Important Notice to All Parents/Guardians

Please acknowledge receipt/review of this handbook in your Genesis Parent Portal Account.

In addition to the Board Policies referenced in this handbook, the Township of Ocean School District adheres to all Board Policies which you can access through the district website.

Frequently referenced topics:

- **School calendar, including school closings, delayed openings and early dismissals.** (page 9)
- **Harassment, Intimidation, and Bullying** (page 45)
- **Attendance / Tardy to School** (page 30)
- **Cell Phone Guidelines** (page 43)
- **Random Sobriety Testing for School Dances / Proms / Activities** (page 42)
- **ACCEPTABLE USE POLICY (AUP)** (page 50)

REGULAR BELL SCHEDULE

SESSION	TIME	A	B	C	D
1	7:25-8:21	1	4	3	2
2	8:25-9:21	2	1	4	3
3	9:25-10:21	3	2	1	4
LUNCH	10:25-10:55	UNIT LUNCH			
4	10:59-11:55	5	8	7	6
5	11:59-12:55	6	5	8	7
6	12:59-1:55	7	6	5	8

EARLY DISMISSAL SCHEDULE

SESSION	TIME
1	7:25-8:05
2	8:09-8:49
3	8:53-9:33
4	9:37-10:17
5	10:21-11:01
6	11:05-11:45

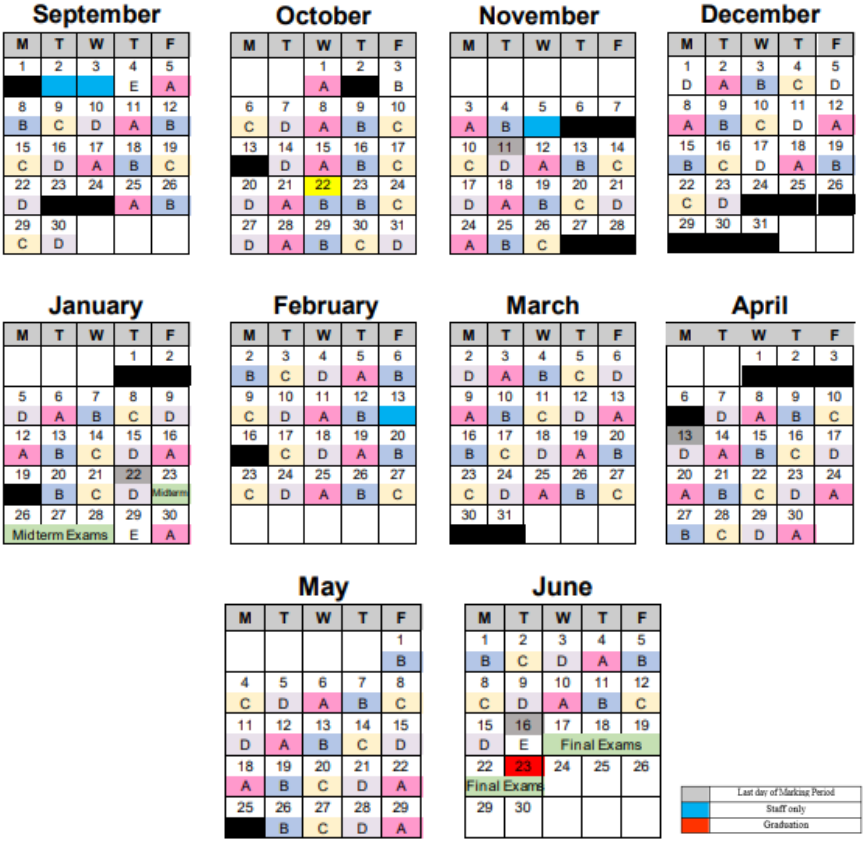
2-HOUR DELAYED OPENING SCHEDULE

SESSION	TIME
1	9:25-10:01
2	10:05-10:41
3	10:45-11:21
LUNCH	11:25-11:55
4	11:59-12:35
5	12:39-1:15
6	1:19-1:55

“E” DAY SCHEDULE – ALL PERIODS MEET

SESSION	TIME
1	7:25-8:06
2	8:10-8:51
3	8:55-9:36
4	9:40-10:21
LUNCH	10:25-10:55
5	10:59-11:40
6	11:44-12:25
7	12:29-1:10
8	1:14-1:55

September 2025 - June 2026



The color-coded calendar reflects the new OTHS rotation schedule. The schedule will remain as posted through May 2026; any changes to the rotation day (A, B, C, or D) due to unexpected closures will occur in June. Any decision to change the schedule will be communicated to families.

Township of Ocean Board of Education

John McCarthy, President
Gerard Dalton, Vice President
Scott Brady Amy McGovern
Caitlin Dam Brian Schneider
Irene Gilman Jaime Stevens
GraceAnne Talarico

ADMINISTRATION

Principal	Dawn Kaszuba
Assistant Principal Grades 9 – 12 Supervisor of Spartan Schools	Gina Hagerman
Director of School Counseling K-12	Anthony DePasquale
Director of Athletics & Activities 5-12	Rusty Todd
Supervisor of English, ELA and World Language	Ian Schwartz
Supervisor of Mathematics & Business	Greg Colon
Supervisor of Science, Family & Consumer Science, and Health/Physical Education	Patrick Sullivan
Supervisor of Special Education	Jessica Olson
Supervisor of Social Studies and ESL	Cecilia Vila Chave
Supervisor of Innovation and Educational Technology, Applied Technology, and Visual & Performing Arts	Erin Leahy
Affirmative Action & 504 Officer	Christine Fogler
Head Custodian	Craig Matthews

School Website Address: *www. oceanschools.org*

Principal's Message

My mission, as principal, is to meet the needs of all students by creating a climate and culture that supports academic, emotional, social, intellectual, moral and physical development. Understanding that the school community is much larger than the building itself, I will provide leadership that encourages and welcomes the involvement of students, staff, parents and the local community in strengthening programs to enhance student learning both in the school and in the community. As students work to create their Spartan legacy, each student will be afforded the opportunity to reach his/her full potential. The most motivated will be challenged to continue to excel and grow while the most challenged will be supported and encouraged to achieve.

The information contained in the Ocean Township High School Handbook provides guidance toward meeting the above goals. It also sets forth many of the guidelines, procedures, and policies used here to make the climate orderly and conducive to learning. Parents/guardians and students are encouraged to use this handbook to help make this a very successful year for all.

Ocean Township High School
Mission Statement

Ocean Township High School strives to provide all students with meaningful and challenging educational experiences that prepare them to meet the demands of living, working, and learning in the 21st century.

Philosophy

The faculty of Ocean Township High School believes that innovation and change in education are necessary for meeting the needs of our youth as they face life before them. We also believe that education is best achieved when pupils become involved in challenging experiences meaningful to their lives in today's world. The educational process should develop a feeling of self-worth and accomplishment. We believe that equal educational opportunity is the right of all children without regard to race, handicap, color, sex, religion, ancestry, national origin, sexual orientation or social or economic status. We further believe that education should develop habits, attitudes, understandings, and skills necessary for a productive, satisfying life in civilized society. Each child should be helped to understand the duties and privileges of responsible citizenship as it relates to him or her as an individual and to the global community. We recognize the vast changes brought by increasing technology, population and urbanization. We endeavor to develop the attitudes and abilities demanded by this unique time in our school's history.

IMPORTANT NOTICE

This handbook is provided to enable students and their parents/guardians to gain an understanding of the policies that are in place at Ocean Township High School that help ensure the safety, security, and well-being of our school community.

School rules published in this handbook are subject to such changes as may be needed to remain in compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted into a handbook.

Students are expected to follow reasonable rules of conduct and not violate the rights of others**.**

In the event it becomes necessary to remove a student from a certain situation or classroom in order to insure his safety or privacy or preserve the safety of others or the order of the school, it will be the prerogative of the administration to do so.

Ocean Township High School

SCHOOL GOALS

Ocean Township High School will help all of its students:

1. To achieve the New Jersey Student Learning Standards.
2. To acquire skills using technology for obtaining information, solving problems, thinking critically, and communicating effectively.
3. To acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements and failures, and current social issues.
4. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community, state, country, and world.
5. To acquire the knowledge, skills and understanding that permit one to achieve a satisfying and responsible role as both producer and consumer.
6. To enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning.
7. To demonstrate an understanding and respect for diversity in regards to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, and a mental, physical or sensory disability.
8. To acquire the knowledge, habits and attitudes that promote the acquisition and maintenance of personal and public health, both physical and mental.
9. To express himself/herself creatively in one or more of the arts and to develop an appreciation of the aesthetic expressions of other people and the beauty in all aspects of living.
10. To acquire an understanding of ethical principles and the ability to apply them to one's life.

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Township of Ocean School District

2025-2026 School Calendar

July

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		

August

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						

September

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				

October

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	

November

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						

December

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			

January

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

February

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

March

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				

April

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		

May

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						

June

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				

	Schools Closed
	Early Dismissal Day
	Professional Development (PD) Day for Staff/No School for Students
	First and Last Day for Students

Approved at the regular BOE Meeting: January 28, 2025/June 3, 2025
REVISED: February 6, 2025 Revised June 3, 2025 KEW:amg

Township of Ocean School District

School Calendar

2025-2026

2025		
Wednesday-Thursday	July 2-3	Schools Closed/Unused Emergency Closing Days from 2024-2025
Friday	July 4	Schools Closed/Independence Day
Monday-Thursday	August 25-28	New Faculty Orientation
Monday	September 1	Schools Closed/Labor Day
Tuesday-Wednesday	September 2-3	Professional Development (PD) Day for Staff/Schools Closed for Students
Thursday	September 4	First Day of School for Students
Tuesday-Wednesday	September 23-24	Schools Closed/Rosh Hashanah
Thursday	October 2	Schools Closed/Yom Kippur
Monday	October 13	Schools Closed/Columbus Day
Wednesday	November 5	PD Day for Staff/Schools Closed for Students
Thursday-Friday	November 6-7	Schools Closed/NJEA Convention
Wednesday	November 26	Early Dismissal Day
Thursday-Friday	November 27-28	Schools Closed/Thanksgiving
Tuesday	December 23	Early Dismissal Day
Wednesday-Wednesday	December 24-31	Schools Closed/Winter Recess
2026		
Thursday-Friday	January 1-2	Schools Closed/Winter Recess
Monday	January 19	Schools Closed/ Martin Luther King, Jr.'s Birthday
Friday	February 13	PD Day for Staff/School Closed for Students
Monday	February 16	Schools Closed/Presidents' Day
Monday-Friday	March 30-April 6	Schools Closed/Spring Recess
Monday	May 25	Schools Closed/Memorial Day
Thursday-Tuesday	June 18-23	Early Dismissal Days
Tuesday	June 23	Last Day for Students/Tentative Date for OTHS and TOIS Graduations
Wednesday	June 24	Last Day for Faculty (Virtual PD Day)

Possible Days: Students 182/Teachers 187

IMPORTANT INFORMATION

- This calendar is subject to emergency changes and other adjustments as approved by Board of Education.
- Please note that the graduation date is subject to change based on the number of emergency closings needed. The District will announce a firm graduation date on or around April 15, 2026.
- There are 2 emergency days built into this calendar. If make-up days are needed, days will be added as follows:
  - February 13: Early Dismissal Day for students/Full Day Schedule for staff
  - April 6: Full Day Schedule for Staff and Students
  - June 24, 25, 26, 29, 30 (in that order): Early Dismissal Day for students/Full Day Schedule for staff

  Please make note of possible make-up days when making plans.

IMPORTANT DATES 2025–2026

September	3	Freshman Academy Student Orientation	OTHS	11:30 AM – 1:30 PM
	4	First Day of School Senior Parent College Workshop	OTHS	 Video Release
	18	Freshman Academy Parent Workshop Back to School Night Band Parent Meeting	OTHS	6:00 PM 6:30 PM 7:00 PM (Band Room)
	19	Underclassman Photos	OTHS	7:25 AM – 1:55 PM (AUD)
	25	Homecoming Dance	OTHS	6 PM – 9PM
	26	Homecoming vs. Freehold Borough	OTHS	
October	5	SAT I / SAT II	OTHS	7:45 AM
	8	Share The Keys		6:30 PM (Auditorium)
	9	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	16	Spartan Parent Meeting Booster Club Meeting	OTHS	6:30 PM (A101) 7:00 PM (A101)
	20	Spartan Scholar Awards Ceremony	OTHS	7:00 PM (Auditorium)
	22	PSAT, Grades 10 & 11	OTHS	
	23	8th Grade Open House	OTHS	6:00 PM
	24	OTHS vs Central Regional Freshman "Kick-Off"	OTHS	7:00 PM
	29	Underclassman Makeup Photos Coffee House Spartan School Advisory Meeting	OTHS	7:25 AM – 1:55 PM (AUD) 6:00 PM (Cafeteria) 6:30 PM (Auditorium)
November	11	1st Marking Period Ends	OTHS	
	13	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	15	Varsity Club Empowerment Lunch	TOIS	11:00 AM
	20	Financial Aid Workshop	OTHS	6:30 PM (Virtual)
	20 – 22	Fall Drama	OTHS	7:00 PM
	17	Ocean Dance Theater Show	OTHS	7:00 PM (Auditorium)
December	4	Spartan Parent Meeting Booster Club Meeting Band Parent Meeting	OTHS	6:30 PM (A101) 7:00 PM (A101) 7:00 PM (Band Room)
	6	SAT I / SAT II	OTHS	7:45 AM
	10	Winter Band Concert		7:00 PM (Auditorium)
January	8	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	14	Winter Choral Concert	OTHS	7:00 PM (Auditorium)
	2	2nd Marking Period Ends	OTHS	
	23 – 28	Midterm Exams	OTHS	

February	2 – 6	School Counseling Week	OTHS	
	4	Share The Keys	OTHS	6:30 PM (Auditorium)
	5	Spartan Parent Meeting Booster Club Meeting Band Parent Meeting	OTHS	6:30 PM (A101) 7:00 PM (A101) 7:00 PM (Band Room)
	6	Sophomore Lock-In	OTHS	
March	5	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	12	District Wide Art Show	LIBRARY	6:30 PM – 8:00PM
	12 – 15	Spring Musical	OTHS	7:00 PM (2PM Sunday)
	14	SAT	OTHS	
	26	Varsity Fashion Show	TOIS	7:00 PM
April	9	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	13	3rd Marking Period Ends	OTHS	
	16	Coffee House Spartan Parent Meeting Booster Club Meeting	OTHS	6:00 PM (Bloxbox) 6:30 PM (A101) 7:00 PM (A101)
	17	Band Chance Auction	OTHS	6:00 PM (Cafeteria)
	24	International Night	OTHS	6:00 PM – 8 PM
May	4 – 15	AP Exams	OTHS	
	6	OTHS Spartan Schools Orientation Spartan School Advisory Meeting	OTHS	6:00 PM (Auditorium) 7:00 PM (Auditorium)
	7	Band Parent Meeting	OTHS	7:00 PM (Band Room)
	13	Spring Band Concert	OTHS	7:00 PM (Auditorium)
	15	Spring Choral Concert	OTHS	7:00 PM (Auditorium)
	16	Junior Prom	OTHS	7:00 PM – 10:30 PM
	20	Ocean Dance Theater Show	OTHS	7:00 PM (Blackbox)
	21	Mr. Spartan	OTHS	7:00 PM (Auditorium)
	27	Leona Burke Worth Math Awards	TOIS	6:30 PM
June	6	SAT I / SAT II	OTHS	7:45 AM
	1	NHS Induction Ceremony	OTHS	7:00 PM (Auditorium)
	2 – 4	Senior Portraits	OTHS	7:30 AM – 3:00 PM (A101)
	4	Senior Prom		
	5	Senior Event		
	8	Senior Sports Banquet	OTHS	6:30 PM (Spartan Stadium)
	16	4th Marking Period Ends	OTHS	
	17 – 23	Final Exams	OTHS	
	23	Graduation	OTHS	4:30 PM (Albert Carelli Field)

RELIGIOUS HOLIDAYS

According to N.J.S.A 18A:36-14 through 16 and N.J.A.C 6A:32-8.4(e)1i, regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

1. Any student who is absent from school because of a religious holiday may not be deprived of an award or of eligibility or opportunity to compete for any award because of such absences.
2. Students who miss a test or examination because of a religious holiday must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance as an excused absence.
5. Such absence must not be recorded on any transcript or application or employment form or any similar form.

