



Adult Education, Civics, & Workforce Preparation Program

STUDENT HANDBOOK

Adult Education, Civics, & Workforce Preparation (Title II)

Student Handbook and Code of Conduct

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Adult Education, Civics, & Workforce Preparation Handbook and Code of Conduct

Welcome!

You have taken the first step towards success by becoming a student in the Adult Education, Civics, & Workforce Preparation Program. The goal of this Program is to provide opportunities for personal transformation through education, career training, goal setting, community outreach/service and workforce development. By joining, you are committing yourself to meet new challenges while performing to the best of your ability in all that you do, now and in the future.

We will support you at every step as you gain valuable knowledge and skills, and make changes in the way you live your life and interact with your community. We expect that you will attend class and participate in opportunities such as industry valued credential that will help build my skills, knowledge, and future goals.

We are here to support you and to help you address any barriers that you experience to your success.

Contact Information

Hosted at
Ocean County College
Continuing Learning Center (Bldg #4); CLC107
College Drive
Toms River, NJ 08754

732-255-0400 x 2346

adulthoodeducation@ocean.edu

Hours of Operation: Monday through Friday, 8:30am to 5:00pm

EXPECTATIONS:

As a student of the Adult Education, Civics, & Workforce Preparation Program, we expect you to treat other students, the staff, and everyone with whom you come into contact with in the course of your day, with respect and consideration. It is also expected that you will help the students around you to be successful, and help pick each other up when difficulties arise.

We know that everyone has ups and downs. There will be times when personal problems will be overwhelming. At other times you may be bored and feel that what you are doing is pointless. We will work together to help you meet these challenges. They are not impossible and overcoming them will help you discover who you are.

Above all, challenge yourself. You may be surprised at what strengths you have and what you can accomplish.

SCOPE:

The Student Handbook and Code of Conduct applies to all students currently enrolled in any service or activity at the Adult Education, Civics, & Workforce Preparation Program. It is the expectation of the AECWP program that all students will conduct themselves as honorable and respectful citizens in every encounter. The Adult Education, Civics, & Workforce Preparation Program Handbook and Code of Conduct establishes policies, rules and expectations for all students to learn, teach, and work together while in-person and virtually.

PURPOSE:

The purpose of the Student Handbook and Code of Conduct are to:

- Establish standards of personal conduct both in-person and virtually.
- To support the creation of a safe learning environment for all students of the service community.
- Recognize that students are adults and their relationships with the Adult Education, Civics, & Workforce Preparation Program should reflect this.
- To provide clear and explicit expectations for social behaviors in all service settings.
- Ensure fair treatment of students without regard to their race, color, national sign, sex, age, handicap, sexual orientation, or political or religious beliefs.

RESPONSIBILITES OF STUDENTS:

- Respect all staff and other students of the Adult Education, Civics, & Workforce Preparation Program.
- Understand and comply with service rules and environment (on or off campus and virtually).
- Behave in a manner that focuses on work readiness and academic success.
- Be responsible and accountable for the following rules, policies, and procedures in all classroom settings while on campus or while attending and participating in any Center-related activity.

RESPONSIBILITES OF STAFF:

- Respect all students of the Adult Education, Civics, & Workforce Preparation Program.
- Implement the Adult Education, Civics, & Workforce Preparation Program Handbook and the Student Code of Conduct and all disciplinary procedures in a fair and consistent manner.
- Maintain a learning environment that provides academic success.
- Hold students accountable for disorderly conduct in all classroom settings while on campus or while attending and participating in any Center-related activity.
- Address rule violations with multiple strategies.
- Use professional judgement to prevent minor incidents from becoming major problems

Adult Education, Civics, & Workforce Preparation Program General Guidelines

Throughout the AECWP program, you are expected to adhere to the general guidelines in all components. This includes while on campus, at off-site locations, or in a virtual environment. Inability to follow the guidelines could result in removal from the Center.

