						15
December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21
February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
						19
March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						21
						21
April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						16
May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22
June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						12/14

Wednesday, July 4, 2018- Fourth of July
 Monday, September 3, 2018- Labor Day
 Tuesday, September 4, 2018- Staff Orientation
 Wednesday, September 5, 2018- First Day for Students
 Wednesday, September 19, 2018- Yom Kippur
 Monday, October 8, 2018- Staff In-Service Day
 Monday-Friday, November 5-9, 2018- NJEA Convention
 Thurs.- Fri., November 22-23, 2018- Thanksgiving
 Monday-Friday, December 24-28, 2018- Holidays
 Mon.-Tues., December 31- January 1, 2019- Holidays
 Wednesday, January 2, 2019- Schools reopen
 Monday, January 21, 2019- Martin Luther King Day
 Monday, February 18, 2019- President's Day
 Friday, April 19, 2019- Good Friday
 Monday-Friday, April 22-26, 2019- Spring Break
 Monday, April 29, 2019- Schools reopen
 Monday, May 27, 2019- Memorial Day
 Tuesday, June 18, 2019- Last Day for Students
 Thursday, June 20, 2019- Last Day for Staff

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

Adopted by the Board of Education:

 School Closed

EP Employee Planning (no school for students)

 First & Last Day of School

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SUPERINTENDENT'S MESSAGE

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

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

It is our mission to stay current with business and industry trends. New programs have been added this year which will provide opportunities in new and developing fields. The addition of several accelerated training programs provide recent high school graduates and adult students with economical alternatives to college and a shorter route to full-time employment.

Each of our centers offer a learning environment that provides for the development of knowledge, skills, and practical values. Our experienced and caring staff is ready to assist you by providing complete information and guidance as you consider your life's work. The Job Placement Services Department has partnered with hundreds of businesses and is committed to matching OCVTS students with career opportunities with the greatest potential. Our Financial Aid Officer provides guidance for graduating students interested in furthering their education.

We are pleased that you are considering joining a group of students who are developing clearer visions towards rewarding careers.

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

Good Luck!

William P. Hoey Jr.

Superintendent of Schools
whoey@mail.ocvts.org



MISSION STATEMENT

The mission of the Ocean County Vocational Technical School system 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 and 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. All students will achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime.

We measure our success by:

1. Enrollment in our programs;
2. Student attainment of marketable occupational skills;
3. Graduates capable and desirous of life-long learning;
4. Employer and graduate satisfaction;
5. Cost effectiveness of our total system;
6. Achievement of our graduates;
7. Organizational and individual recognition and awards received.

STUDENT RIGHTS

Students' rights are guaranteed by the United States Constitution, New Jersey Constitution, state and federal statutes, state and federal court decisions and Commissioner of Education rulings.

The New Jersey Constitution guarantees students the right to a "Thorough and efficient free public education."

The United States Constitution guarantees students the right of free expression* (speech, assembly, petition, press, etc.). The Constitution also guarantees equal protection under the law and procedural due process rights. The equal protection clause protects students from being denied access into the vocational program of their choice. The due process clause guarantees that student rights cannot be denied without basic informal procedural rights.

Students are guaranteed equal access into all vocational programs and activities.

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

POLICY OF NONDISCRIMINATION

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing. Family and Medical Leave, Sexual Orientation and Gender Identity or Expression. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to:

- Affirmative Action/Title IX Officer:
Michael Maschi..... 732-240-6414 x 3332
- 504 Officer: Mr. Thomas McInerney 732-286-5665 x 3412
- ADA Officer: Mr. Kevin Dineen 732-473-3100 x 3123
- Equity Coordinator: Mrs. Alison Carroll 732-473-3100 x 4001

Student Expectations

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

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

Students are expected to:

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

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; Gary MacDonald 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.

Michael Maschi,

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.

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

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

Due Process Hearing

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

The procedures for the due process hearing are as follows:

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

Students and State Law

The following are portions of the New Jersey State Law Title 18 A 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 the Board of Education of the district or any court of competent jurisdiction, together with costs of suit.