RELIGIOUS HOLIDAYS FOR THE 2025 – 2026 SCHOOL YEAR:

September 1	Ecclesiastical Year begins (Eastern Orthodox Christian) First Prakash Shri Guru Granth Sahib Ji (Sikh)
September 5	Milad al-Nabi (Islam, Islam Dawoodi Bohra)
September 6	Ullambana (Buddhist)
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian) Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)
September 14	The Elevation of the Holy Cross (Eastern Orthodox Christian)
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 22	Jyoti Jot Guru Nanak Dev Ji (Sikh), Mabon (Wicca/Pagan)
September 23	Feast of Trumpets (Church of God, Philadelphia Church of God)
September 23 – 24	Rosh Hashanah (Jewish)
September 26	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)
October 2	Yom Kippur (Jewish) Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 7 – 13	Sukkot (Jewish) Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 12	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)
October 14	Last Great Day (Church of God, Philadelphia Church of God)
October 14 – 15	Sh'mini Atzeret (Jewish)
October 15	Simchat Torah (Jewish)
October 18 – 22	Diwali (Hindu, Jain Puja, Deepavali and Sikh)
October 20	Installation of the Scriptures as Guru Granth (Sikh)
October 21	Bandi Chhor Diwas (Sikh)
October 22	Goverdhan Puja (Hindu), Birth of B'ab (Bah'i)
October 23	Birth of Baha'u'llah (Baha'i)
November 1	All Saints Day (Christian), Samhain (Wicca)
November 2	All Souls Day (Christian)
November 5	Guru Nanak Dev Ji Birthday (Sikh)
November 15	Nativity Fast begins (Eastern Orthodox Christian)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)

November 24	Martyrdom of Guru Tegh Bahadur (Sikh), Day of Covenant (Baha'i)
November 28	Ascension of 'Abdu'l Baha (Baha'i)
November 30	First Sunday of Advent (Christian)
December 8	Immaculate Conception (Christian), Bodhi Day (Buddhist)
December 14 – 22	Hanukkah (Jewish)
December 21	Yule (Christian, Wicca), Martyrdom of Wadde Sahibzad (Sikh)
December 25	Christmas (Christian)
December 26	Zarathosht Diso (Zoroastrian) Martyrdom Chotte Sahibzade (Sikh)
January 1	Mary, Mother of God (Catholic Christian) Gantan-sai (Shinto)
January 3	Ayyam al Beez (Islam Dawoodi Borha)
January 3 – 10	Holy Convocation (Church of God and Saints of Christ)
January 6	Feast of Theophany (Eastern Orthodox Christian), Nativity of Christ (Armenian Orthodox), Feast of Epiphany (Christian), Birthday of Guru Gobind Singh Sahib (Sikh)
January 7	Feast of the Nativity (Eastern Orthodox Christian), Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)
January 13	Maghi-Lohri (Sikh) Foundation of Shri Darbar Sahib (Maghi)
January 14	Makar Sankranti and Pongal (Hindu)
January 15	Yawm al-Mab'ath (Islam Dawoodi Bohra)
January 16	Lailat al Miraj (Islam)
January 18	World Religion Day (Baha'i)
January 23	Vasant Panchami (Hindu)
February 1	Imbolic-Candlemas (Christian and Wicca)
February 2	Tu B'Shvat (Jewish)
February 3	Lailat al Bara'ah (Islam)
February 5	Jonah's Passover (Eastern Orthodox Church)
February 15	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian) Nirvana Day (Buddhist)
February 16	Maha Shivaratri (Hindu)
February 17	Chinese/Lunar New Year (Confucian, Daoist, Buddhist), Shrove Tuesday (Christian)
February 18	Ash Wednesday (Christian)
Feb. 18 – March 18	Ramadan (Islam)
February 19 – 228	Midwinter Ceremonies (Native American)
February 23	Clean Monday (Eastern Orthodox Christian)
Feb. 25 – March 1	Intercalary Days (Baha'i)
February 28	Govinda Dwadashi (Hindu)
March 3	Ron Hubbard's Birthday (Church of Scientology) Holika Dahan (Hindu), Purim (Jewish)
March 4	Holi (Hindu)
March 4 – 6	Hola Mohalla (Sikh)
March 7	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)
March 10 – 11	Laylatul Qadr (Islam Dawoodi Bohra)
March 11	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)
March 13	Aakhir Jumo'a (Islam Dawoodi Bohra)
March 15	Laylatul Qadr (Islam), Meena Sankranthi (Hindu)
March 19	Eid al-Fitr (Islam Dawoodi Bohra)
March 19 – 27	Navaratri (Hindu)
March 20	Naw-Ryz (Baha'i), Nowruz (Zoroastrian), Ostara (Wicca) Souramana Yugadi (Hindu) Chandramana Yugadi (Hindu)

March 20 – 22	Eid al-Fitr (Islam)
March 25	The Annunciation of The Theotokos (Eastern Orthodox Christian) The Annunciation of The Virgin Mary (Christian)
March 26	Khordad Sal (Zoroastrian), Ramnavami (Hindu)
March 27	The Last Friday of Great Lent (Eastern Orthodox Church)
March 29	Palm Sunday (Christian)
March 31	Mahavir Jayanti (Jain)
April 1	Prakash Guru Tegh Bahadur Ji (Sikh) Hanuman Jayanti (Hindu)
April 1 – 8	Memorial Feast of the Lords Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 1 – 9	Passover (Jewish), Passover (United Church of God)
April 2	Holy Thursday (Christian), Theravadin New Year (Buddhist) Lord's Evening Meal (Christian, Jehovah's Witness) First Day of Unleavened Bread (Church of God)
April 2 – 8	Passover/Days of Unleavened Bread (Church of God and Saints of Christ, Philadelphia Church of God)
April 3	Holy Friday (Christian)
April 4	Lazarus Saturday (Eastern Orthodox Christian)
April 5	Easter (Christian), Palm Sunday (Eastern Orthodox Christian)
April 6	Easter Monday (Christian)
April 8	Last Day of Unleavened Bread (Church of God)
April 9	Holy Thursday (Eastern Orthodox Christian)
April 10	Holy Friday (Eastern Orthodox Christian)
April 12	Pascha (Eastern Orthodox Christian)
April 13	Bright Monday (Eastern Orthodox Christian)
April 14	Vaisakhi (Sikh)
April 20	First Day of Ridvan (Baha')
April 22	Yom Ha'Azmaut (Jewish)
April 25	The 11th Panchen Lama's Birthday (Buddhist)
April 29	Ninth Day of Ridvan (Baha'i)
May1	Visakha Puja (Buddhist), Beltane (Wicca)
May 2	Twelfth Day of Ridvan (Baha'i)
May 5	Lag B'Omer (Jewish)
May 14	Ascension of Our Lord (Christian)
May 21	Feast of Ascension (Eastern Orthodox Christian)
May 22 – 23	Shavuot (Jewish)
May 24	Pentecost (Christian), Declaration of the Bab (Baha'i) Buddha's Birthday/Buddha Day
May 24 – 29	Hajj Day (Islam)
May 26	Yawm al-Arafa (Islam Dawoodi Bohra)
May 27	Eid al-Adha (Islam, Islam Dawoodi Bohra)
May 29	Ascension of Baha'u'llah (Baha'i)
May 31	Pentecost (Eastern Orthodox Christian)
June 3	Eid-e-Ghadeer (Muslim, Islam Dawoodi Bohra)
June 8	Fast of the Holy Apostles (Eastern Orthodox Christian)
June 15	Foundation Stone of Shri Akal Takht Sahib Ji (Sikh)
June 16	1st Muharram (Islamic New Year)
June 18	Martyrdom of Guru Arjan Dev Sahib (Sikh)
June 21	Litha (Wicca)

I. COUNSELING DEPARTMENT SERVICES

SCHOOL COUNSELING DEPARTMENT

High school guidance services are available for every student in the school and include assistance in educational planning, interpretation of scores, occupational information, career information, and study habits as well as assistance with home, school and/or social concerns. Faculty members, school guidance counselors, and administrators work together to help each student in his/her social, educational, vocational, and personal development. The counselors are in the office daily from 7:10 AM to 2:10 PM. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. Parents who wish to meet with their child's counselor should call or email to schedule an appointment.

The counselors may assist the student in:

1. Recommending materials that the student may use to improve his/her study habits.
2. Planning his/her schedule and school program.
3. Researching colleges and careers.
4. Making realistic curriculum selections and suitable plans for the future.
5. Offering aid in problems of adjustment – listening to the student discuss his/her problems.
6. Arranging conferences for parents, students, teachers, employers, the child study team, and college personnel.
7. Referring pupils and parents to various agencies for specialized services.

GENESIS

Parents are encouraged to monitor student progress in Genesis, including attendance and grades. This service is available to families on line.

GRADING – EVALUATION

Students and parents can monitor daily progress and attendance through the student information system, Genesis, where teachers post course grades for tests, quizzes, projects, etc. Missing assignments can also be observed. To access the Parent Portal in Genesis, the parent password must be used.

The evaluating and reporting of student progress are two of the ways in which the Township of Ocean School District is accountable to parents for the quality of the educational experience it provides. For the evaluating and reporting to be valid, useful, and constructive, the process must be as fair and objective as possible and must be understood by the students and their parents. This process must realistically indicate the strength of a student's performance as well as the areas in need of improvement. The evaluating of pupil progress must be supported by objective data maintained by the teacher as a result of continual assessment. It may include, but need not be limited to, test scores, skills evaluation, class participation, homework assignments, and class work. The philosophy of the Township of Ocean Board of Education is to utilize a grade reporting system in which there is continuity between the grade levels. Therefore, the Board has adopted a numerical grade reporting system in grades four through twelve in which grades of seventy (70) to one hundred (100) are passing grades.

While it is the primary purpose of a reporting system to accurately reflect student achievement and progress, the system is also intended to be motivational. The board, therefore, has established that the lowest grade to be placed on a report card shall be fifty-five (55). See p.27 for Athletic Eligibility Requirements.

FINAL GRADES

70-100	**Passing**
62-69	**Failing Grades**
61	**Failure with effort**
60	**Loss of credit due to attendance policy**
55	**Failure with no effort**

Student evaluations are based upon performances in accordance with the established proficiency requirements for every high school course.

ATTENDANCE Absenteeism has a direct effect upon course achievement and student grades. Parents are requested to monitor student attendance in Genesis through the parent portal. Attendance is taken by period and entered daily.

REPORTING PERIOD/DISTRIBUTION Parents can access student's daily progress through the parent portal in Genesis. Access to Genesis is by password. Individual passwords have been assigned. Any family needing verification or assistance can contact the main office or school counseling office for assistance.

Report card grades are based on the evidence of attainment of the instructional objectives assigned to the students.

FINAL GRADES In a 2.5 credit course, the final grade is the numerical grade average of the two marking period grades (90%) and the final exam (10%). In a 5 credit course, the final grade is the numerical average of four marking period grades (90%) and the final exam (10%).

INCOMPLETE COURSE WORK All course work must be completed by the end of the grading term. Once the student completes the missing coursework, the grade will be changed. An extension of up to ten days from the end of the marking period may be granted to students in cases of lengthy illness, but only with the approval of the School Counseling Office. Only a building administrator will grant an extension beyond ten days. The student's grade will be reported as the current average on the report card.

MAK-UP WORK GUIDELINES

The responsibilities for completing class work missed as a result of absence remains with the student. **Students must make up class work and homework missed due to illness or death in the family**. Arrangements for making up work following an extended absence due to serious illness must be made with the teacher or department supervisor immediately upon the student's return to school. See page 19 – "Students receiving assignments when ill".

FIELD TRIPS The inherent nature of field trips is to extend the educational process outside the classroom. Students are responsible for any academic work they may have missed in any class due to the field trip. Students must fill out the appropriate Trip Request form and have acknowledgement from all their teachers. Any student on Attendance Probation, loss of credit status or failing a subject may be denied participation.

SUMMER SCHOOL Students, who lose credit in an academic course due to a failing grade or due to loss of credit for attendance, may attend summer school to make up the work.

EXAMINATIONS Students must take final exams as part of their course requirements. Absences from exams will require documentation for the absence in order to reschedule the exam during the make-up exam period. Testing is a vital part of any grading system. Teachers are expected to include this type of evaluation in grading students each marking period. A combination of quizzes, unit tests, and projects will provide teachers with the type of information they need to determine whether a student understands the work being covered. Exam scores will influence final grade averages. Final exams will count 10% of the final numerical average. Failure to take a final exam results in a forced failure for the course. **Rationale:** Failure to fulfill course requirements.

Information concerning the policy for examination exemptions may be obtained in the school counseling office.

EXAM EXEMPTIONS - SENIORS

1. Requests will be made directly to the individual classroom teacher(s).
2. Students must not be in violation of the attendance policy (page 28).
3. The student must project a final grade of 93 or better without benefit of a final exam. For a 2.5 credit course, the first marking period grade must be a 93 or better, and the second marking period must be a projected 93 or better. For a 5 credit course, the average grade must be a 93 for the first three marking periods (MP1+MP2+MP3=X÷3=93 or higher plus a midterm exam grade of 80+) and a projected grade of 93 for the final marking period. No other configurations will be considered for exemption.

4. There is no limit on the number of exemptions.
5. Exams for courses that require presentations and/or projects as part of the final exam cannot be exempt.
6. Teachers have final approval of an exemption request. If any teacher decides that the final exam is required and is in the best interest of the student, that teacher may deny the request for exemption.
7. All AP students who take the AP exam with effort will be exempt from the final exam.