Attendance:

- Set your alarms. Show up 5 minutes before class start to eliminate any technical issues.
- Keep to the schedule. Missed time and days means missed knowledge.
- Communication is key. Inform your Instructor of any necessary lateness or absence (call or text).
- The **attendance policy** has a maximum of three excused absences (with documentation), some are a one day maximum. If you have any absences or latenesses, you will be expected to meet with your Counselor to discuss options.

Respect in the classroom:

- Be less disruptive. Stay seated and stay present.
- Be aware of who and what are in your surroundings. Set-up in a suitable quiet work area.
- Be alert and aware. Active listening.
- Mute microphone when not talking.
- Cover-up. Make sure you are dressed appropriately. Casual and comfy are acceptable.
- Stay focused. Avoid multitasking.
- Limit noise and distractions. Turn off the TV and radio.
- Help each other when warranted. Utilize the chat feature. Ask Questions.
- You can't go hang out right now. Tell friends and family you are unavailable during program hours.
- Phone silence. Keep cell phone on silent. Do not hold a phone conversation while in class.
- Warning! Cameras are to remain on while we are in the virtual classroom. If it is not working speak to your instructor ASAP.

Respect for each other:

- Words can be sweet or sour. Speak respectfully and kindly to everyone in all interactions.
- Be quiet when others and the instructor are speaking. Mute when needed.
- Stay on track! Avoid preventing yourself or others from learning.
- Hands to yourself. Shall refrain from all Public Displays of Affection (PDA) in all settings or while attending and participating in any Center-related activity (remote or in-person).

Respect for yourself:

- Just don't do it! Stay free of any drugs or alcohol while attending and participating in any Center-related activity (remote or in-person).
- Let us see that smiling face. Bonnets, hoodies, and hats are not to be worn. We are a work readiness program.
- Stay awake in class. You are responsible for getting adequate rest each night so that you can be attentive and alert.

- We want to be impressed by **YOU** not what you wear. Casual dress (work or school attire) - Dress appropriately and cultivate proper hygiene. This means, if your outfit is not appropriate for a school or business setting, do not wear it. This means you should not be showing any skin, exposure of undergarments, or wearing clothing with drug related or sexual images.

Student Attendance and Behavior:

Succeeding at the Adult Education, Civics, & Workforce Preparation Program means doing and being your best in the class, training, workshop, and work experience at all times, regardless of how difficult your assignments may be, how tired you are, or what mood you are in. It also means paying attention and being responsive as well as attending and being on time for every scheduled class and activity such as Work Readiness Workshops, High School Equivalency Preparation, Occupational Training, etc. We strive to create an environment that will accustom you to college, training, and a workplace culture to ensure that you are prepared for wherever your future takes you.

A student engaged in, **disrespectful behavior** or **disruptive behaviors** that stop the normal service of operations, keep others from learning, or prevents others from performing service activities will result in staff intervention, a written warning, or termination.

Please note that the following behaviors could result in OCC's Student Affairs Department intervening:

- Violence of any kind;
- Physical and verbal harassment of any kind, based on race, color, religion, national origin, sexual orientation, and gender;
- Firearms or weapons possession;
- Possession or distribution of an illegal substance;
- Coming in under the influence of drugs or alcohol;
- Drug or alcohol use during service time;
- Influence or odor of alcohol or marijuana;
- Theft; and
- Destruction of property.

Any form of **smoking** (cigarettes, juuls, vaps, e-cigs, etc) while on campus at Ocean County College is against the law. If you are caught smoking in the buildings, bathrooms, or anywhere on campus you could be ticketed and fined as well as dismissed from the Center. Additionally, such behavior will not be acceptable while in remote setting. Please refrain from doing it during an active class; save it for break time.

DISCIPLINARY ACTIONS:

Students of The Adult Education, Civics, & Workforce Preparation Program are expected to uphold and abide by certain standards of conduct embodied by a set of core values that include *integrity, community, respect and responsibility*. When students of the Program fail to exemplify these values, the service withholds the right to determine continued enrollment. This includes while in-person or in a virtual environment.

Any student whose disruptive, disengaged, and/or disrespectful behavior will result in a written warning and meeting with the student (and family if appropriate) and the AECWP Program Manager. Disciplinary action, up to and including termination, may be taken in response to a Code of Conduct violation by a student. Ocean County College Security will be called if necessary.