Graduation Policy

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

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

I. AWARD OF CREDITS

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

II. AWARD OF PROGRAM COMPLETION PROFICIENCY CERTIFICATE

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

1. Award of Proficiency Certificate

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

- a. Final Grade of "70" or better
- b. Has not been absent more than 10% of the school year

2. Award of Proficiency Certificate with Honors

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

- a. Final grade of "A"
- b. Has not been absent more than 3% of the school year

Proficiency

In accordance with law, the Board of Education shall have copies of this policy distributed to all students and their parent(s) or legal guardian(s).

They shall also be informed as to the examinations, demonstrated proficiencies, course and credit hour and certificate requirements, attendance policies, and any other state and local requirements.

Students, Parents or Guardians may appeal this policy for good cause upon a recommendation from the Attendance Review Committee (ARC)

Adopted: 9 November 2009

Revised: 20 August 2013

Access to Student Records

A student may see his/her record only with guardian or parental consent; in connection with an emergency; or when an exception is granted to certified personnel if, in their judgment, such knowledge is necessary to protect the health or safety of the pupil. When a student reaches the age of 18, or if a student is younger but is an emancipated minor, rights with respect to student records must be accorded to that student.

Accidents

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

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

Adult Students Policy

Every person, 18 years of age, is an adult as per Chapter 81, Laws of 1972 State of New Jersey.

Title 18A: 37-1 states “Regardless of age, pupils in the public school shall comply with all established rules of the government or such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them.”

Homebound/Bedside Instruction

Bedside instruction is available to students with medical problems that will result in an extended absence from vocational school. Parents/guardians must contact the vocational center the student attends if this extended absence is for 2 or more weeks. A physician’s note will be required.

Role of Parents/Guardians

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

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

Cooperative Education

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

CE Eligibility

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

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

1st Year Students:

Requirements

Good grades – 80 percent or higher required

Attendance – Must not have been absent more than 10 absences (6% of the total school year)

Discipline – No more than 10 discipline points accumulated during the year

Teacher recommendation and Principal sign off

Participation – 4th marking period **ONLY**

3 days CIE/CVE

2 days in school (coordinator – 1 day, instructor – 1 day)

Student continues employment over the summer.

2nd year Students:

Requirements

Good grades – 80 percent or higher required

Attendance – Must not have been absent more than 10 absences (6% of the total school year)

Discipline – No more than 10 discipline points accumulated during the year

Teacher recommendation and Principal sign off

Participation - 1st and 2nd marking period – 3 days CIE/CVE

2 days in school (coordinator 1-day, instructor-1 day)

3rd and 4th marking period – 4 days CIE/CVE

1 day in school

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

Arrival/Dismissal

All students are to enter and exit through the main entrance of their vocational center and proceed to their instructional areas by way of the corridors. Students are not to enter or exit via outside shop doors or bays. Students with permission to drive shall enter and exit in the same manner. Students are not permitted to leave OCVTS property after arrival unless properly signed out.

Early Dismissal Procedures

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

Missing the Bus to OCVTS

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

Under no circumstances are students to be transported to or from vocational school except by their parents, legal guardians, or their home school officials.

Students who fail to report to the principal or vice principal when missing the bus and leave their home school will be considered truant.

Driving Policy

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

1. Parking space availability (Staff and post-secondary students have priority) and need

2. A limited number of permits will be issued at each center on a case-by-case basis. Parents cannot give students permission to drive without appropriate school (OCVTS and Sending District) notification and authorization.

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

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

One Day Driving Permits

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

5516. USE OF ELECTRONIC COMMUNICATIONS AND RECORDING DEVICES (ECRD) (M)

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, tablet computers electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C.6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

Video/Audio Recordings

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

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

Personal ECRDs

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

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

Standards for Responsible Use

A. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:

1. Following classroom teacher instructions for use;
2. Using devices only as they do not distract from the educational process or disturb other students;
3. Respecting copyright rights of others;
4. Refraining from using devices to cheat or assisting others to cheat'
5. Due to safety concerns, students are NOT permitted to have earbuds in either ear while working in a lab/shop/kitchen are any other area to be considered the hands-on environment

B. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or the driver.

C. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and networks policy.

D. Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor e-mail pictures or recordings to others without the express advance permission of the persons in the photograph or recording. Privacy violations may have serious consequences to the offending student, including suspension, forfeiture of the privilege to possess or use a personal electronic device at school and criminal or civil charges, subject to the determination of the Principal.

E. Use of personal electronic devices is also subject to other District policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet and District e-mail. If a violation occurs which involves more than one District policy, consequences for each policy may apply.

Violations and Offenses

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

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

Second Offense: ECRD will be confiscated and the Parent(s) or legal guardian(s) will be called by the administration. The ECRD will be confiscated and returned to the parent of the pupil.

Disciplinary points or a supervised study may be assigned at the discretion of the administrator.

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

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

School Closing Procedures

If, for any reason, the schools may be closed, tune in to one of the following radio stations for information:

- | | | | |
|-------------|-------------|------------|--------------|
| 1) WOBFM-FM | 2) WOBFM-AM | 3) WADB | 4) WJLK |
| 5) WJRZ | 6) Facebook | 7) Twitter | 8) Instagram |

You may also access the district web site at www.ocvts.org.

Student Supervision After School Dismissal

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

Student Dress

Students are expected to be dressed and groomed according to the occupational areas in which they are being trained.

Required clothing is the student's responsibility.

- Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning environment.
- Safety and protective clothing/glasses shall be worn as required by the instructor.
- 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. Spaghetti straps and strapless tops/dresses are not permitted.
Excessively high heels, open-toed shoes, flip-flops, slippers and shoes without secure backs may be a safety hazard to the wearer and may be prohibited.
**NOTE:* Apparel with offensive or profane messages will not be allowed.
- Students are not allowed to wear any items that do not meet safety standards and/or are a disruption to the learning environment. Jewelry which is distracting and/or dangerous (such as but not limited to the following: spiked bracelets, necklaces, rings, chains, piercings, etc.) may not be permitted.
- Hats should not be worn in common areas and may be permitted to be worn in shop areas at the discretion of the instructor.

Smoking and Tobacco Use

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

For the purposes of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

Substance Abuse/Drug and Alcohol Policy

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

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

If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student’s physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student’s alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student’s alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

Refusal or failure by a parent or guardian to comply with the provisions of N.J.S.A. 18A: 40A-12 shall be deemed a violation of the compulsory education and/or child neglect laws. Appropriate charges may be filed.

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

Searches for Controlled Dangerous Substances/Drug Paraphernalia/Alcohol /Firearms/Other Weapons

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

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

Search and Seizure

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the building administrator shall try to inform the parents/guardians and request their presence.

Student Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by students both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parents or guardians or the student must meet the conditions set forth in Board Policy 5330.

Lockers

Each student is assigned a locker for the storage of books, safety glasses and other equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used. Locker combinations should not be shared.

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

Theft and Theft Reporting

The best deterrent to theft is prevention.

1. Do not give anyone your locker combination.
2. Be sure to lock your locker at all times.
3. Take proper care in identifying your books, tools, and other personal property.

Student reminders:

1. The theft of school property, on loan to you, does not relieve or reduce your responsibility for the stolen property.
2. The school is not responsible for stolen property.
3. Be alert. Inform the main office of any suspicious behavior regarding the possible theft of personal or school property.
4. Should a theft occur, you must inform your instructor and notify the main office.

Student Progress Reports and Report Cards

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

Pregnant Students

No vocational student, who is otherwise eligible to attend the schools of this district, shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities or parenthood.

The Board reserves the right to require, as a prerequisite for attendance in the vocational classes of the schools, that each pregnant student present to the Chief School Administrator or designee her physician's written statement that such activity will not be injurious to her health, nor jeopardize her pregnancy.

A pregnant student who is physically unable to attend class during her pregnancy will be offered a reasonable accommodation.