ACADEMIC INTEGRITY

Teachers will prepare students for academic success. In order to meet this goal, it is imperative that students have knowledge of cheating and plagiarism. Any form of cheating or plagiarism will result in penalty. This includes, but is not limited to, the use of artificial intelligence tools (**see ARTIFICIAL INTELLIGENCE page 16**). If a student is caught engaging in academic dishonesty by any teacher/professional staff member, the matter will be reported to the department supervisor and to the student's guidance counselor, and the following course of action will be taken.

First Offense: The student will receive a zero on the test/assignment.* The student's parent/guardian will be notified. A notation will be placed in the guidance folder and student's name will be placed in the Principal's Academic Integrity file.

Second Offense: The student will receive a zero on the test/assignment.* A conference will be held with the student, parent/guardian, guidance counselor and an administrator/supervisor. A notation will be placed in the guidance folder and the student's name will be placed in the Principal's Academic Integrity file. Additionally, student will:

- Meet with Principal and guidance counselor. The purpose of this meeting will be to develop an academic action plan to guide the student.
- Provide a class-related service as determined by the teacher and approved by the Academic Integrity Council.
- Provide documentation of completion of the above activities to the principal.

If the second offense occurs in the same class, the student will receive a failing grade of 61 in that class for the marking period in which the second offense occurred.

Third Offense: The student will receive a zero on the test/assignment.* A conference will be held with the student, parent/guardian, guidance counselor, and Academic Integrity Council. A notation will be placed in the guidance folder and the student's name will be placed in the Principal's Academic Integrity file. The student will be suspended from all extracurricular activities and school events and will be offered a Student in Good Standing (SGS) contract. Upon completion of all items in the SGS, the Academic Integrity Council will reconvene to review the SGS contract and reinstate Student in Good Standing status if applicable.

If the third offense occurs in the same class, the student will receive a failing grade of 61 for the course.

Further Offenses: The matter will be referred to the building principal and Superintendent of Schools.

***IF ACADEMIC DISHONESTY OCCURS ON THE FINAL EXAM, THE RESULTING GRADE WILL BE A 61 FOR THE EXAM.**

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) has the transformative ability to enhance learning. Its applications can greatly benefit both students and staff. However, it's crucial to use AI responsibly and ethically. Any misuse of AI, such as cheating or invasion of privacy, will be taken seriously and addressed according to school policies, including student code of conduct, acceptable use, and academic integrity. Embracing AI with integrity ensures a positive and productive educational environment for everyone.

CALCULATING CLASS RANK AND G.P.A

The determination of class rank at Ocean Township High School is dependent upon a system of differential weighting of final grades based on ability level. Cumulative weighted numerical averages (CWNA) for all students in a particular graduating class are arranged in order from highest to lowest. Weighted class rank is the relative position of the CWNA in the overall class arrangement compared to the total number of students in the class. Weighted class rank is cumulative and includes subjects attempted during a student's high school career. The transcripts of transfer students are evaluated and interpreted for proper placement on the rank order. Summer school credits are also included if applicable. The cumulative weighted numerical average and the weighted class rank are reported on all high school transcripts after the student's sixth semester. Computation of these factors is explained on the school profile, which accompanies each transcript. Copies of the school profile are available in the School Counseling office and on the district website.

	Weighted Value
AP/Honors	1.14
Advanced	1.06
College Prep	1.00

The cumulative GPA will be configured and posted on the student's transcript after the sixth semester in school. It will be a composite of grades earned under both formulas. For graduation purposes, the top 10% will be determined at the end of quarter 3 senior year.

GRADUATION REQUIREMENTS

The graduation requirements have been determined by the New Jersey Department of Education and the Township of Ocean Board of Education in the following three areas:

State – In order to graduate, a student at Ocean Township High School must successfully pass the State of New Jersey Graduation test of record in the mandated subject areas of Math and English Language Arts 9. If a student fails one or more of these tests, he/she must be provided remediation and multiple opportunities to demonstrate mastery of the failed proficiencies. Students with deficiencies are to be provided remediation with the cooperative efforts of the district's central administration, basic skills committee, building principals, subject area supervisors, school counselors, faculty and parents. The student's counselor will monitor student progress through grade twelve.

State / Local Curriculum and Credit Requirements

As determined by the Township of Ocean School District in compliance with the New Jersey State regulations, students must meet the following criteria in order to graduate from Ocean Township High School. A student must carry 40 credits per year. A minimum of 130 credits is required to graduate.

Each student must successfully complete the following subjects:

English I,II,III,IV 20credits
World History ..... 5 credits
United States History I,II,III ..... 15 credits
Mathematics ..... 15 credits
Physical Education/Health ..... 20 credits
Science (biology, chemistry/environmental science/or physics, and a 3rd lab science) ..... 15 credits
Visual and Performing Arts ..... 5 credits
21st Century Life and Careers ..... 5 credits
World Language ..... 5 credits
Instructional Technology ..... 2.5 credits
Financial Literacy ..... 2.5 credits

Each student must meet minimum proficiencies as locally established for each curriculum offering.

Option II
Students wishing to pursue optional credit in career development or visual and performing arts, outside the regularly scheduled school day, can apply for permission to receive credits via this option. Requirements and applications are available in the school counseling office. See your school counselor for additional information.

HOMEWORK POLICY / REGULATION #2330 (Abbreviated)

A. Content of Homework
   1. Any homework assigned to pupils must be closely integrated with the curriculum. There should be a direct relationship between classroom studies and assigned homework. Homework should reinforce and extend the lessons learned in school.
   2. Homework should help pupils learn by providing practice in the mastery of skills, experience in gathering information and integrating knowledge, and an opportunity to remediate learning problems.
   3. Homework should help develop pupil's responsibility and provide an opportunity for the pupil to exercise independent work and judgment.
   4. Homework assignments should include only those exercises and activities that a pupil can accomplish independently.
   5. Homework assignments should not require the use of research or resource tools that are not readily available in the pupils' homes or in sufficient quantity in the public or school library, or available for borrowing from the classroom.
   6. Homework must never serve a punitive or disciplinary function. Learning, in school or at home, must always be a positive experience, rewarding for its own sake.

B. Assignment of Homework
   1. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual student.
   2. Homework should be assigned with clarity so the pupils know precisely what is expected of them. It may be helpful for teachers to post the homework assignment at the beginning of the class period and to encourage pupils to ask questions about any aspect of the assignment they do not fully understand. Homework should never be assigned hurriedly or in a confused manner.
   3. Although homework should be assigned to students at the discretion of the teachers on an individual basis, basic guidelines shall be followed in the Township of Ocean School District concerning the length and frequency of homework assignments.

C. Responsibility for Homework
   1. Students must comply with homework expectations set forth by their teachers.
   2. Students are expected to do their work.

HOME INSTRUCTION
A student becomes eligible for Home Instruction when illness occurs which requires that student to be out of school for a <u>period not less than 10 days</u>. To secure instruction, the parent should observe the following:

1. Parent will present a physician's note to the School Nurse. It should contain the following:
   a. Statement of diagnosis
   b. The expected or anticipated length of confinement
   c. Statement that student is physically able to receive instruction
   d. Physician's signature
   1. The Physician's note must be approved by the school physician.
   2. Home instructor(s) will contact the parent to arrange the tutorial schedule.

3. There must be an adult present in the home during instructional sessions.
4. The parent should provide a tutorial space in the home that is conducive to learning and free from distraction or interruption.
5. The parent is responsible for notifying a tutor in advance when the student is unable to receive instruction for any reason.
6. A student must receive a prescribed number of hours of instruction at home to be certified as having successfully completed a course. Parents are urged to avoid unnecessary cancellation of tutoring sessions.
7. All students returning from Home Instruction will report to the School Nurse with a physician's release stating:

a. Date of release.
b. Student is physically able to return to school.
c. Any medical limitations to resumption of a normal school program.
d. Physician's signature.

8. Students on home instruction **may not** attend any school activities or events.

STUDENTS RECEIVING ASSIGNMENTS WHEN ILL

It is the responsibility of the parent to request assignments when a student is ill for more than three days. All inquiries for such assignments should be referred to the student's counselor. The counselor will be responsible for obtaining the assignment from the student's teacher on a weekly basis if possible. A request form will be given to each teacher and returned promptly to the school counseling office so that the assignments can be sent home. Teachers need a minimum of 24 hours from the date of request to return assignments to the counselor.

NATIONAL HONOR SOCIETY

The National Honor Society Chapter of Ocean Township High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to junior students who meet the required standard in all four areas of evaluation: *scholarship, character, leadership and service*. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter. A Faculty Council, appointed by the principal, selects students for membership.

Eligibility

Students in the eleventh grade are eligible for membership if their cumulative weighted numerical average (CWNA) for **all** subjects is a 95 (without the benefit of rounding) and above at the end of their fifth semester.

Those students who meet the academic criteria are invited to attend an informational meeting where the selection process and all paperwork are discussed. Students wishing to apply are **required** to attend this meeting. Eligible students will complete a Student Activity Information Form **and** write an individual essay. The Student Activity Information Form provides the Faculty Council with information regarding the candidate's leadership and service to school and community. A history of leadership experiences and participation in **both** school and community service over time is required (highlighted in greater depth under *Service Evaluation*). Students will also be required to submit a personal essay. The essay will be based on a prompt reflecting one of the four pillars of National Honor Society (scholarship, character, leadership or service). Failure to write an essay will result in non-selection. Any eligible student may opt to not be considered for selection if so desired.

Selection Process

Once a student is determined to be eligible scholastically, the selection process proceeds based on the NHS pillars of character, leadership and service. Each of these pillars is evaluated as follows:

Character Evaluation

To evaluate a candidate's character, the Faculty Council uses two forms of input: faculty evaluations and school disciplinary records. Members of the entire faculty are solicited for input regarding their professional reflections on a candidate's character, service and leadership. Each candidate will be rated by teachers, coaches and advisors to determine if a candidate is worthy of membership. Each evaluator will rate the candidate in the qualities of membership to NHS as worthy or not worthy of consideration. To be considered, a candidate should have a minimum of 80% of faculty evaluations rating them as worthy of consideration. Students must realize that their character is evaluated from the start of freshman year in all classes/activities/clubs/sports. Good character is expected for 9th, 10th and 11th grade. Any questionable character remarks over time may result in non-selection. The Faculty Evaluation forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. School disciplinary records from 9th grade on are also examined. Any school and/or community violation will be noted as will the date of the incident. This information will be shared with the Faculty Council. The Faculty Council will give consideration to the amount of time the student goes without incident.

Service and Leadership Evaluation

A candidate is expected to provide **leadership** to the school and **service** to the community.

- Leadership to the school is considered involvement in school clubs, sports or performing arts.
- Community service is considered any volunteerism that serves the *community at large in a charitable way*.
    - This service should not be directly related to in-school clubs, activities, or athletics.
    - This service should not be related to a class for which service is a requirement or for which a grade is given.
    - Service completed in the school must be pre-approved. Examples include
        - school-based peer tutoring program
        - pre-approved evening programs outside of club/athletic activities
        - beautification of building and grounds
        - other pre-approved school-based service activities
- If a student participates in a school club/activity that requires or partakes in community service activities (i.e. Charter Club, TOGS, FCCLA, Key Club, etc.), please note the following:
    - This student may use this school club/activity for his or her student activities credit OR community service credit within the year he or she participated, but he or she may not use it for both student activities and community service in the same year.
- This service should benefit others within the community, besides family members, and be done for no compensation, including tips or gratuity.
- Consideration will be given to a candidate's participation in community activities such as Girl/Boy Scouts and religious youth groups. The community service that is embedded in such activities can be counted in fulfilling service requirements as long as hours are documented.
- All community service must be completed, documented and signed by the provider to be handed in at time of eligibility application. Service completed after the application deadline will not be considered.
- Community service hours completed during the summer will count towards the following academic year. For example, hours completed during the summer before tenth grade will count towards a student's sophomore year.
- This service should not benefit a private business. Ex: filing, organizing, cleaning.

Each candidate's minimum service requirement per calendar year should fall into one of these categories:

- 3 in-school clubs and 15 hours of community service
- 2 in-school clubs, 1 in-school sport, and 15 hours of community service
- 2 in-school clubs, 1 performing art, and 15 hours of community service
- 2 in-school clubs, and 25 hours of community service
- 1 in-school club, 2 in-school sports, and 15 hours of community service
- 1 in-school club, 1 in-school sport, 1 performing art, and 15 hours community service
- 1 in-school club, 1 in-school sport, and 25 hours of community service
- 1 in-school club, 1 performing art, and 25 hours of community service
- 2 in-school sports, 1 performing art and 15 hours of community service
- 2 in-school sports, and 25 hours of community service
- 3 in-school sports, and 15 hours of community service

NOTE: A candidate need not fall into the same category each school year – i.e. in 9th grade a student could play football, run track and volunteer 25 hours at the local food bank; in 10th grade that same student could play football, join the yearbook staff and volunteer 25 hours at the food bank; in 11th grade they could play football, join the yearbook, join DECA and volunteer 15 hours at the hospital.

IMPORTANT NOTE: Service completed in 11th grade must be completed by the application deadline.

Notification of Selection

Candidates are notified regarding selection by letter. There is no quota for membership; those who meet the qualifications are admitted. Those who are not selected will be offered a time of appeal that will close approximately two weeks following notification of non-selection. Written appeal must be submitted to the NHS Advisors two (2) days after being notified of denial. Appeals must be based on a perception of error by the Faculty Council and not a mere disagreement with the Faculty Council's judgement. The NHS Advisors will then schedule a meeting at which time the advisors will review with the student the Faculty Council's reasoning for the decision focusing on the requirement(s) the students did not fulfill. At the appeal meeting, the student will be given an opportunity to ask clarifying questions and to prove qualifications through explanation and discussion. The appeal procedure is first through the NHS advisors and then to the building principal.

NOTE: No evidence omitted from the *Student Activity Information Form* originally submitted by the candidate will be accepted at this time.

New Members

Following notification, a formal induction ceremony will be held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes maintaining the required CWNA, a clean disciplinary record, attendance at chapter meetings during the school year and participation in the chapter service projects including, but not limited to, Help and Homework Center, Teacher Assistance, Jersey Cares Coat Drive, and various fundraising activities. At four times during the year, students' grades, academic integrity, and disciplinary infractions will be checked.

NOTE: Failure to maintain performance in the four areas may result in removal from NHS and omission of recognition at graduation.

SPARTAN SCHOLAR PROGRAM

Students who meet the academic requirements (weighted numerical average of 95 without the benefit of rounding) for any year in high school earn Spartan Scholarship status. All subjects are included in the calculations and recognition consideration is not on a cumulative average basis. Therefore, it is possible for a student to receive an award any one year or up to four times.

Award winners are recognized every October for the previous year at an evening ceremony in the high school. Graduating seniors who qualify for the award in their senior year are recognized as part of the graduation ceremony in June.