To determine the appropriate disciplinary action to the specific situation these factors are considered:

- the nature and severity of the violation,
- the degree to which the student has participated or been involved in the violation,
- student motive and intent in connection with the violation, and
- any reports of past violations.

Depending upon the incident/violation the following disciplinary action(s) may be imposed:

- Verbal warning –a student will receive a verbal warning based on the violation (case note added to file).
- Disciplinary Probation- the student is not in good standing for a designated period of time and is notified that violations of the Student Code of Conduct may result in a written warning and suspension from the Adult Education, Civics, & Workforce Preparation Program, particularly if the incident occurs during the probationary period.
- Written Warning- a notice to the student that further proven violations of the Code of Conduct occurred. A copy of the letter will also be placed in the students file.

The following steps must occur:

- Dismissal for the day (Violation)
 - Meeting with Adult Education, Civics, & Workforce Preparation Program Manager
 - Sign incident report
 - Set plan to return
 - Re-Sign Adult Education, Civics, & Workforce Preparation Program Handbook
 - Provide literature on violation occurrence
- Program Suspension- the student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.

Those students who are unable to meet service requirements and who are not responsive to the steps outlined towards improvement(s) will be provided with a written **notice of suspension** from all Center components a period of **approximately 30 days**. Student will be provided with guidance on the necessary adjustments or steps to be taken during that period.

At the Second Incident/Same Violation the following steps must occur:

- Suspension for approx. 30 days (Violation)
- Sign incident report
- Discuss return plan
- Re-Sign Adult Education, Civics, & Workforce Preparation Program Handbook
- Provide literature on violation occurrence
- Maintain weekly contact with the Center (provide support case management, referral and follow-up, open invitation to workshops relevant to student and family needs)
- Student will enroll and successfully complete a treatment service in alignment with the Code of Conduct violation.
- Schedule a “Return Meeting” with Adult Education, Civics, & Workforce Preparation Program Manager and staff where the violation occurred.
- Student will reenroll at the appropriate time within the program component terminated from.
- Student will return to the program as discussed and determined at the “return meeting”.

Any student who returns to the Adult Education, Civics, & Workforce Preparation Program , but still participates in disruptive, disengaged, and/or disrespectful behavior will receive a written **notice of termination** either for a nonspecific period of time or permanently. The OCAC will maintain regular attempts to be in contact with the student and may provide relevant supports as described in the individual student’s plan.

Ocean County College: Code of Student Conduct

PREFACE

Ocean County College students are responsible for knowing the information, policies, and procedures outlined in this Code of Student Conduct. Ocean County College reserves the right to make changes to this code as necessary; changes are effective when they are posted online. Students are encouraged to check online at go.ocean.edu/policies for the updated versions of all Ocean County College policies and procedures. Nothing contained in this document is intended to conflict with local, state, or federal law.

POLICY

Ocean County College students are expected to uphold and abide by the standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of five core values:

- Integrity – Ocean County College students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- Community – Ocean County College students build and enhance their community.
- Fairness – Ocean County College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect – Ocean County College students exhibit positive regard for each other, for property, and for the community.
- Responsibility – Ocean County College students are given and accept a high level of responsibility to self, to others, and to the community. Ocean County College students bear responsibility for their conduct. When students fail to exemplify the five core values by engaging in any violation of the standards, proceedings will take place as outlined in the Code of Student Conduct. Based on the outcome of the proceedings, the College reserves the right to engage in corrective and/or disciplinary action as outlined in the Code of Student Conduct.

SECTION 6: The Rules

Core Values and Behavioral Expectations

Ocean County College considers the behavior described in the following sub-sections as inappropriate for the Ocean County College community and in opposition to the core values set forth Ocean County College Policy # 5247. These expectations and rules apply to all students. Ocean County College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following examples of misconduct is subject to the sanctions outlined in Section 8: Overview of the Conduct Process.