A student who has received home instruction for reasons associated with her pregnancy shall be readmitted to the vocational school program upon her request and the written statement of a physician that she is physically fit to do so.

Telephones

Students may ask permission from their instructors to use a phone in the office for emergency calls only.

Students cannot receive calls during class time. Urgent messages will be taken by the office secretary and forwarded to the student as soon as possible.

Tools and Equipment Control

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

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

Visitors

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

Student Report Statement

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

- a. Original application
- b. Record of daily attendance
- c. Grades
- d. Skill Profile
- e. History and status of physical health
- f. Any other records that may be required by the State Board of Education
- g. Cosmetology hours (if applicable)

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

Thirty (30) days after graduation we will destroy all materials not legally mandated.

No action is required on your part unless you wish a copy of materials not contained in A-G (see above) or do not want information given to educational, occupational or military organization

Computer and Online Technology

The Board of Education is committed to the effective use of technology to enhance the quality of student learning. It also recognizes that safeguards have to be established to ensure that the district's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

Students using the OCVTS e-mail and Internet access do so as a part of the educational process. Strict guidelines have been developed that the user of these services must adhere to. Students will be required to sign an agreement that binds them to follow these guidelines. If any violation is committed, their access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

DISCIPLINE AND ATTENDANCE

DISMISSAL POLICY

The Ocean County Vocational Technical School Code of Conduct is designed to achieve the goal of good discipline. The Superintendent should develop disciplinary procedures each year.

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

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

Disciplinary Infractions and Consequences:

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

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

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

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

Violations	Consequences
Inappropriate behavior, profanity, continued & willful disobedience, disruptive conduct, insubordination	20 points 1. Supervised Study 1-3 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.
Smoking, tobacco use, usage of electronic or simulated smoking devices	15 points 1. Supervised Study 1-3 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Notification of law enforcement authorities. a. Possible fine.
Bus misconduct	10 points 1. Supervised Study 2. Out of school suspension 1-3 days 3. Possible suspension of bus privilege from one week to remainder of the school year. In the case of bus suspension, the student must provide his/her

Physical assault of school Personnel	<p>25 points</p> <ol style="list-style-type: none"> 1. Out of school suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Notification of law enforcement authorities. <ol style="list-style-type: none"> a. Possible prosecution. 3. Recommendation for withdrawal from the Ocean County Vocational Technical School 4. Board Hearing: <ol style="list-style-type: none"> a. Possible withdrawal from school. b. Possible expulsion.
Physical assault/fighting (students)	<p>25 points</p> <ol style="list-style-type: none"> 1. Out-of-school suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. b. Possible prosecution.
Improper School attire that does not meet safety standards, is offensive, and/or disruptive to the school environment.)	<p>10 points</p> <ol style="list-style-type: none"> 1. Change of clothing 2. In school suspension 1-3 days <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.
Cheating	<p>10 points</p> <ol style="list-style-type: none"> 1. Failure for assignment <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Supervised Study 1-3 days.
Theft; Taking or attempting to take personal property or money	<p>25 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Restitution 4. Notification of law enforcement authorities.
Truancy, cutting, excessive absences, excessive lateness, inciting others	<p>10 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parents(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Possible course failure due to poor performance. 4. An accumulation of three cuts or truancy may result in the student being returned to the sending school.
Tardiness	<p>1 point for each day 5 tardies may result in an absence.</p>
Misuse of fire equipment, false alarm, causing a fire, fireworks	<ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Notification of appropriate authorities. <ol style="list-style-type: none"> a. Possible prosecution.