First award – Varsity chenille "O"
Second award – Bronze Pin
Third award – Silver Pin
Fourth award – Gold Pin

PRINCIPAL'S COMMENDATION LIST

Students who earn an academic average of 93 or higher in all of their subjects will qualify for the Principal's Commendation List. This recognition is given at the end of each marking period.

ACCESS TO SCHOOL RECORDS

Parents have access to their child's records; eighteen year olds have access to their own records. For more information, please call the school counseling office.

DIRECTORY INFORMATION

The Board designates as pupil "directory information" a pupil's name, address, grade level, participation in officially recognized activities and sports, diploma earned, awards received, and the height and weight of members of district athletic teams. Directory information may be released without specific permission, except when such release is prohibited in writing by a parent or adult pupil. A student information directory will be compiled for recruitment purposes in accordance with Policy # 9713.

The Superintendent shall allow for the designation, release and public notice of student directory information to educational and military recruiters pursuant to NJSA 18A:36-19.1. The Superintendent will notify parents and adult pupils in writing annually (FERPA) which recruiters have access to student information directories and their right to request in writing that their child's name or their name be omitted from the directory.

2025-2026
School Counselor Assignments

Counselor **Contact Information:**	**Class of 2028** **Grade 10**	**Class of 2027** **Grade 11**	**Class of 2026** **Grade 12**
Mrs. Brittany Sincavage bsincavage@oceanschools.org 732-531-5650 ext. 1029	A – D	A – De	A – D
Mrs. Kacey King kking@oceanschools.org 732-531-5650 ext. 1032	E – K	Di – J	E – K
Ms. Kelly Morris kmorris@oceanschools.org 732-531-5650 ext. 1035	L – R	K – P	L – Re
Mrs. Nicole Mauro nmauro@oceanschools.org 732-531-5650 ext. 1034	S – Z	R – Z	Ri – Z
Mr. James Nottingham, Jr. jnottingham@oceanschools.org 732-531-5650 ext.1033	**Class of 2029**	**Freshman Academy Counselor**	
Ms. Suzanna Esposito sesposito@oceanschools.org 732-531-5640 ext. 1042		**Student Assistance Counselor**	

Marking Period Dates
2025 – 2026

Marking Periods	Start	End
MP1	9/4	11/11
MP2	11/12	1/22
MP3	1/29	4/13
MP4	4/14	6/23

STUDENT ASSISTANCE COUNSELING (SAC)

The Board of Education of the Township of Ocean School District recognizes the importance of maintaining a comprehensive Student Assistance Program. This program provides a means of helping the students experience a fulfilling, productive, substance free, self-determined lifestyle. Confidential in-school counseling services are provided to the students who may experience school, peer, family, personal and/or alcohol and drug related issues. Confidential referrals are accepted. Please contact The Student Assistance Counselor at Ext. 1042 or visit the office located in D200.

MOVING FROM DISTRICT

In accordance with District Policy #5111-Eligibility of Resident/Nonresident Students (copy of this policy can be found on the District Website).

INTERVENTION AND REFERRAL SERVICES (I&RS) TEAM

In order to coordinate services and initiate interventions for general education students who are experiencing academic difficulties, the high school administration has established an I&RS team. The members of the team are professionals representing academic and support service areas. The main objective of the team is to improve student achievement. During school hours, the team meets on an as needed basis to review, analyze, and develop an Intervention Plan in areas where the need for assistance was requested by students, teachers, guidance counselors and/or parents. All information discussed is confidential and shared only with the individuals directly involved in the Intervention Plan. I&RS Referral forms can be found in the guidance office.

II. AFFIRMATIVE ACTION / NOTICE OF NON-DISCRIMINATION

The Township of Ocean School District Board of Education offers all students and staff equal educational and employment opportunities regardless of race, creed, handicap, sexual orientation, religion, sex, ancestry, age, national origin or socio-economic status.

DISTRICT AFFIRMATIVE ACTION / 504 / OFFICER / TITLE IX COORDINATOR

Christine Fogler
Ocean Township High School
550 West Park Avenue
Oakhurst, New Jersey 07755
(732) 531-5650 ext. 3600

The Township of Ocean Board of Education is an equal opportunity employer.

SPECIAL SERVICES

The Township of Ocean Public School District endeavors to provide the "least restrictive environment" for each child. Ocean Township High School provides a continuum of individualized programs to meet each student's unique learning needs.

In Class Resource occur in general education classrooms for students with an IEP designation for this placement that require assistance in the areas of curriculum reinforcement, and varied instructional strategies. This model provides students with an opportunity to interact with general and special educators in a collaborative manner that seeks to maximize educational experiences and enhance learning in the general education classroom.

A Resource Center program provides replacement curriculum for those students with disabilities requiring a differentiated approach to curriculum requirements. The Resource Center program parallels the general education curriculum. Courses are designed to incorporate NJ Core Content Standards and Common Core State Standards with appropriate modifications as well as provide small group instruction, using a multi-modal approach to learning.

III. ATHLETICS, ACTIVITIES & STUDENT ORGANIZATIONS

In the Township of Ocean School District, student organizations shall generally be encouraged when they meet the simple criteria of contributing to learning rather than detracting from it. Such organizations shall operate within the framework of the law, board policy, administrative rules, and the parameters of the learning program. When such organizations are truly contributive, their establishment and operation shall be facilitated in reasonable ways by district staff and through utilization of district resources whenever necessary.

ACTIVITIES & CLUBS

Academic Team	FCCLA	Peer Leaders
Afterglow Literary Magazine	FEA	Pep and Jazz Band
Art Club	Freshman Class	Science Club
Band	Gardening Club	Senior Class
Band Front	Hispanic Culture Club	Sophomore Class
Cable Youth Network	HOSA	Spanish Club
Character Club	Italian Club	Spartan Dancers
Chess Club	Junior Class	Stage Crew
Chorus	Kaleidoscope	Student Council
DECA	Key Club	TSA
Deeply Rooted	Lighting/Technical	Ultimate Frisbee
Double Dutch Club for Life	Math Team	Unified Club
Drama Club	Mock Trial	Varsity Club
Esports	Newspaper/Spartan Spirit	Volleyball Club
FCA	NHS	Yearbook

The club program descriptions may be obtained from the Director of Athletics/Activities or on the school website.

ACTIVITIES AND SPECIAL EVENTS

All activities and projects must be cleared with the Director of Athletics/Activities and the building principal. Once a date is approved, it will not be changed unless unforeseen circumstances arise. All events, which will be held in the auditorium, cafeteria, or gymnasium, must be submitted and approved on the "Use of Facility" forms with all necessary information stated. "Use of Facility" forms are to be secured from the Director of Athletics/Activities. Completed "Use of Facility" forms must be in to the building principal and/or Director of Athletics/Activities office at least two weeks prior to the activity. All special activities must be approved. Students are not to wander into other areas of the building. They must stay in the area reserved for the activity. Chaperones are to enforce school regulations, which specify that there is to be no smoking in or around the school. All students who perform a club or activity-sponsored show or production must be a current member of the OTHS student body. At all functions, including regularly scheduled dances, students should dress in an appropriate manner for the occasion. The group sponsoring the dance is responsible for the completion of the special activity form in triplicate and the carrying out of all obligations as indicated. Scheduled time for dances (unless otherwise approved): 7:00 PM to 10:00 PM. Students will be expected to display good conduct and follow established rules regarding discipline. Students must be present in school on the date of an activity in order to participate. Suspended students are not eligible to participate. Only current OTHS students are permitted to attend dances. The only exceptions to this rule are the Junior and Senior Proms. The administration reserves the right to have final approval regarding attendance at OTHS proms.

ATHLETICS & ACTIVITIES (CO-CURRICULAR) ZERO TOLERANCE AGREEMENT
Prior to participation in any co-curricular program in each school year, each student seeking to take advantage of the privilege of such participation will be required to enter the Zero Tolerance Agreement with the School District, which may require the suspension or disqualification of the student from the co-curricular program for any drug or alcohol offense or charges for any criminal or juvenile offense, or serious misconduct. Suspension or disqualification based on off-campus conduct will be handled in accordance with N.J.A.C. 6A:16-7.6. In addition, any student who is involved in repeated serious offenses may be disqualified for the balance of that sport season or the school year and not allowed participation in any extra-curricular activities. No student will be permitted to participate in the co-curricular program while he or she is serving an out-of-school suspension, or on an SGS contract. Any student must be in attendance in school for four hours on any day to be eligible to practice, participate or compete in the co-curricular program. All students are representatives of Ocean Township High School and their conduct must be exemplary at all times, both in and out of school. Any student who resigns from any co-curricular activity of his or her own volition or is suspended by the coach, advisor, athletic director, or principal, may be prohibited from rejoining the activity from which he or she resigned or joining any other co-curricular activity.

ATHLETIC INJURY
Parents and/or guardians must be aware that there are inherent dangers in athletic participation and serious injury may result. Any athlete will be released from all physical activity if he/she sustains an injury serious enough to inactivate him/her. The athletic trainer and the training room facilities are to be utilized only by students who need preventative or physician prescribed treatment stemming from participation in school games or practices. An athlete who sees their personal physician or goes to the emergency room must have a doctor's clearance letter before returning to practice or games. Injuries incurred in recreation, intra-murals, club or non-school athletic participation should be diagnosed and treated by the student's private physician.

Insurance - Benefits will be paid on a **Full Excess Basis** for the above mentioned **reasonable and customary** expenses that are due to medical expenses incurred for the treatment of an injury. Further information may be obtained from the athletic director and/or school nurse.

PARENTAL PERMISSION
In order to participate in any sport, it is necessary for the athlete to obtain his/her parent/guardian's signature on the form provided for this purpose.

POSTERS
There are several bulletin boards throughout our school. The Activities Office or Athletic Director must approve any announcements placed on these boards.

PHYSICALS
Every athlete must have a physical within 365 days of the first day of official practice. An interim health history update must be completed before participation in each sports' season.

IN SCHOOL SALES / FUND-RAISING
All sales must be aligned with our Board of Education approved Student Activity Groups and Parent Organizations Guidelines and Procedures Handbook. An application for fundraising must be completed and submitted to the Assistant Coordinator of Student Activities and the Principal or designee at least 2 weeks before the fundraising activity is to begin. The fundraising application should include the name of the organization, type of event, facilities required, purpose, dates, price to be charged, cost of fundraising item and estimated profit.

Athletic teams, school clubs, parent groups, etc. may be involved in fundraising activities, but must keep in mind a traditional district commitment to avoid competition with local merchants and to patronize, when feasible, local merchants and manufacturers when obtaining merchandise for sale. Sales within the community should be limited to unusual circumstances

requiring large amounts of money. **There will be NO door-to-door canvassing. Students may contact parents, relatives and close friends only.**

Selling groups are responsible for cleaning up areas utilized for sales; failure to do so will result in the loss of future sale dates. Student fundraising must be under the direct supervision of a teaching staff member employed by the Township of Ocean Board of Education.

The storage of sale items and for the disbursement of these items to the students should be detailed in the initial request for the activity. Students participating in school sales must not solicit school personnel. Individual sale of items for personal profit is strictly prohibited.

ATHLETIC ELIGIBILITY REQUIREMENTS – State

As per NJSIAA, the following requirements must be met for a student to be eligible to participate in athletics:

Students are required to pass 120 credits to graduate as per NJSIAA regulations. Students therefore must pass 30 credits each year to be eligible for the following fall and winter season. A student must be passing 15 credits at the end of the first semester to be eligible for the spring season. An athlete who is ineligible during the first semester may become eligible for the remainder of the winter sports season on February 1st, if he/she meets the requirements of the state.

A student not meeting the credit criteria by February 1st may become eligible for spring sports on May 1st, if their overall average is passing by that date.

ATHLETIC ELIGIBILITY REQUIREMENTS – Local

Eligibility will be determined by final marking period grades at the end of each grading term. Two or more failing grades with a numerical value of less than 70 in any subject will render a student ineligible for a minimum of one week.

NJSIAA STEROID TESTING CONSENT TO RANDOM TESTING

The New Jersey Department of Education in conjunction with the New Jersey State Interscholastic Athletic Association implements a program of random testing for steroids, for teams and individuals qualifying for championship tournaments. Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances as determined by the NJSIAA, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or parents and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

ISSUING EQUIPMENT: All athletic equipment issued to the student-athlete is the property of the Township of Ocean Board of Education and is lent to the student on a temporary basis. Upon completion of the season or termination of participation, all issued equipment must be returned to the Athletic Director or coach. Equipment lost or stolen is the student's responsibility and he/she will be charged accordingly for the replacement.

RETURNING EQUIPMENT: Failure to comply with this responsibility will result in the student being billed for the replacement value of the equipment. An athlete will not be allowed to participate in another interscholastic athletic program nor will he/she receive an athletic award until all equipment/uniforms have been returned and all financial obligations have been settled.

STUDENT ATHLETE & SPECTATOR BEHAVIOR AT ATHLETIC EVENTS & ACTIVITIES

Ocean Township High School believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors. As a student athlete at OTHS, you should follow the following guidelines:

1. Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
2. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
3. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist you in the achievement of a better understanding and appreciation of the sport.
4. Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your sport!
5. Wish opponents good luck before the contest. Congratulate them in a sincere manner following either victory or defeat.
6. Respect the integrity and judgment of officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will make a positive impression of you and your team.

Acceptable and Unacceptable Fan Behavior Standards as specified by the National Federation of State High School Associations include the following:

ACCEPTABLE BEHAVIOR

1. Applause during introduction of players, coaches and officials.
2. Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
3. Accept all decisions of officials.
4. Cheerleaders lead fans in positive school yells in positive manner.
5. Handshakes between participants and coaches at end of contest, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at end of contest for performance of all participants.
9. Everyone showing concern for injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR

1. Yelling or waving arms during opponent's free-throw attempt.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches or participants.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing own yells instead of following lead of cheerleaders.

Participation in sound and wholesome athletic programs contributes to health, physical skill, instructional maturity, social competencies, and moral values. Cooperation and competition are both important components of American life; therefore, the experience of playing athletic games should be a part of the education of all youth that attend our secondary schools. Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects etc., shall not be tolerated in students, staff or any persons in attendance at district athletic events (home or away). Discipline may include, but not be limited to, eviction from the competition, prevention from attending further competitions, as well as school discipline including suspension and possible expulsion.

IV. ATTENDANCE INFORMATION

In keeping with the prevailing laws of the state, The Township of Ocean Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all scheduled classroom activities.

ABSENTEE NOTE & CALL

When a student is absent or tardy to school, the parent / guardian must call the Attendance Office the morning of the absence (732-531-5650 ext. 1026).

A student must present an absentee note to the attendance office within 48 hours after returning to school. The note must contain the student's first and last name and the date(s) on which the student was absent (the words, yesterday, Monday, Tuesday, etc. are not acceptable). The note must contain the reason for the absence. It must be signed by a parent/guardian and include a telephone number at which a parent can be reached. **Be advised the note does not excuse the absence, it simply explains the absence.** If a note and phone call is not received explaining the absence or tardy the student will be marked truant from school and discipline will be given.