Integrity: *Ocean County College students exemplify honesty, honor, and a respect for the truth in all of their dealings.*

1. Falsification. Knowingly furnishing or possessing false, falsified, fraudulent, or forged materials, documents, accounts, records, identification, or financial instruments, such as transcripts, diplomas, immunization records, doctors' notes, worthless checks, or money orders;
2. Academic Dishonesty. Acts of academic dishonesty as outlined in Policy and Procedure #5180, Cheating and Plagiarism;
3. Unauthorized Access. Unauthorized access to any Ocean County College building (i.e., keys, cards) or unauthorized possession, duplication, or use of means of access to any College building or failing to timely report a lost College identification card or key;
4. Collusion. Action or inaction with another or others to violate the Code of Student Conduct;
5. Trust. Violations of positions of trust within the community;
6. Election Tampering. Tampering with the election of any Ocean County College-recognized student organization (minor election code violations are addressed by the Associated Students of Ocean County College – the Student Government);

7. Theft. Intentional and unauthorized taking or maintaining possession of College property or the personal property of another, including goods, services, and other valuables.

Community: *Ocean County College students build and enhance their community.*

8. Disruptive Behavior. Substantial disruption of Ocean County College operations, including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus;

9. Rioting. Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property;

10. Unauthorized Entry. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College building;

11. Trademark. Unauthorized use and misuse of Ocean County College or organizational names and images;

12. Damage and Destruction. Intentional, reckless, and/or unauthorized damage to or destruction of Ocean County College property or the personal property of another;

13. IT and Acceptable Use. Violating the Ocean County College Acceptable Use and Computing Policy, found online at [go.ocean.edu/Acceptable Use](http://go.ocean.edu/Acceptable%20Use);

14. Gambling. Gambling as prohibited by the laws of the State of New Jersey. Gambling may include raffles, lotteries, sports pools, and online betting activities. Additional information may be found in the OCC Student Handbook, "Administrative Information and Policies";

15. Weapons. Possession, use, threat by, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property. The term "weapon" includes any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate;

16. Tobacco. Smoking, including "vaping" or use of "e-cigs," or any tobacco use in any area of campus are prohibited;

17. Fire Safety. Violation of local, state, federal, or campus fire policies, such as: a. Intentionally or recklessly causing a fire which damages Ocean County College or personal property or which causes injury; b. Failure to evacuate a College-controlled building during a fire alarm; c. Improper use of College fire safety equipment; or d. Tampering with or improperly engaging fire alarm or fire detection/control equipment while on College property, which could result in a local fine in addition to Ocean County College sanctions;

18. Ineligible Pledging or Association. Pledging or associating with a student organization without having met eligibility requirements established by the College;

19. Animals. Animals, with the exception of service animals that provide assistance, are not permitted on campus except as permitted by College Policy #2330, Service Animals, or by law.

20. Wheeled and Recreational Devices. Skateboards, sleds, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted on the campus mall, inside College buildings, athletic fields, or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities; individuals may be liable for damage to College property caused by these activities.

Fairness: *Ocean County College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.*

21. Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a student [or supporter of a student] in a civil rights grievance proceeding or other protected activity under this code, regardless of the outcome of the initial complaint;

22. Bystanding/Complicity. a. Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law; b. Complicity with or failure of any organized group to appropriately address known or obvious violations of this Code of Student Conduct or law by its members.

23. Abuse of Conduct Process. Abuse of, interference with, or failure to comply with College processes, including conduct and academic integrity processes: a. Falsification, distortion, or misrepresentation of information; b. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation; c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system; d. Harassment, both verbal and physical, and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding; e. Failure to comply with the sanction(s) imposed by the campus conduct system; f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system; g. Retaliation of any kind, whether against a complainant, survivor, witness, or any student in the conduct process.

Respect: *Ocean County College students exhibit positive regard for each other, for property, and for the community.*

24. Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

25. Threatening Behaviors: a. Threat. Written or verbal conduct, or gestures, that cause a reasonable expectation of injury or harm to the health or safety of any person or damage to any property. b. Intimidation. Threats or acts that cause a reasonable fear of harm in another.