Harassment/sexual harassment; HIB, racial slurs/bias	<p>15 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Referral to district Affirmative Action Officer. 4. Notification of law enforcement authorities.
Improper usage of ECRD (Phones, Electronic Devices)	<p>First Offense: Pupil will receive a warning. ECRD will be confiscated by the staff member then turned in to the Principal's Office. The ECRD will be returned to the pupil at the end of that Day/session. Student may be assessed 5 disciplinary points.</p> <p>Second Offense: ECRD will be confiscated and the Parent(s) or legal guardian(s) will be called by the administration. The ECRD will be confiscated and returned to the parent of the pupil. Disciplinary points or a supervised study may be assigned at the discretion of the administrator.</p> <p>Third and/or Subsequent Offenses: ECRD will be confiscated by the Principal or designee and returned to the parent(s) or legal guardian(s). Progressive discipline will be imposed at the discretion of the Principal, which may include the student forfeiting the privilege to possess or use a personal electronic device at school.</p>
Gambling, forgery	<ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10days. <ol style="list-style-type: none"> a. Parent(s) and legal guardian(s) written notification and a conference, if appropriate. 3. Notification of law enforcement. <ol style="list-style-type: none"> a. Possible prosecution.
Vehicle Violation; Unauthorized or improper use of vehicle	<p>10 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 3. Loss of driving privilege. <ol style="list-style-type: none"> a. One week – remainder of the school year 4. Notification of law enforcement authorities.
Alcohol/drug possession, and/or distribution	<p>Removal from school for immediate physician's examination/laboratory testing; Must be accomplished within 24 hours.</p> <ol style="list-style-type: none"> 1. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Notification of law enforcement authorities. 3. Board hearing. <ol style="list-style-type: none"> a. Possible withdrawal from school. b. Possible expulsion.
Vandalism; destruction of property	<p>25 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Restitution. 3. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 4. Notification of law enforcement. <ol style="list-style-type: none"> a. Possible prosecution.

Weapons offense, firearm possession (#1-4 mandatory)	<ol style="list-style-type: none"> 1. Immediate removal from school program for one calendar year. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Review of case by Superintendent. 3. Board Hearing. 4. Notification of law enforcement authorities. <ol style="list-style-type: none"> a. Possible prosecution.
Weapons offense; dangerous instrument	<ol style="list-style-type: none"> 1. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. b. Possible dismissal. 2. Notification of law enforcement authorities. <ol style="list-style-type: none"> a. Parent(s)) or legal guardian(s) notification and or conference. b. Possible prosecution.
Unauthorized occupancy of a district facility and refusing to leave, and/or inciting others to take part in an unauthorized occupancy.	<ol style="list-style-type: none"> 1. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Notification of law enforcement authorities.
Safety violation	<ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) notification and or conference. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) notification and/or conference. 3. Notification of law enforcement authorities. <ol style="list-style-type: none"> a. Recommendation for withdrawal from the program.
Inappropriate behavior, profanity, continued & willful disobedience, disruptive conduct, insubordination	<p>20 points</p> <ol style="list-style-type: none"> 1. Supervised Study 1-3 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate. 2. Out-of-School suspension 1-10 days. <ol style="list-style-type: none"> a. Parent(s) or legal guardian(s) written notification and a conference, if appropriate.

STUDENT ATTENDANCE RULES AND REGULATIONS

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

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

Every absence may result in a telephone call from the Attendance Office, if appropriate.

It is the teacher's responsibility to counsel the student regarding attendance. Parent/guardian must be contacted and communication documented.

Students who exceed 10 days absent in a school year may be required to sign an Attendance Probation Contract as a condition of their returning the next academic year, which will place the student on probation status for the remainder of the following year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational school's policies.

5 days absent (3% of school year) – Formal written notification sent to the parent(s) or legal guardian(s)

6-9 days absent (3-6% of school year) – A guidance counselor may meet with and counsel the student and contact the parent(s) or legal(s) guardian(s).

10 days absent (6% of school year) – Formal written notification will be sent to the parent(s) or legal guardian(s) that one or all of the following consequences may occur:

The building administrator may meet with the student.

The student may be required to sign an attendance probation contract which will place the student on a probationary status for the remainder of the school year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational school's policies.

After 18 days absent (10% of school year) - The student is referred to the ARC by the building administrator. ARC may meet and submit a recommendation to the building administration. The student has the option of attending this meeting. The building administrator will review the case and forward a letter to the adult student or parent(s) or legal guardian(s) stating: The student may not receive a proficiency certificate and may not be eligible to attend the OCVTS Awards Ceremony. The student may be placed in a no-credit status in accordance with the home school policy. An alternate placement may be recommended for the student after consultation with the home school staff. The student may be denied the privilege of returning to the Ocean County Vocational Technical School the following year. Students may be removed from the program after the 18th absence.