ATTENDANCE: ABSENCES AND EXCUSES

The following rules and regulations are issued concerning student attendance in grades 9 through 12 at the Ocean Township High School:

Definitions:

School Day – according to the New Jersey School Register a school day must be at least 4 hours long to be counted in the calendar.
Regular Attendance – defined as being present for all classes on the student's schedule.
Absence from School – defined as non-attendance in regular classes for the entire school day.

The Board of Education assumes responsibility for upholding the law requiring regular school attendance. The only excused absences are:

- Religious Observances (Carefully check the handbook for approved religious holidays).
- Election Day Events
- Veterans Day Observances
- Civic Event (once per year)
- Grades 11&12 only, College visits (three per year)

ATTENDANCE PROBATION/LOSS OF CREDIT

A student will not receive credit for a course if the student has been absent over fifteen (15) school days for a 5 credit course and over seven (7) absences for a 2.5 credit course. Students and parents/guardians are encouraged to closely monitor student attendance via Genesis' Parent Portal. The parent/guardian of a student who has been absent over fifteen (15) school days for a 5 credit course and over seven (7) school days for a 2.5 credit course, shall receive a loss of credit letter indicating that his/her child **will not receive credit for that course.** Upon receipt of this notice parents are **must call** their school counselor in order to set up an appeal meeting with the Attendance Review Committee if they wish to appeal the loss of credit. ***Don't wait!***

AVENUE OF APPEALS FOR LOSS OF CREDIT

After receipt of a loss of credit letter, the parent/guardian must call the Student's school counselor to arrange for a meeting with the ATTENDANCE REVIEW COMMITTEE in order to discuss any extenuating circumstances and present documentation that may legitimately explain excessive absenteeism. Appeal requests made more **than two** weeks after receipt of the loss of credit letter may negatively impact the outcome of the appeal. Call extension 1030 for an appointment. Meetings are held by appointment only.

Unsuccessful appeals to the Attendance Review Committee may be appealed further to the Principal upon request by the parent. See the Principal's secretary for an appointment.

A student who has lost credit for any academic required course because of the absentee policy must remain in and report to the class as well as repeat that course or go to summer school in order to move on to the next course(s) in the curriculum sequence. A student who has lost credit for any elective course because of the attendance policy may, with special permission from the department supervisor, move on the next course(s) in the curriculum sequence. **Students are allowed one attendance appeal per school year.**

College visitations are part of the regular attendance policy (see page 30). As with all absences, the parent should write a note upon return to school stating the reason for absence. Please bring a letter from the admissions office of the college with the date of the visit.

DISTRICT ATTENDANCE OFFICER

The District Attendance Officer is responsible for monitoring the attendance and residency of all students in the district. He may call parents at work or home, visit residences to monitor undocumented tardiness and absences and to verify residency status. The attendance officer shall have full police power to enforce the provisions of Title 18A:38-29 NJ statute and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school. He may take legal action as per NJ statute and Board of Education policy when necessary. His direct phone number is 732-531-5650 ext. 1038.

EARLY RELEASE FROM SCHOOL

In order for a student to be excused early, a telephone call and a written note from the parent / guardian to the attendance office must be made to request the release (732-531-5650 ext. 1026).

The note must contain the following information:

1. Student's first and last name.
2. Date and time of early release (preferably the beginning or end of an instructional period).
3. Reason for release.
4. Supporting document i.e. medical notes, court appearances, etc.
5. Signature of parent or guardian.

Student will only be released directly from the attendance office to a parent, guardian or authorized emergency contact.

NOTE: Emergency and early dismissals must be handled either through the school nurse or the attendance office. Students are not to use their cell phones to call parents in order to be released for any reason. In addition, students are not permitted to leave the building for any reason without permission. If students are to be excused, they must report to the attendance office for a pass. Students who do not follow these guidelines will be subject to school discipline.

FAMILY TRIPS

Although family trips may have educational value, student absence from school interferes with the continuity of the learning process and may hinder the acquisition of essential grade level skills. Therefore, the Township of Ocean School District disapproves of student absences for this purpose. We strongly urge parents to schedule family trips during the vacation periods within the school calendar. **If a student is going to be absent to accompany his/her parent on a trip, the Director of School Counseling must be notified in writing beforehand**. Such notification by a parent/guardian does not indicate school approval of the trip. It simply provides the administration and attendance officer with information concerning the student's whereabouts. It verifies but does not excuse the absence. Documentation must be provided. Students will be allowed to make up the schoolwork missed as a result of a family trip, but the responsibility for acquiring the assignments from the teachers rests with the student. However, parents should be aware that while written work and assigned reading can be made up, the benefits of the class discussions and teacher- student relationship related to instruction are lost. **Students must be present for mid-term and final exams.**

STUDENT RESPONSIBILITY FOR COURSE ASSIGNMENTS AND TESTS

Teachers may consider an assignment "late" if a student is present in school for any part of the school day but has missed the period during which a major assignment or test is given; or the student does not hand in an assignment and is present to participate in a school sanctioned activity. This will result in a lower grade for that assignment or test. A doctor's note or other official documentation is required by the attendance office to waive the above penalty.

TARDINESS

Tardiness is defined as not being in your assigned seat by the time the bell rings.

Students who are late miss essential portions of the instructional program and create disruption in the academic process for themselves, their teachers and other students.

Three incidents of tardiness will be considered one (1) class absence for attendance purposes. Students arriving after the first twenty (20) minutes of class shall be considered absent for attendance purposes. If a student has been detained in the office, or by a teacher, he/she must obtain a pass before going to the next class.

The following interventions will be in effect for those students who are tardy.

1. Third tardy – Teacher detention and parent contact by teacher.
2. Fifth tardy – Central detention plus 5 demerits and parent contact by teacher.
3. Tenth tardy – Student will receive additional 5 demerits and 1 hour of detention. Senior/Junior loss of parking permit.
4. Each additional 5 tardies equals 5 demerits and additional discipline.
5. Tardiness section of absentee policy also remains in effect.

TRUANCY / CUTTING CLASS

Truancy – is defined as any unexcused full day or partial day absence from school. Truancy results in a minimum of 20 demerits and a minimum of 1 hour of detention, as well as the possibility of out of school suspension (OSS).

Cutting – is defined as any unexcused absence from class for one or more periods or portions thereof while being present for some portion of the school day, or selectively missing class(s) as a result of deliberately missing homeroom. The student will receive a zero for all work missed during the class period(s) that he/she cut. The responsibility for completing missed assignments remains with the student on a no-credit basis. Discipline will include a minimum of 10 demerits for truancy and a minimum of 1 hour of detention. Parent will be contacted by teacher. Recidivism requires enhanced penalties: the second offense requires a parent meeting and with the third offense, the student may lose credit for the course.

SCHOOL CLOSINGS

In the event that inclement weather creates a problem in opening school, parents can obtain information in the following ways:

- Visit www.oceanschools.org
- Call the Superintendent's office (732-531-5600 ext. 3000)
- Follow our Superintendent on Twitter @MsKWeldon

DELAYED OPENING (2HR).....9:25 AM-1:55 PM
SCHOOL CLOSED .....ALL DAY
EARLY DISMISSAL.....7:25 AM-11:45 AM

STUDENT IDENTIFICATION CARDS

Students will be issued a student identification card. Students must carry their ID cards when they are in school during regular session, and should carry them for all school activities such as school dances. Only OTHS students may attend OTHS dances with the exception of Junior and Senior Proms. Administrative approval is mandatory for Prom guests.

STUDENT INFORMATION / EMERGENCY FORM

Every student is required to have this form completely filled out by parent/ guardian in the Genesis parent portal. In the event of any emergency, these forms are essential. Each form must have a current utility bill attached. Annual residency verification is required. Any

address change must be completed on the school website www.oceanschools.org. Under Our District "click" Student Registration and complete the Change of Address form. Failure to submit this form may result in disciplinary sanctions.

OTHS DISCIPLINE MODEL

(Revision V1. 7/16/24)

V. BEHAVIORAL RESPONSIBILITIES / CODE OF CONDUCT

This handbook is provided to enable students and their parents / guardians to gain an understanding of the policies that are in place at Ocean Township High School that help ensure the safety, security, and well-being of our school community. School rules published in this handbook are subject to such changes as may be needed to remain in compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted into a handbook. Students are expected to follow reasonable rules of conduct and not violate the rights of others**:** treat others kindly, do quality work, earn respect, and maintain safety. In the event it becomes necessary to remove a student from a certain situation or classroom in order to insure his safety or privacy or preserve the safety of others or the order of the school, it will be the prerogative of the administration to do so.

STUDENT DISCIPLINE / CODE OF CONDUCT POLICY # 5600 (Abbreviated)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and behavioral expectations on school grounds, and as appropriate, for conduct away from school grounds.
Every pupil enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules. (District Policy # 5600 may be found it its entirety on the District website, on each school's homepage; Select link entitled Student Discipline/Code of Conduct Policy # 5600.)

CLASSROOM DISCIPLINE:

The individual staff member may, at any time, choose to contact a parent/guardian, which is highly encouraged. Staff members should maintain a discipline log (in Genesis), noting dates/actions taken at levels one and two as indicated below.

Most behavioral issues can be resolved at levels one and two; however, students will be referred **DIRECTLY** to the administration for more serious level II infractions. In those instances, appropriate consequences will be imposed. ***In addition, at all times, the administration reserves the right to intervene and take action if the behavior is deemed inappropriate or in violation of district-wide policies.***

LEVEL I INFRACTIONS:

Facilitating dialogue, repairing relationships, resolving conflict and promoting accountability is of the utmost importance at OTHS. At this level of inappropriate behaviors displayed, the individual staff member will meet with the student to:

- Identify the inappropriate behavior;
- Discuss the inappropriate behavior with the student and a change in behavior that the student and teacher agree upon;
- Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon;
- Contact the students' school counselor and/or case manager for additional information/assistance;
- Possibly assign teacher detention
- Contact Parent/Guardian by phone.

If a change in behavior is not observed after the steps above have been implemented and exhausted, the staff member will complete a "disciplinary referral" and submit it to the respective Assistant Principal via Genesis. Discipline behaviors not listed here will be handled on a case-by-case basis.

THE FOLLOWING ARE EXAMPLES OF CLASSROOM MANAGED DISCIPLINE LEVEL 1 INFRACTIONS:

**Please see Spartan Behavior Intervention Flow Chard and MTSS for additional guidance*

Type of Behavior	**Consequences**		
Class Cut 1st Offense **ONLY**	• Zero on assignments • Student Conference • Parent/Guardian phone call by teacher • Teacher detention		
Failure to follow directions	First Offense	Second Offense	Third Offense
	• Teacher warning • Student conference • Parent/Guardian phone call by teacher	• Teacher will contact CST or Counselor • Parent/Guardian phone call by teacher • Teacher Detention	• Teacher detention • Parent/Guardian phone call by teacher
Inappropriate Obscene/Profane Language	First Offense	Second Offense	
	• Teacher warning • Student Conference • Parent/Guardian phone call by teacher	• Teacher detention • Teacher will contact CST or Counselor • Parent/Guardian phone call by teacher	
Inability to provide pass or student ID	First Offense	Second Offense	Third Offense
	• Teacher warning • Student Conference • Parent/Guardian phone call by teacher	• Teacher detention • Teacher will contact CST or Counselor • Teacher conference with student/parent • Parent/Guardian phone call by teacher	• Disciplinary referral • Parent/Guardian phone call by teacher • 2 days Central Detention
Late to Class	First Offense (3 Lates)	Second Offense (5 Lates)	Third Offense (10 Lates)
	• Teacher detention • Student Conference • Parent/Guardian phone call by teacher	• Central Detention • Disciplinary Referral • 5 Demerits • Teacher will contact CST or Counselor • Parent/Guardian phone call by teacher	• Disciplinary Referral • Parent/Guardian phone call by teacher • Loss of parking privileges • 2 hours Central Detention
Leaving Class without permission	First Offense	Second Offense	
	• Teacher warning • Student conference • Parent/Guardian phone call by teacher	• Teacher detention • Teacher will contact CST or Counselor • Parent/Guardian phone call by teacher • Teacher conference with student/parent	
Minor classroom disruptions (out of seat, refusal to do work, talking during instruction, unprepared for class, etc.)	First Offense	Second Offense	Third Offense
	• Teacher warning • Student Conference • Parent/Guardian phone call by teacher	• Teacher will contact CST or Counselor • Parent/Guardian phone call by teacher • Teacher detention	• Teacher detention • Parent/Guardian phone call by teacher • Conference with teacher/student/ administrator

Note: The consequences listed here may be altered, escalated, increased or decreased at the discretion of the administration. This list is not all inclusive and may include other consequences not listed here.

LEVEL II INFRACTIONS:
At this level, the following behaviors will result in an automatic disciplinary referral to administration. Upon receipt of a referral, the respective assistant principal will take the appropriate administrative action as outlined below.