26. Bullying and Cyberbullying. Repeated and/or severe aggressive behaviors, such as bullying and cyberbullying, that intimidate or intentionally harm or control another person physically or emotionally, which are not protected by freedom of expression;

27. Hazing. An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy (see Ocean County College Student Handbook, "Administrative Information and Policies");

28. Public Exposure. Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

29. Unauthorized Use of Electronic or Other Devices. Phones, cameras, or any recording devices used to make an audio, video, or photographic record of any person or thing while in the classroom or in any campus location where there is a reasonable expectation of privacy, such as locker rooms, changing rooms, and restrooms.

Responsibility: *Ocean County College students are given and accept a high level of responsibility to self, to others and to the community.*

30. Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia, except as expressly permitted by law and Ocean County College Policy #8600, Alcohol and Substance Abuse (see Community Standards for further information);

31. Drugs. Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia, except as expressly permitted by law and the College's Alcohol and Substance Policy #8600 (see Community Standards for further information);

32. Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

33. Failure to Comply. Failure to comply with the reasonable directives of Ocean County College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

34. Other Policies. Violating other published Ocean County College policies or rules, including Ocean County College's Civility Statement;
35. Health and Safety. Creation of health and/or safety hazards, such as dangerous pranks, hanging out of or climbing from/on/in windows, balconies, and roofs;
36. Violations of Law. Evidence of violation of local, state, or federal laws, when substantiated through Ocean County College's conduct process.

SECTION 5: How to Report an Incident

Individuals and resources are available for the reporting of crimes and policy/code violations, and action will be taken as soon as an incident is reported. Those who are aware of crimes or misconduct are encouraged to report it as quickly as possible:

Campus Security

Building # 30

(732) 255-0400, extension 2200

Office of Student Conduct

Administration Building (Building # 1), Room 020

(732) 255-0400, extension 2944

Online, using the reporting form posted at <https://www.ocean.edu/student-services/report-a-concern/> .
Download the mobile ReportIt app from the App Store or Google play or use the desktop ReportIt website located at www.reportit.com.

Alcohol and Substance Abuse #8600

POLICY

Ocean County College will enforce all applicable laws concerning illegal drugs and alcohol in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989.

While on the premises of any Ocean County College location, and while conducting College business-related or College-sponsored activities or events off Ocean County College's premises, no student or employee may use, possess, distribute, dispense, sell, manufacture, transfer, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances. Illegal drugs include all drugs for which the use, possession, transportation, or sale is prohibited by any federal, state, or local law. In addition, the possession of drug paraphernalia is prohibited.

Ocean County College will make every effort to provide its students and employees with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and other controlled substances.

Ocean County College has a zero tolerance for the abuse of this policy. Members of the College community charged with violations of this policy are subject to disciplinary action through the established disciplinary policies and procedures of the College and its collective bargaining agreements. Employees may face disciplinary action, up to and including immediate termination of employment, in addition to criminal prosecution under applicable laws. The College may also require satisfactory completion of an appropriate substance abuse rehabilitation or treatment service, counseling, or education service as a condition of reinstatement or continued employment.

Although alcohol and its consumption is strictly prohibited on campus and at college-sponsored activities, the Board of Trustees, at its discretion, may authorize the use of alcohol for specific events, in accordance with local laws regulating such use. Requests for authorization must be submitted in advance to the Office of the President for approval by the Board of Trustees.

Standards of Conduct

Ocean County College is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience. Further, the College is committed to promoting the wellness and positive self-development of its students. The unauthorized use or abuse of alcohol and the illegal use of controlled substances are prohibited because they inhibit students from attaining the benefit of their learning experience and expose them to serious illness and health risks. Ocean County College will begin disciplinary procedures for all students who violate this Alcohol and Substance Abuse Policy.

Applicable Legal Sanctions

In addition to sanctions imposed by the College, individuals violating substance abuse policies are subject to all applicable local, state, and federal sanctions, which may include, but are not limited to, fines and/or imprisonment. The College will refer violations of the Alcohol and Substance Abuse Policy to legal authorities when deemed appropriate.