All absences must be clarified in writing (including, but not limited to the following) and appropriate documentation provided no later than two weeks after the occurrence.

Home school closed/not sending

School sponsored event

Illness

Death in the immediate family

Religious holiday

Medical or dental appointment

Driver's license examination

Court appearance (documentation required)

Job interview/ college interview

“student may have up to 3 days excused for college visits/military entrance processing in a school year with documentation on letterhead from the school/military recruiter”

Three (3) consecutive absences due to illness must be verified by a physician's certificate

The building administrator shall take whatever means are necessary to assure the validity of the written excuses.

In addition to notification of parents by the building administrator, teachers shall make every effort to inform parents via progress reports and/or place a call when absences to their particular program indicate an impediment to the student's instructional program.

All pupils regardless of the reason must request make-up work from their instructors, which in their professional opinion is necessary to assure continuity in the instructional program.

Students who are truant from vocational school may not receive any credit for any of the work which the students were responsible for the day of the absence.

Students may appeal any and all decisions as indicated in the student grievance policy located in the Ocean County Vocational Technical School's Student Handbook.

Grading at the Ocean County Vocational Technical School definitively reflects attendance as a vital part of the student's progress.

TARDINESS

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

Five (5) tardies may result in an absence.

Five (5) early dismissals may result in an absence.

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

Students accumulating (10) tardies throughout the school year may be ineligible for perfect attendance recognition.

GRADING SYSTEM AND REPORT CARDS

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

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

Student Progress Factors will also appear on each report card.

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

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

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

Revised 7/05/16



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**ANNUAL INTEGRATED PEST MANAGEMENT NOTICE
FOR SCHOOL YEAR 2018-2019**

Dear Parent, Guardian, or Staff Member:

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

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

The IPM Coordinator for Ocean County Vocational Technical School is:

Name of IPM Coordinator: Edward J. Crawford

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

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

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

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

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

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

TEST YOUR KNOWLEDGE

1. Students missing their home school bus to vocational school for any reason must:

- a) go home and be considered truant
- b) report to their parent or guardian
- c) find their own transportation to OCVTS
- d) report to their home school principal or vice principal and request transportation to OCVTS or get assigned to a study hall

2. To participate in the end-of-year Certificate Ceremony and receive a program completion certificate, a secondary student must:

- a) not be absent more than 10% of the school year
- b) not be absent more than 20% of the school year
- c) not be absent more than 15% of the school year
- d) not be absent more than 18% of the school year

3. The appropriate disciplinary action for cheating may include:

- a) 10 disciplinary points (cumulative)
- b) in-school suspension for 1-3 days
- c) failure for the assignment
- d) all of the above

4. Formal written notification will be sent to all students, parent/guardian after:

- a) Having missed 11% of the school year
- b) Having missed 7% of the school year
- c) Having missed 9% of the school year
- d) Having missed 3% of the school year

5. Students with permission to drive to vocational school may not under any circumstances drive other students:

either to or from vocational school.

- a) true b) false

6. Harassment, intimidation or bullying may involve:

- a) a gesture
- b) written, verbal or physical act
- c) electronic communication
- d) all of the above

7. Electronic devices (ECRDs) are permitted in school when?:

- a) Before class
- b) With instructor permission during class
- c) On the bus
- d) all of the above

8. Hats may be worn in school:

- a) at all times
- b) in the hallways
- c) in the lecture classrooms
- d) in shop areas with instructor permission

9. The appropriate disciplinary action for improper school attire may include:

- a) change of clothing
- b) in school suspension
- c) out of school suspension
- d) all of the above