**Please see Spartan Behavior Intervention Flow Chard and MTSS for additional guidance*

<table>
<tr><th>Type of Behavior</th><th colspan="3">Consequences</th></tr>
<tr><td>Aggressive Behavior (verbal insults & intimidation through verbal and/or physical gestures)</td><td colspan="3">To be determined by the administration and possible police notification</td></tr>
<tr><td>Assault: Physical assault upon another person</td><td colspan="3">• 15 demerits
• 4 days OSS
• Police notification
• Parent/Guardian notification
• Possible BOE hearing (may result in additional consequences)</td></tr>
<tr><td>Assault on staff member</td><td colspan="3">• 20 demerits
• 4 days OSS
• Police notification
• Parent/Guardian notification
• BOE hearing (may result in additional consequences)</td></tr>
<tr><td>Bias offense</td><td colspan="3">• 10 demerits
• 4 days OSS
• Affirmative action officer notification
• Parent/Guardian notification</td></tr>
<tr><td>Bomb threat</td><td colspan="3">• 20 demerits
• 4 days OSS
• Police notification
• Parent/Guardian notification
• Discipline BOE hearing (may result in additional consequences)</td></tr>
<tr><td>Cell phone Violation</td><td colspan="3">See new Cell Phone Guidelines – page 43</td></tr>
<tr><td>Cheating/Plagiarism</td><td colspan="3">Refer to Academic Integrity – page 18</td></tr>
<tr><td rowspan="2">Cutting class</td><td>First Offense</td><td>Second Offense</td><td>Third Offense</td></tr>
<tr><td>• See Level I Infractions</td><td>• Zero on assignments
• 10 demerits
• Parent/Guardian contact by administration
• Parent/Teacher meeting
• Central detention</td><td>• Zero on assignments
• 10 demerits
• Parent/Guardian meeting with Administrator
• Conference with teacher and student
• Referral to CST/Counselor
• 2 days Reflection & Responsibility
• Potential Loss of credit</td></tr>
<tr><td>Damage to school or an individual’s property</td><td colspan="3">• 10 demerits
• Central detention
• Police notification
• Parent/Guardian notification</td></tr>
</table>

<table>
<tr><td rowspan="2">Disruption of school day/Misconduct</td><td>First Offense</td><td>Second Offense</td><td>Third Offense</td></tr>
<tr><td>• 5 demerits
• Warning
• Parent/Guardian phone call by teacher</td><td>• 10 demerits
• Parent/Guardian phone call by teacher</td><td>• 10 demerits
• Central detention
• Parent/Guardian phone call by teacher</td></tr>
<tr><td rowspan="2">Dress Code violation</td><td colspan="3">See guidelines on page 44</td></tr>
<tr><td>First Offense</td><td>Second Offense</td><td>Subsequent Offense</td></tr>
<tr><td></td><td>• Student will be asked to change his/her outfit
• Parent/Guardian notification</td><td>• Student will be asked to change his/her outfit
• 10 demerits
• Parent/Guardian notification
• Central Detention</td><td>• Student will be asked to change his/her outfit
• 20 demerits
• Parent/Guardian notification
• 1 Day R&R</td></tr>
<tr><td rowspan="3">Drug or alcohol offense at school or school event</td><td colspan="2">First Offense</td><td>Second Offense</td></tr>
<tr><td colspan="2">• 3 days Reflection & Responsibility
• Ineligible for any after school sports and extracurricular activities for 15 days
• Removed from all leadership positions for 30 days
• 10 Demerits</td><td>• 5 days Reflection & Responsibility
• Removal from all leadership positions for school year
• 15 Demerits</td></tr>
<tr><td colspan="3">Drug/Alcohol offenses are cumulative Grades 9 – 12
See Page 41 for more information</td></tr>
<tr><td>Endangering the safety of others or inciting violence</td><td colspan="3">To be determined by the administration and possible police notification.</td></tr>
<tr><td>Failure to follow procedures during emergency evacuations and lock-down drills</td><td colspan="3">• 10 demerits
• Central detention
• Parent/Guardian notification</td></tr>
<tr><td>Failure to report to teacher detention</td><td colspan="3">• Central detention assigned by teacher
• Parent/Guardian phone call by teacher</td></tr>
<tr><td>Failure to report to central detention</td><td colspan="3">• Reflection & Responsibility
• Parent/Guardian notification</td></tr>
<tr><td>False alarm fire: starting or causing</td><td colspan="3">• 4 days OSS
• 20 demerits
• Police notification
• Parent/Guardian notification
• Conference with SAC
• Possible BOE hearing (may result in additional consequences)</td></tr>
<tr><td>Fighting</td><td colspan="3">• 4 days OSS
• 20 demerits
• Police notification
• Parent/Guardian notification
• Conflict Resolution with SAC</td></tr>
<tr><td>Gambling</td><td colspan="3">• 2 hours central detention
• 30 demerits
• Parent/Guardian notification
• Conference with SAC
• Continued offenses may lead to additional consequences, possible police notification, and mandatory counseling</td></tr>
</table>

<table>
<tr><td>Harassment, Intimidation and Bullying</td><td colspan="3">Refer to HIB policy – page 45</td></tr>
<tr><td>Inappropriate use of Social Media</td><td colspan="3">• Possible HIB investigation
• 2 hours of approved community service
• Reflective Account Essay</td></tr>
<tr><td>Inciting a riot
(ex. food fight)</td><td colspan="3">• 3 days of Reflection and Responsibility
• Possible police notification
• Parent/Guardian Notification
• Reflective Account Essay</td></tr>
<tr><td rowspan="2">Leaving school grounds without permission</td><td>First Offense</td><td>Second Offense</td><td>Subsequent Offense</td></tr>
<tr><td>• 10 demerits
• Central Detention
• Parent/Guardian notification
• Possible police notification
• Class cut all classes</td><td>• 15 demerits
• Parent/Guardian notification
• Possible police notification
• Class cut all classes
• Reflection and Responsibility
• Loss of parking permit</td><td>• 15 demerits
• Parent/Guardian notification
• Possible police notification
• Class cut all classes
• 2 days Reflection and Responsibility
• Loss of parking permit and extracurricular/ athletic privileges</td></tr>
<tr><td>Possession of a weapon, explosive, etc.</td><td colspan="3">• OSS
• Potential disciplinary hearing (may result in additional consequences)
• Police notification
• Parent/Guardian notification</td></tr>
<tr><td>Possession of CDS</td><td colspan="3">• Police notification
• Parent/Guardian notification
• 3 days OSS
• Mandatory SAC counseling
• Loss of athletic and extracurricular activities
• May result in additional consequences and discipline hearing</td></tr>
<tr><td rowspan="2">Sexual Harassment</td><td colspan="2">First Offense</td><td>Second Offense</td></tr>
<tr><td colspan="2">• 2 days Reflection & Responsibility
• Police notification
• Parent/Guardian notification
• Referral to Affirmative Action Officer</td><td>• 3 days OSS
• Police notification
• Parent/Guardian notification
• Referral to Affirmative Action Officer
• Loss of privileges
• Continuous offenses may result in BOE hearing or removal</td></tr>
<tr><td></td><td colspan="2"></td><td></td></tr>
</table>

<table>
<tr><td>Smoking/Vaping</td><td>First Offense
• 20 demerits
• 3 days Reflection & Responsibility
• Parent/Guardian notification
• Potential medical test
• Mandatory counseling SAC</td><td>Second Offense
• 20 Demerits
• 5 days Reflection & Responsibility
• Parent/Guardian notification
• Loss of extracurricular activities
• Potential medical test
• Mandatory counseling
• Complaint filed with police
• Continuous offenses may result in BOE hearing or removal</td></tr>
<tr><td>Stealing/theft</td><td colspan="2">• 20 demerits
• 2 hours central detention
• Police notification
• Parent/Guardian notification
• Continued offenses may result in increased consequences</td></tr>
<tr><td>Taking pictures, video, audio recordings of others without permission</td><td>First Offense
• 20 demerits
• 2 hours central detention
• Police notification
• Parent/Guardian notification
• Referral to SAC</td><td>Second Offense
• 20 demerits
• 1 day Reflection & Responsibility
• Police notification
• Parent/Guardian notification
• Referral to SAC</td><td>Subsequent Offense
• 20 demerits
• 3 days Reflection & Responsibility
• Police notification
• Parent/Guardian notification
• Loss of extracurricular activities/athletics
• Mandatory counseling</td></tr>
<tr><td>Terroristic threat</td><td colspan="2">• 20 demerits
• 4 days OSS
• Police notification
• Parent/Guardian notification
• Discipline hearing (may result in additional consequences)</td></tr>
<tr><td>Threatening another student</td><td colspan="2">• 20 demerits
• 3 days Reflection & Responsibility
• Police notification
• Parent/Guardian notification
• May result in additional consequences and potential disciplinary hearing</td></tr>
<tr><td>Threatening school personnel</td><td colspan="2">• 20 demerits
• 3 days OSS
• Police notification
• Potential disciplinary hearing (may result in additional consequences)</td></tr>
<tr><td>Truancy/Cutting school</td><td colspan="2">• 10 demerits
• Zero for class assignments
• Parent/Guardian notification
• Possible police notification
• 2 hours central detention</td></tr>
</table>

Unnecessary/ Inappropriate Physical Contact	To be determined by the administration and possible police notification		
Use of profanity directed at staff	First Offense	Second Offense	Third Offense
	• 10 demerits • 3 days Reflection & Responsibility • Parent/Guardian phone call by teacher • Referral to SAC	• 20 demerits • 3 days OSS • Parent meeting • Referral to SAC • SGS contract and removal from leadership positions	• 30 demerits • 4 days OSS • Parent meeting • Referral to SAC • Possible Discipline Hearing and/or removal • Loss of all extracurricular/ athletic privileges
Violation of Acceptable Use Policy	Refer to policy on page 50		
Violation of student parking guidelines	See Senior Parking Guidelines on page 48		

Note: The consequences listed here may be altered, escalated, increased or decreased at the discretion of the administration.

DISCIPLINE DEMERIT SYSTEM:

The progressive discipline model at OTHS and demerit system are designed to reverse/reduce the inappropriate behavior of the student

DEMERIT THRESHOLD SYSTEM:

Demerits	Interventions
15 Points	• Referral to SAC/School Counselor for assessment/support services • Meeting with Assistant Principal
30 Points	• Student is referred to I&RS for Tier 2 or 3 support • Meeting with parents/guardians • Student will be put on a *Student in Good Standing* (SGS) probation contract. Student remain on SGS contract until demerits fall below 15 points
50 Points	• Meeting with parent/guardian, Assistant Principals, Counselors • Loss of extra-curricular activities (including non-academic trips) • **While on probation, students may not be on school property. Student placed on SGS contract following the end of the school day unless accompanied by a teacher for academic reasons** • Program and Placement review and possible BOE action

REWARD SYSTEM:

The point system at OTHS allows students to have demerits removed for improved behavior. It is the responsibility of the student to contact the Assistant Principal's office for this to occur. It will not automatically be done.

1. If a student goes fifteen (15) days without a referral, the student will have five (5) demerits removed.
2. Students can have five (5) demerits removed by attending an extra help session with a teacher. The teacher must approve this and email administration that the student has stayed for extra help.
3. Students can have ten (10) demerits removed by participating in 1 hour of community service. The community service can be performed in school or outside of school. All community service must be pre-approved by the administration.
    a. In-school community service needs to be verified by an OTHS staff member.
    b. Out of school community service needs to be on the official letterhead of the organization that the community service was performed with.

4. Students can have points removed by earning a praise referral for good deeds.
5. Students can have five (5) demerits removed for submitting a "Reflective Accountability Essay", reflecting on their actions, understanding the impact of their behavior, and articulating steps to prevent future incidents. This is submitted to the assistant principal.

Note: Alternate opportunities may be available at the discretion of the assistant principal. Demerits will only be deducted when the student demonstrates a clear desire to reform behavior.

***OTHS has incorporated a multi-tiered system of support into its disciplinary program to better address student needs. A full description will be provided upon request.**

DISCIPLINE PROCEDURES IN SERIOUS SITUATIONS:

1. School officials will investigate all pupil misconduct whether the misconduct involves criminal violations, disorderly person offenses, infraction of school policy, or disciplinary misconduct, whether during school hours or not, and whether on or off school property. Discipline will be determined on a case-by-case basis, according to the severity, location, timing and recency of the conduct or offense, and the actual and prospective impact of the conduct or offense upon the safety and welfare of the district, including the pupil himself or herself, other pupils, staff, Administration and the school community.

2. If the misconduct consists of an arrest for, charge or adjudication of any crime or disorderly persons offense, including being taken into custody. School officials will conduct an investigation as soon as they are informed of the incident, regardless of the location or time (365/24/7) of the incident. In such situations, the disciplinary steps shall be determined through the discretion of the Administration and Board, and may include out-of-school suspension, recommendations of expulsion, referral to the appropriate law enforcement or other State agencies, referral for counseling or intervention, and /or other disciplinary action as School Officials may deem reasonable and appropriate based upon the facts of the matter on a case-by-case basis. The affected pupil may be required to enter a Student in Good Standing Contract as a component of the disciplinary determination.

3. If the misconduct consists of activities or violations not constituting a crime or disorderly person's offense, school officials will conduct an investigation as soon as they are informed of the incident, regardless of the location or time (365/24/7). In such situations, the disciplinary steps shall be determined through the discretion of the Administration, and may include out-of-school suspension, recommendation of expulsion, referral to the appropriate law enforcement or other State agencies, referral for counseling or intervention, and/or such other disciplinary or other procedures as school officials may deem reasonable and appropriate based upon the facts on a case-by-case basis. The affected pupil may be required to enter a Student in Good Standing Contract as a component of the disciplinary determination. Repeated offenses will result in an Administrative Hearing.

4. During any suspension or counseling/intervention period, the affected pupil may be prohibited from attending or participating in any school sponsored team, club, activity or function. Notwithstanding anything herein to the contrary, discipline for off-campus conduct will be handled in accordance with N.J.A.C. 6A:16-7.6.

5. School Officials may communicate and share information with law enforcement agencies and/or the parents of minor pupils at any time during an investigation.

DANGEROUS WEAPONS IN SCHOOL

A student shall not possess, handle at any time, or transmit any object that can be considered a weapon (1) on school grounds (2) off the school grounds at any school activity, function, or event, or (3) on a school bus. This policy applies to, but is not limited to: lighters, firearms, any explosive device including fireworks, any knife, regardless of its material, box cutter and any other object that can be used as a weapon, which serves no reasonable use to a student in school. Possession of a weapon is a serious offense and could result in out of school suspension, recommendation of expulsion and referral to the appropriate Law enforcement or other state agencies.

BOARD OF EDUCATION POLICY # 5615 (Abbreviated): Suspected Gang Activity

The Board of Education prohibits Gangs and Gang Activity. Students shall not commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal act and having a common name or common identifying signs, colors, or symbols. This unacceptable conduct, including but not limited to, physical or verbal harassing, intimidating or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's code of conduct by a student or group of students. Students who initiate, advocate, or promote unacceptable behavior, threaten the safety or well-being of others, disrupt the school environment, and are harmful to the educational process in this school district will not be tolerated. Suspected Gang Activity Policy 5615 can be found on our district website.

BOARD OF EDUCATION POLICY: CDS

The Board of Education recognizes that the misuse of drugs, synthetics, alcohol or any other controlled dangerous substance, including steroids, by any pupil, seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the rehabilitation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs. **Board of Education Policy # 5530 reads**, "A pupil who uses, possesses, or distributes an illegal substance *, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, and may include suspension or expulsion." The Ocean Township High School maintains a zero tolerance for incidents related to substance abuse in and out of school. **State statute 18A: 40A-12**, as well as Board of Education policy, requires a student to be immediately taken to a physician for a drug and/or alcohol screening if he/she appears to be under the influence in school or at a school sponsored event, for example: dances, proms, class trips, athletic events. This necessitates that the parent/guardian take the student within twenty-four hours to be tested and cleared medically to return to school pending test results. Medical clearance and test results must be forwarded to the school nurse. Positive test results require disciplinary action, counseling and may result in a police report.

* An illegal substance is defined as alcoholic beverages, controlled dangerous substances as defined at **N.J.S.A. 24:21-2**, anabolic steroids, a synthetic/imitation controlled substance, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at **N.J.S.A. 2A: 170-25.9**.

STUDENT IN GOOD STANDING CONTRACT (SGS)

The entry into a Student in Good Standing Contract (SGS) may be required in disciplinary situations where a student's misconduct does not, in the discretion of the District, rise to the level where he/she must be **indefinitely** excluded from all school-related activities. State law provides that the participation in extra- or co-curricular activities is a privilege and not a right, and that privilege may be revoked by the District where the circumstances warrant. When

offered to a student, the SGS provides that student an opportunity for reinstatement for participation in such activities, based upon the student's production of information demonstrating that he/she is "in good standing", and therefore eligible for the privilege of co- and extra-curricular participation. When directed by the District, SGS Contracts and related information will be provided to the student by the Assistant Principals, whereafter the student is afforded the opportunity to present information and documentation at a hearing before the Review Committee, which determines if the student has presented adequate proof to merit the reinstatement of his/her co-and extra-curricular privileges. Once the student is reinstated, any additional violations, as outlined in the SGS, may make that student ineligible for extra-curricular activities and athletics for the remainder of the school year.