Health Risks

Drugs may increase activity (stimulants), decrease activity (depressants), or cause hallucinations (hallucinogens). Every drug has multiple side effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or in sequence, their cumulative effects may be stronger than their additive sum.

The effects of drug use are highly individualized. Drug use or abuse can affect a person’s physical, emotional, and social health. It can cause accidents, illnesses, drug dependence, overdose, and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems.

Alcohol and Drug Resources and Services

The Office of Student Affairs can provide students with information and referral services for alcohol and drug concerns. The Assistant Vice President of Human Relations will have the same information and referral services available for College employees. Advisors maintain a list of substance abuse services, which includes:

Agency Listing For Substance Abuse:

<p>Ocean County Health Department 175 Sunset Avenue, PO Box 2191 Toms River, NJ 732-341-9700 or 609-978-9715 www.ochd.org</p>	<p>Mental Health Association in New Jersey 25 South Shore Drive Toms River, NJ 08753 Phone: 732-244-0940 https://www.facebook.com/MHAOcean/</p>
<p>Preferred Behavioral Health 700 Airport Road Lakewood, NJ 08701 North: 732-367-4700 ext. 7147 South: 732-458-1700 ext. 1114 http://www.preferredbehavioral.org *Accepts Medicaid</p>	<p>Ocean Mental Health Services, Inc. (Adults & Adolescents) 160 Route 9 Bayville, NJ 08721 877-621-0445 www.oceanmhs.org *Accepts Medicaid</p>
<p>Addiction Hotline 800-238-2333 Narcotics Anonymous 800-992-0401 Alcoholics Anonymous 856-486-4444</p>	<p>Crisis Helpline 877-266-8222 Hope Sheds Light TOLL-FREE HELPLINE 855-850-HOPE</p>

LEGAL SANCTIONS – New Jersey Alcohol Laws		
Driving while under the influence of alcohol or drugs. (DWI) NJSA 39:4-50	<ul style="list-style-type: none"> • 1st Offense: Insurance increased by \$1,000/yr. for three years, \$470 fine, 6--12 months loss of license, completion of 12--48 hours education service at the Intoxicated Driver Resource Center, and possibly 90 day jail term • 2nd Offense: \$720 fine, 2 yrs. Loss of license, 30 days community service, completion of a 12--48 hour education service at the Intoxicated Driver Resource Center, and possible 90 day incarceration. • 3rd Offense: Insurance increased by \$1,500/yr. for three years, \$1,200 fine, 10 yrs. Loss of license, and 180 day jail term. 	
Refusal to take breathalyzer test NJSA 39:4--50(a)	6 months loss of license, \$250--500 fine, and completion of an education service at the Intoxicated Driver Resource Center. (Also may be convicted of DWI without breathalyzer test results with added penalties for DWI.)	
Open or unsealed alcoholic beverage in car. NJSA 39--4-- 51(a)	<ul style="list-style-type: none"> • 1st Offense: \$200 fine • 2nd Offense: \$250 fine, and 10 days community service 	
Public consumption on/in educational facility or school property NJSA	Disorderly Persons Offense: Fine of up to \$500 and incarceration up to 30 days.	
Possession or consumption of an alcoholic beverage in public places by underage persons (under 21) NJSA	\$100 fine	
Purchase of alcohol by/for underage persons (under 21) NJSA 33:1--81.7	\$100 fine and loss of license for 6 months--1year.	
Transfer of ID (Using another's ID or allowing your ID to be used for underage obtainment) NJSA	\$300 fine and up to 60 days jail term.	
NEW JERSEY DRUG LAWS		
Drugs	Simple possession, use or being under the influence	Use or possession with intent to distribute
Marijuana	0--18 months in jail and \$500--15,000	0--10 yrs. In jail and \$750--100,000 fine
Cocaine	0--5 yrs. In jail and \$1,000--15,000 fine	2--3 yrs. In jail (3--5 mandatory without parole if over 5 oz.) and \$1,000--100,000
Speed	0--5 yrs. In jail and \$1,000--15,000 fine	3--10 yrs. In jail and \$1,000--100,000 fine
Psilocybin & LSD	0--5 yrs. In jail and \$1,000--15,000 fine	3--10 yrs. In jail and \$1,000--100,000 fine
Drug Paraphernalia (Use or possession)	6 months in jail, \$500--1,000 fine, and 2 yrs. Loss of license	