10. Smoking is allowed on school grounds outside of the building

- a) true b) false

FORMS FOR SIGNATURES

*(PLEASE COMPLETE THE FOLLOWING FORMS, REMOVE FROM THE HANDBOOK,
AND RETURN TO YOUR TEACHER ON THE NEXT SCHOOL DAY)*

STUDENT ATTENDANCE AND DISCIPLINE –Important Reminders

OCVTS Student Attendance Reminders:

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

- OCVTS request that students supply documentation (parent or MD note) as validation for any day they are absent
- Students exceeding 18 absences (or 10% of the school year) are in violation of the policy
- Absences from OCVTS do have an impact on student grades
- Attendance letters are mailed home at 5, 10, and 18 (absences of 3%, 6%, and 10% of the school year) days absent from OCVTS
- ALL students must receive an Admit Slip upon re-entry to school after any absence
- The 10 day letter (6% absence letter) will also include an Attendance Probation Contract which must be signed and returned to OCVTS, this remains in effect for the entire school year
- Any student who is absent at OCVTS and present at their home school may be considered to be cutting at OCVTS which may result in disciplinary action
- Students who exceed 10 days absent in a school year may be required to sign an Attendance Probation Contract as a condition of their returning for the next academic year. This will place the student on probation status for the remainder of the following year. Students who are found to be in violation of this contract may be subject to disciplinary actions in accordance with their sending school and/or the vocational school's policies.
- 5 tardies, 5 early dismissals, or any combination that equals 5, will become 1 absence and may be subject to discipline
- Shared-Time AM and PM programs start at 7:45AM and 10:50AM respectively, students arriving after those times are tardy
- Students arriving after 8:30AM or 11:30AM or signing out prior to 9:30AM and 12:30PM may be charged with an absence, as the student would not have enough seat time on that date to be considered present
- In the event of a delayed opening due to inclement weather, the delay is only for the AM session, the remainder of the school day will continue at the scheduled times.

OCVTS Discipline Reminders:

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

ACCEPTABLE USE FOR GOOGLE APPS AND TOOLS AGREEMENT

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

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

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

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

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

RULES OF ETIQUETTE

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

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

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

ELECTRONIC MAIL

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

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

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PLAGIARISM AND FAIR USE

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

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

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 non-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.

ELECTRONIC RESOURCE AND ON-LINE TECHNOLOGY

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

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 Name/Students Grade (Please Print)

Student's Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Relationship to Student

Date



GOOGLE APPLICATIONS ACCEPTABLE USE AGREEMENT

PLEASE SIGN AND RETURN THIS PAGE.

KEEP THE ACCEPTABLE USE POLICY AT HOME FOR REFERENCE

PRIVILEGES:

I understand and have read the OCVTS **Acceptable Use of Google Apps and Tools** agreement. I understand that this service is a privilege, not a right, and that inappropriate use either at school or outside of school will result in the cancellation of those privileges. OCVTS administrators may close my account at any time deemed necessary. Disciplinary consequences for inappropriate use of Google Apps may occur.

Student's Name (Printed)	Student Signature	Date
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Parent/Guardian Name (Printed)	Parent or Guardian Signature	Date
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I understand that supervision of internet use outside of school is the responsibility of my family. I will discuss our family rules and expectations using internet-based tools including Google and accept responsibility for supervising my child's internet access outside of school. I will report any evidence of cyberbullying or other inappropriate use to the school principal. If I ask that my child's account be terminated, I must contacting the school principal and follow up any verbal request in writing.

Parent/Guardian Name (Printed)	Parent or Guardian Signature	Date
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STUDENT HANDBOOK LETTER OF UNDERSTANDING

All Students and Parents are responsible for reading and understanding the attendance and discipline policies, procedures, and expectations of OCVTS. These are outlined in the 2018-2019 Student Handbook are also available on our district website (www.ocvts.org/resources). Parents and students are encouraged to contact the center with any questions pertaining to our attendance and disciplinary policies.

I/We have read the OCVTS Student Handbook and Insert and will comply with all district policies.

Student Name (Please Print)

Student Signature *Date*

Parent/Guardian Name (Please Print)

Parent/Guardian Signature *Date*

Name of Program *Teacher* *Grade*