HEALTH AND SAFETY

In accordance with Policy # 5330-04 - Administering An Opioid Antidote (M) (Abbreviated) - "N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose."

BREATH ALCOHOL TESTING

In an attempt to raise the awareness of all students that school dances are alcohol free events, a random sampling of students attending dances/proms will be breath alcohol tested. This test will be administered by district employees in a fair, equitable, and random fashion.

- At the dance, the administration will randomly select students to be tested.
- Students will be ushered by an adult staff member to a private screening area.
- Those students testing negative will be given a document acknowledging their participation and permitted to attend the dance.
- Students refusing to be tested will be treated as though they tested positive.
- Parents of students testing positive will be called immediately, advised of the situation and required to come to school and escort the student home. The police will be asked to assist in the event parents are not available.
- The student will be suspended from all extra-curricular activities and athletics until he/she is reinstated via a Student in Good Standing (SGS) Contract. (See Above)

BICYCLES, MOPEDS, MOTORCYCLES

Bicycles, mopeds, E-bikes, and E-scooters must be parked in the rack provided at the school. Students must not ride these vehicles on school property. All bicycles, mopeds, E-bikes, and E-scooters should be **locked.** The school is not responsible for damage or theft of bicycles or mopeds. Parking in undesignated areas may result in an OTPD notification

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all desks, books, supplies, and furniture supplied by the school. Students who disfigure or vandalize property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and face disciplinary action. Students are responsible for seeing that no excessive wear or abuse comes to books. It is the student's responsibility to make sure his/her books are covered at all times. Fines are levied on students who abuse or lose books. Stolen books remain the responsibility of the student. Unpaid financial responsibilities may result in loss of privileges. Examples include attendance at Proms, Post Prom Parties, dances, Graduation Ceremony and Senior Parking Privilege. As a prerequisite for summer school, students may not have any outstanding financial obligations.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES
Enhancing Discipline and School Climate
Bell to Bell, No Cell

Recognizing the need for change, the challenges we face and a commitment to creating a safe and conducive learning environment, we have implemented a school- wide cell phone policy. The high school administration recognizes that electronic devices, such as smartphones, including smart watches have become a source of distraction and disruption in the classroom This cell phone update is driven by various factors including bathroom security concerns, classroom disruptions, physical altercations, fights and a desire to foster an atmosphere of respect in our school and the classroom.

Cell Phones Procedures

- Students are permitted to use their phones before and after school and during their lunch.
- Cell phone usage is prohibited from bell to bell.
- Students are required to store their cell phones/smart watches in the classroom cell phone caddie for the duration of the class period.
- Students will not be allowed to bring their cell phones to the bathroom. **Phones will remain in the caddie from bell to bell.**
- Use of cell phones will only be permitted during the change of classes and during lunch.
- Students who place fake/second phone in the caddie will forfeit hall pass privileges and will result in disciplinary consequences for a cell phone violation and defiance.

Rationale and positive outcomes:

- *Bathroom Security:* The restriction of cell phone use will deter overcrowding in the bathroom, meetups, and class cuts.
- *Classroom Disruptions:* reduction of distractions, social media harassment and a more focused learning environment.
- This will be implemented in all classes

Failure to comply with updated cell phone procedures will be subject to the following disciplinary actions:

First Offense: Teacher will confiscate phone and put it in classroom caddie. Teacher will call the parents and remind them of the cell phone procedures. Students caught putting in a fake phone or second phone will automatically receive a teacher detention.

Second Offense: Teacher will confiscate the phone and contact the parent by phone, a Teacher detention will be assigned. Demerits will be assigned 10 demerits. Students caught putting in a fake phone or second phone will automatically receive additional central detention.

Third Offense: 1 day of Reflection and Responsibility, demerits, no athletics or activities that day. Administration will call the parents and the phone will be confiscated for the day. Loss of parking privilege and a reflective essay and letter to teachers.

Fourth Offense: Disciplinary Referral and 3 days of Reflection and Responsibility, demerits, removal from leadership positions, loss of privileges for athletics and activities for the rest of the semester. Administration will call the parents. Possible reinstatement contract (SGS Contract) and given along with cell phone compliance.

CENTRAL DETENTION

Violations of certain school policies or inappropriate behavior may result in the student being assigned to central detention. Demerits may also be included. These detentions take precedence over all other student activities. These detentions are held after school from 2-3 PM Failure to serve assigned central detention will result in the loss of extracurricular privileges until the detention is served.

DISCIPLINE PROGRAM

The discipline program calls for a student to receive demerits for a violation that is referred to the discipline office**.**

Some repeated in-school misbehaviors will require that a student be prohibited from attending and participating in extracurricular activities which may include but not be limited to: after school gym and weight room, library, dances, spectator events, plays, coffeehouse, proms, and/or graduation.

The administration continues to explore alternative discipline interventions and strategies. Such interventions may include Reflection & Responsibility, and demerit reduction initiatives.

The discipline program will incorporate interventions such as: counseling, student and parental conferences and positive behavior modification. All students are invited to engage in an individualized behavioral contract with administration in order to work toward reducing their demerits and modifying their behavior. Interventions such as: after school academic extra help, personal meetings with teachers, service to the school and / or community may result in the reduction of a student's demerit total.

DRESS & GROOMING

The basic responsibility for the appearance of the students in district schools rests with the **parents and the students** themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, specific guidelines must be followed.

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preference. The Board will impose its judgment on pupils and parents only when a pupil's dress and grooming affect the educational environment of the school.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work; create disorder; disrupt the educational program; cause excessive wear or damage to school property; or prevent pupils from achieving educational objectives. During homeroom and throughout the day, teachers will refer dress code violations to the Assistant Principals who will determine whether the dress or grooming of the pupil violates school policy.

The following are guidelines to appropriate attire:

1. Coats, jackets, any outer garments, gloves, hats, headbands, bandanas, kerchiefs, wave caps, scarves, the hood of hooded sweatshirts, gloves, sunglasses, wallet chains, and any other head coverings are to be worn to and from school only. THEY MAY NOT BE CARRIED OR WORN during the academic portion of the school day. They must be placed in the students' locker or backpack or a student will be considered insubordinate. Exceptions to the head-covering rule may be in the case of religious observance or for medical reasons with appropriate documentation.
2. Transparent clothing, short shorts/skirts, halters, strapless tops, off the shoulder tops, bare midriffs, and exposed underwear are not appropriate for school and may not be worn.
3. All undergarments are to be covered.
4. Pants must be worn at the waist.
5. Sandals any not be worn in shop classes or science labs, physical education classes, or during any other physical education activities.
6. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted.
7. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
8. Chains or studded accessories are prohibited along with any item that increases a student's risk for accidents.
9. The following are guidelines to discipline for inappropriate attire:
   1st offense–student will be asked to change his/her outfit, parent contacted.
   2nd offense–same plus 10 demerits (high school only) for insubordination, parent contacted.
   3rd offense – same plus detention, parent contacted.

FIRE & SECURITY DRILLS
When the fire alarm is sounded, students shall rise and evacuate to their respective staging areas with their teacher. They must form a single line behind their teacher so that attendance may be accurately taken. All students are to remain in line until instructed to return to their classrooms or evacuate to another location. It is vital that there be no running or talking during any emergency drill.

FOOD DELIVERIES
Because Ocean Township High School has a full service cafeteria and lunch program, students may not have food delivered to them to any part of the campus, including the main office, classrooms, cafeteria courtyard, or any other outside door. Should any delivery be made, it will be left outside until the end of the school day.

GOOD CITIZENSHIP RECOGNITION
Students who demonstrate qualities of good citizenship are recognized with praise letters.

HALL PASSES
When it is permissible for students to leave the room during the class period, they must be accompanied by a staff member or have a hall pass from an authorized staff member. Staff members are on duty throughout the day. Students should be prepared to show their pass and ID card to every staff member they pass**.**

HARASSMENT, INTIMIDATION & BULLYING: Board of Education Policy 5512 (Abbreviated)
The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying is conduct that disrupts both a pupil ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

The N.J Anti-Bullying Bill of Rights Law defines HIB as, "Any gesture, any written, verbal, or physical act, or any electronic communication whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds in cases in which a school employee is made aware of such actions."

The Board of Education Policy #5512 requires 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. Appropriate consequences and remedial actions are those that are **graded according to the severity of the offense(s),** and **consider the developmental ages of the pupil offenders** and **pupil histories of inappropriate behaviors**.

This policy will impose discipline for acts of harassment, intimidation, or bullying that occur on or off school grounds, including cyber-bullying. Discipline will be of progressive nature and may include: counseling, community services, Student in Good Standing (SGS) contract, detention, placement in Reflection & Responsibility (R&R), out of school suspension, police report, police charges, as well as any interventions included in Board of Education Policy # 5512, which can be found on our District Website.

Reporting Bullying: All students are encouraged to take an active role in stopping harassment, intimidation and bullying by reporting it to a responsible adult. Students may also place anonymous reports in the Safety Drop Box in the A-Hall, or complete the electronic report form located on the webpage.

BOARD OF EDUCATION POLICY # 5751 (Abbreviated): Sexual Harassment
The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 24 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

LASER POINTERS
Unless a student is involved in an in-class presentation, laser pointers serve no educational purpose in school. They will be confiscated.

LOCKER USE & INSPECTION
Students have the use of a school locker. Students who have a locker assigned to them shall be fully responsible for its condition & contents. Students should not give their combination to another person. There should be no sharing of lockers. **The school assumes no responsibility for any property, which has been lost or stolen.**

Student lockers may be inspected by the school administration at any time it is deemed necessary. Students do not have to be notified when these inspections are to take place. All students assume full responsibility for the contents of their lockers.

Money or valuable items such as calculators, cell phones, Ipods, jewelry or expensive articles of clothing should never be left unattended or unsecured in lockers – particularly in the physical education locker rooms. The school cannot guarantee the safety of one's belongings and is not responsible for their loss. Students are to use a padlock on their gym locker daily.

LOST AND FOUND
An area for lost and found articles of clothing will be maintained in the corner of the student cafeteria. Small items, like jewelry, are held in the main office.

OTHS ATTENDANCE & DISCIPLINE MISSION STATEMENT

Mission
The mission of the Attendance & Discipline Program is to provide opportunities for students to develop:

- their interpersonal relationship skills.
- a sense of responsibility for their actions.
- an understanding that there are consequences for poor judgment.
- the realization that the structure provided by rules is important for sound adolescent development.
- their self-confidence, self-worth, and self-image.
- the skills, attitudes, and behaviors that will prepare them to become productive contributors to society.

Beliefs

- By providing a safe school environment conducive to learning, students are given the opportunity to focus on their education first and pursue extracurricular activities and interests as well.
- Parents, as well as teachers, play a role in helping students become self-sufficient adults who will succeed and contribute responsibly in a global community.
- Optimum learning occurs in a positive, safe, and secure environment (both emotionally and physically).
- Students, parents/guardians, teachers, coaches, and administrators all share in the responsibility to insure a positive climate for learning.

- While self-discipline is the ideal, it is understood that corrective measures will be required at times.
- When it becomes necessary to enforce the consequences of discipline violations as outlined within our policies, it will be done in a manner that respects the dignity of the student while promoting healthy and responsible behavior.
- Discipline is a learning experience, not just a punitive act.

OUT-OF-SCHOOL SUSPENSION

Insubordination, disorderly, violent, illegal or inappropriate conduct are **some** of the causes for out-of-school suspension. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents/Guardians will be notified by phone and also in writing of the action taken and will have complete custody of their child during the suspension period. **A suspended student may not loiter or appear on school property. Suspended students are also prohibited from participation in any school-sponsored sports/activity during the suspension period. They may come after 2PM in order to pick up schoolwork.**

Student Guidelines for Out-of-School Suspension

1. The student will receive a zero for daily quizzes, assignments, and other work missed during the suspension period **unless such are made up to the satisfaction of the teacher.**
2. Teachers will provide assignments for the suspension period. The student must make arrangements for obtaining these assignments from teacher, via email and guidance.
3. Upon returning to school, the student will be permitted to make up major tests and examinations in accordance with established make-up work guidelines.
4. **Before a student returns to regular classes, a parent conference with the Assistant Principal will be required.**

PLEDGE OF ALLEGIANCE

Every board of education must require the students in each school in the district on every school day to salute the United States flag and repeat the pledge of allegiance to the flag.

A New Jersey statute provides that students who have conscientious scruples against the pledge or the salute, or are children of accredited representatives of foreign governments to whom the United States extends diplomatic immunity, cannot be required to salute or pledge allegiance but shall be required to show full respect to the flag while the pledge is being given by standing at attention, the boys removing the headdress. However, a New Jersey federal district court has held that the requirement that such students stand at attention during the pledge is unconstitutional but that such students **can be required to sit quietly** throughout the pledge. In the event that a student violates this policy by being disrespectful, teachers should advise the student about the statute. If the behavior continues, refer the student to an administrator.

POLICE INVESTIGATIONS

It is the policy of the Township of Ocean School District to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of students while they are in the care of the school. To carry out this responsibility, school officials will observe the following:

1. Any authority without the knowledge of the school official may not interrogate a student in school.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released to the custody of persons other than parent or legal guardian unless placed under arrest by legal authority.
4. Before a student is removed from the school by legal authority, school officials should notify parents of this action.
5. Administration will make every effort possible to contact parents/guardians whenever police are involved with their students whether the event is an in school or a school sponsored event.

PRESENT IN UNAUTHORIZED LOCATION DURING AND AFTER SCHOOL

This includes but are not limited to: Teacher/faculty rooms, empty classrooms, team rooms, stairwells, and bridge. In addition, students are not permitted in locker rooms during the school day. After school students must be under the supervision of a coach or teacher. In an effort to maintain safety and discipline during the school day and after school, violations will result in suspension from extracurricular activities/athletics plus demerits and discipline consequences.

REFLECTION AND RESPONSIBILITY PROGRAM (R & R)

The administration at the high school is committed to delivering a positive discipline model that is rehabilitative. The Reflection and Responsibility program will strive to reform student behaviors through the use of an individualized in school academic program coupled with counseling, character development and close student / staff contact. This placement may also be utilized as an alternative to out of school suspension.

SCHOOL INITIATED SEARCHES

The Township of Ocean Board of Education recognizes that the Fourth Amendment right to privacy applies to students, and that students are therefore entitled to be free from unreasonable searches and seizures by school officials. The Board also recognizes that the Legislature has specifically charged school officials with the duty of maintaining order, safety and discipline. The Board acknowledges that an individual student's rights must be weighed against the school's obligation to maintain order. The standard that shall guide the conduct of a school official in effecting a student search shall be that the school officials must have **reasonable suspicion** to believe that a student possesses evidence of illegal activity or activity that would interfere with school safety and order before a reasonable search can be conducted.