ADOPTED: 8.24.17

Ocean County College Procedures

STUDENTS

- 1 All employees and students are asked to report or submit to the Vice President of Student Affairs any knowledge or evidence directly or indirectly relating to the use, manufacture, possession, transfer, distribution, or sale of alcohol or illegal drugs anywhere on the College campus or any time during a College-sponsored activity.
- 2 Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgement of the counselor, there exists a clear and imminent danger to life, limb, or property. Any student who confides in a counselor that he/she has an alcohol/drug-related problem shall be encouraged to seek help through professional agencies/services recommended by the counselor.
- 3 The Vice President of Student Affairs shall submit to the College President information that he/she may obtain regarding the use, manufacture, possession, transfer, distribution, or sale of illegal drugs or alcohol on the College campus or during any College-affiliated activity and will recommend the appropriate course of action to be followed.
- 4 Any student found guilty by the Vice President of Student Affairs or the Student- Faculty Judiciary Council of the illegal use or possession of drugs and/or alcohol on campus or at a College-sponsored event may be suspended from the College. Return to the College will be considered on an individual basis; in no case will a person be reinstated as a student unless the College administration is satisfied that rehabilitation has taken place.
- 5 Any student found guilty by the Vice President of Student Affairs or the Student- Faculty Judiciary Council of the illegal manufacture, transfer, distribution, or sale of drugs on campus or at a College-sponsored event will be expelled from the College.
- 6 Any student found guilty of being under the influence of illicit drugs, including alcohol, will be subject to disciplinary sanctions by the Vice President of Student Affairs or the Student-Faculty Judiciary Council.

EMPLOYEES

1. Any knowledge of the abuse of alcohol or drugs by an employee on the Ocean County College campus or at any off-campus College-sponsored event shall be reported to the Assistant Vice President of Human Resources.
2. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgement of the counselor, there exists a clear and imminent danger to life, limb, or property. An employee who confides in a counselor that he/she has an alcohol/drug-related problem shall be encouraged to seek help through professional agencies/services recommended by the counselor.

3. The Assistant Vice President of Human Resources shall submit to the Executive Vice President of Finance and Administration and College President information that he/she may obtain regarding the use, manufacture, possession, transfer, distribution, or sale of illegal drugs or alcohol on the College campus or during any College-affiliated activity and will recommend the appropriate course of action to be followed.
4. A Request for Waiver of Alcohol Consumption form must be completed and submitted to the Executive Director of College Relations when alcohol is desired for use at an on-campus or off-campus College-sponsored event. The Executive Director will determine if the waiver request is appropriate and if a "Social Affair Permit" is required from the New Jersey Division of Alcohol Beverage Control; if so, the Executive Director will apply for the permit.

If the use of alcohol is deemed appropriate by the Executive Director, the Request for Waiver of Alcohol Consumption form will be forwarded to the President, who will recommend to the Board of Trustees that formal action be taken to temporarily suspend this policy during the hours of the specific College-sponsored event.

The Request for Waiver of Alcohol Consumption form will be returned to the Executive Director of College Relations after action by the Board of Trustees.

STUDENT HANDBOOK

Adult Education, Civics, & Workforce Preparation Program

By signing below, you indicate that you will read and agree to the expectations outlined in the handbook. Additionally, you acknowledge responsibility to review, uphold, and abide by the Ocean County College Code of Student Conduct while on campus or while attending and participating in any Center-related activity.

A hard copy of the Adult Education, Civics, & Workforce Preparation Program handbook and Ocean County College Student Code of Conduct are also available in the Adult Education, Civics, & Workforce Preparation Program office as well as in the Office of Student Conduct.

Student Name

Signature

Date

Parent/Guardian Name
(If a minor)

Signature

Date