SMOKING / TOBACCO USE / VAPES

On June 14, 1989, the Governor signed into **Law A-3722**, now **Chapter 96. P.L. 1989**, which prohibits smoking within the school, on school grounds, and on school buses. Any student found smoking or using tobacco shall be subject to demerits, and a police summons for **each offense.** In addition, electronic cigarettes are strictly prohibited, and may result in being sent for a Medical/Drug Test, demerits, complaint filed, and possible suspension from school.

STUDENT DEMONSTRATIONS

To ensure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board of Education prohibits any type of disruptive demonstration on school property or within school buildings. This procedure is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning district schools. However, the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction and is further required to bar any disruption of the schools or interference with their normal operations.

STUDENT PARKING GUIDELINES

Eligible students are those who meet academic requirements, **have no financial obligations, have submitted all required paperwork** and ***have demonstrated good citizenship***. They may drive their automobiles to school under the following stated conditions:

1. Obtain and complete parking form with parent's signature granting permission.
2. Show proof of liability insurance coverage on the automobile.
3. Present vehicle registration and driver's license at the time of registration.
4. Complete vehicle registration in the attendance office.
5. Demonstrate safe driving habits.
6. Observe speed limit of **10** miles per hour on school grounds.
7. Lock all automobiles parked on school property at all times.
8. Student agrees not to keep WEAPONS, ILLEGAL DRUGS, and ALCOHOL in vehicle while on school property.
9. Permit holder consents to search of vehicle on school grounds by school officials or law enforcement officer without notice.
10. Parking permit should remain visible at all times during the school day.
11. Student and parent/guardian must participate in *"Share the Keys"* Program.

Students will not:

1. Loiter in the automobile at any time.
2. Go to their automobile during school hours unless they receive permission from an administrator.
3. Permit other students to use their parking permits.
4. Park on any grass areas.
5. Park in any area assigned to high school personnel and visitors.
6. Park in any area other than those specific spaces assigned to students.
7. Park at any time in the delivery area directly behind the industrial arts shop.
8. Be chronically late to school (10 or more times) or in violation of attendance policy.

Any student found to be parking in the spot assigned to the staff will lose his/her parking privilege indefinitely.

*****Students who accumulate 30 demerits, 10 lates to school, will forfeit their parking permit for the remainder of the year. Any additional rules/regulations deemed necessary will be implemented at the discretion of the Administration.*****

STUDENTS STAYING AFTER SCHOOL

Students who are not under the direct supervision of a teacher, coach or staff member are not allowed to remain after school. Students who fail to comply will be considered insubordinate and may lose their after school privileges. Students may also be prohibited from staying after school without written permission from an Administrator if the situation warrants it. Students MUST obtain a "Late Bus" pass from their teacher, coach, or advisor in order to take the Late Bus after school.

STUDENT TRANSPORTATION ON SCHOOL BUSES

When a student rides the bus, he/she should realize that this is a privilege. This privilege imposes certain responsibilities on the pupil. The school bus is an **extension of the school, therefore the same expectations of behavior are in place.** The following rules are devised for the safety of all that ride buses and for general good behavior purpose:

1. Pupils will be expected to conduct themselves on buses in an orderly manner. This includes late buses. Courtesy to others and respect for law and property are expected. Late Buses are provided after 3:10 PM for students who remain after school for constructive purposes. Anyone misbehaving will lose his or her late bus privilege.
2. Smoking is prohibited.
3. Pupils will keep arms, hands, and other body parts inside the bus – never through windows.
4. Pupils will not throw objects of any kind from bus windows.
5. Pupils will board buses and leave them at designated places. Drivers are not obligated to make special stops and should not be asked to do so. Adjustment of the routes or stops will be made only through the school office.
6. Pupils will talk only in conversational tones. There should be no shouting, singing, or making loud noises that may distract the driver. Distracting the driver endangers the lives of all the pupils on the bus.
7. The school specifically forbids any attempt on the part of the student to haze or irritate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus.
8. Pupils must understand that they are under the authority of the school while traveling on buses. In the event of misconduct, the driver will report the student to the school office. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken. This action will consist of notification to the parents. If the offense is sufficiently serious, the privilege of transportation will be withdrawn until the parent comes to the office to discuss the problem. The bus privilege will be withdrawn for a longer period, if necessary.
9. **Responsibility for any damage to a school bus** that is the result of the improper conduct of the students will be placed directly on the individual or groups involved. Students are to ride only on the bus to which they are assigned. They are not to ride on any other bus without written authorization from the administration.

10. Improper conduct on buses to or from school or while waiting for the bus may result in suspension from school or suspension of transportation**.**
11. Pupils who become a serious disciplinary problem on the school bus may have their riding privileges suspended by an administrator. In such cases, the parents of the pupils involved become responsible for the safe transportation of their child to and from school.

VISITORS

The school is a place of business for students, teachers and staff members. Parents or guardians who wish to visit may do so by making previous arrangements through the guidance office or principal's office. All visitors to the building must register at the sign-in desk at the main entrance. Any person who does not have official business with the school will be required to leave the premises immediately; a police complaint for trespassing may be filed.
O.T.H.S. students may not bring visitors to school.

VI. COMPUTER NETWORK INFORMATION AND CHROMEBOOK POLICIES

GENESIS STUDENT INFORMATION SYSTEM

Genesis- Parents can access student's daily progress through Genesis. Access to Genesis is by password. Individual passwords have been assigned. Any family needing verification or assistance can contact the main office for assistance.

Acceptable Use Policy- As part of Ocean Township School District's (OTSD) commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e., but not limited to, e-mail, OTSD networked and non-networked computer systems, the Internet, and phone voice mail). In addition, the **Ocean Township High School** (OTHS) allows students and staff members to utilize their own personal electronic devices at school. 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. This includes the district's right to access and monitor the personal devices of students and staff members who have conducted activities using the OTSD system. 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 (and under the specific request of the Superintendent), 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 including personal devices of students and staff.

All information created, accessed, or stored using OTSD applications, systems, and internet is the property of OTSD. 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 OTSD system.

2. OTSD allows the use of personal electronic devices (PEDs), including but not limited to PDAs, flash drives, laptops, iPod/MP# players, digital cameras, iPads/tablets, and smart phones) at OTHS provided their use conforms to the use outlined in this document. OTSD does not assume any liability for the loss or damage of these devices or their content. Users of PEDs connected to the OTSD technology resources may be held responsible for damages to those resources as the result of the transmission of mal-ware or hacking tools, regardless of intent or lack of intent. OTSD reserves the right to monitor and inspect these devices after the device has been connected to the District's network infrastructure including the internet.
3. 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.

Electronic resources, district or personal, 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.

4. In addition to #3 above, students and staff may not access objectionable or illegal material on the internet using a 3G or 4G connection.
5. 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.
6. 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 user accounts, files, or breaching network security measures is specifically prohibited.
7. 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.
8. 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 direct-wire links or other inter-machine communications is prohibited.

DISCLAIMER

The Ocean Township 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. PLEASE NOTE: This access is designed for educational purposes and the district has taken available precautions to minimize the access to inappropriate material. However, it is impossible for the Ocean Township School District, district system

administrators, instructors, district professional staff, or district authorized contractors to prevent access to all controversial materials, and they cannot be held responsible for materials acquired through the network and Internet access provided.

VII. LIBRARY SERVICES

The library is open to students before school and after school on Monday, Tuesday and Wednesday. There is a late bus available on those days at 3:15 pm. Students should recognize the special nature of the library and cooperate in maintaining a studious atmosphere. Consideration of the rights of others is most important and we encourage quiet research. Food and beverages of any kind, including water, are not allowed in the library, except during lunch. When students check out books, they are provided with a due date for the return of each book. If a student needs a book for a longer period, he/she can renew it. Books may be borrowed for a three week period. If a book is lost or badly damaged, the student will be responsible for the cost of replacement.

REMOTE ACCESS TO ELECTRONIC SOURCES

Ocean Township High School students can access our catalog, databases, and electronic library books through the library website at https://oths.opalsinfo.net/bin/home. Simply click on the Mackinvia logo and enter using your OTHS Google Gmail username and password. The library link on the school web page also offers direct links to our catalog and sources that will help students conduct research, write a research paper using MLA format, and format Works Cited entries.

MEDIA LAB

The library's media lab offers multimedia tools and assistance for students. The media lab serves as an interactive classroom where teachers may bring classes to use equipment such as microphones, cameras, green screens, and recording software. OTHS's Educational Technology Specialist is stationed here and works with classes on projects such as video editing, podcasting, and green scree movie creation. Students may also use the Technology Specialist for extra help with multimedia projects or assistance with district websites and programs like Genesis or IXL.

VIII. NURSING SERVICES

Students should come to school physically well and able to participate in class for the entire day. Students who are ill should remain at home to protect their own health as well as that of others. Students becoming ill during the school day **must** report to the nurse. If the student needs to be sent home because of illness, the nurse will contact the parent and issue a pass. **The nurse will notify the attendance office daily of any early releases. This verifies but does not excuse the absence. Any student leaving the building without permission will be subject to disciplinary action.**

ACCIDENTS

All injuries should be reported to the school nurse immediately. Under no circumstances are students to go home or to a doctor for any injury sustained at school, without authorization. If the nurse is not in, students are to report to the main office.

CONTAGIOUS DISEASES

All contagious diseases are to be reported to the school nurse. Those that are not reported will be handled according to the State Department of Health regulations.

Home Instruction: see page 20

Waiver of Medical Attention

If a student should call his/her parent to be excused due to illness without ever seeing the school nurse the parent will be required to inform the Attendance Office and request their child be released without seeing the school nurse.

Medical Excuses for Physical Education Class
In order to be excused from a physical education class, a note from a parent/guardian or physician must be presented to the nurse prior to class. The parent's note will be valid for one day only. A note from a physician is required for any absences in excess of one day.
Only notes from licensed medical or osteopathy doctors or nurse practitioners will be accepted.

Medication Policy #5330 (Abbreviated)
The following describes the policy of Ocean Township High School regarding the dispensing of medication to students.
Students are **not** permitted to carry or take medication in school.

If a student has to take medication during school hours, it will be necessary to provide the following:
1. The medication labeled by the pharmacy for the student. This includes inhalers.
2. A statement from the student's private physician indicating the diagnosis of the condition for which the medication is prescribed and the length of time during which the medication should be taken.
3. Parent's written permission for dispensing the medication. (Please note the time that prior doses have been given if the student is to receive more than one dose a day).

The school nurse and the parent are the only persons authorized to administer medication in school.
Self-administered medications for life-threatening conditions, such as asthma, are only granted permission when the proper forms are completed and returned to the school nurse. All medication forms are included in our summer mailing and they can also be downloaded from the school's website.

The following procedures apply to a student who might have difficulty traveling throughout the school building due to a physical incapacity:

A student may not return to school using crutches or canes unless a physician's statement specifies that these are necessary and that the student is able to return to school. The statement should also designate the length of time that the student should be excused from physical education classes. (The physician may extend the period of time if necessary).

STUDENT MEDICAL EXAMS
It is recommended that students obtain a physical examination at least one time during each developmental stage (grades 7-12). All new students must receive a physical exam by their family physician or the school physician. The district shall provide biennial scoliosis examination of every pupil between the ages of 10 and 18 by a school employee trained in scoliosis screening. A student shall be exempt from the examination on the written request of the parent(s) or legal guardian(s). Vision screenings will be conducted in grade 10, hearing screenings at grade 11, and height/weight/blood pressure at grades 9, 10, 11 and 12.

SUBSTANCE ABUSE TESTING Policy # 5530 (Abbreviated)
In the event a student is suspected of being under the influence of any controlled dangerous substance, including alcohol, the student must be taken for medical testing (state statute 18A: 40A-12) which requires the student to be tested within 24 hours of the referral. Results must be forwarded to the nurse in a timely fashion in order to comply with the state law.

WORKING PAPERS
Working papers are now online. Please click on the following link for further details:
https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml

Senior Class Officers 2025-2026

President	Anna Poniros
1st Vice Presidents	Ava Archer
2nd Vice President	Elyse Jannetti
Treasurer	Claire Buniewski
1st Secretary	Leora Schonbrun
2nd Secretary	Maralyn Loughlin
Publicity Chairs	Lyla Irvin & Maddie Kirchner
Fundraising Chairs	Mickey McGovern , Sophia Montalvo, Aaron Srour & Lucy Wood
Senior Events Chairs	Catherine Dizon, Emma Faccone & Gracie Flannigan
Senior Prom Chairs	Brandon Abatemarco, Samantha Sheridan & Jackie Smith
Community Service Chairs	Sam Fields & Gavi Schonbrun
Committee Members	Jada Antwi, Ryan Cezanne, Maryana Garcia Tellez, Nicholas Gomez, Raima Haq, Mataea Hill, Amina Khan, Tess McDonald & Rayne Sanchez

Junior Class Officers 2025-2026

President	William Suozzo
1st Vice President	Mara Leonardi
2nd Vice President	Marissa Williams
Treasurer	Travis Donohue
Secretary	Amelia LaRosa
Social Media Chairperson	Amelia LaRosa &Tessa Rousell
Social Media Committee	Chloe Farrell, Abbie Harber, Sophia Johannensen, Tessa Rousell, Caitlyn Savare & Olivia Steckhan
Fundraising Chairperson	Travis Donohue
Fundraising Committee	Nelson Barrios, Vinayak Chadha, Chloe Chernoff, Kaylee Diaz, Abbie Harber, Bryn Park, Briana Pugielli & William Suozzo
Fall Event Chairperson	William Suozzo
Fall Event Committee	Amore Alphonse, Nelson Barrios, Kaylee Diaz, Chloe Farrell & Jordan Gaudious
Spring Event	Kamari Blackmon, Cara Crouthamel, Brianna Gunter, Anettie Sainvilus & Elda Maria Taylor Rivera
Junior Prom Co-Chairpersons	Mara Leonardi & Marissa Williams
Junior Prom Committee	Amore Alphonse, Vinayak Chadha, Chloe Chernoff, Jordan Gaudious, Bryn Park & Briana Pugielli
Charitable Events	Sophia Johannensen, Mara Leonardi, Leyla Littman, Tessa Rousell, Caitlyn Savare Olivia Steckhan & Marissa Williams
Hallway Decorating Contest	Leyla Littman, Angie Paul & Elda Maria Taylor Rivera
Pick Me!	Frank Frasca, Angie Paul

Sophomore Class Officers 2025-2026

Co-Presidents	Sophia Bahary & Omri Abitbul
1st Vice President	Joey Gervolino
2nd Vice President	Issy Olive
Treasurer	Iam Smyth
Secretary	Jovie Dannwolf
Historian	Amanda Dos Santos
Social Media Manager	Issy Olive
Fundraising Chairpersons	Heather Acevedo & Emily Pham
Fundraising Committee	Kendall Hernandez & Ellie Panas
Events Chairpersons	Gabby Siciliano, Emma Knight & Nola Vacchiano
Events Committee	Avery Harper & Govind Chada

Freshman Class Officers 2025-2026 - TBA