

Home of the Falcons
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PRINCIPAL'S MESSAGE

Welcome back for the 2008 – 2009 school year! At JTHS we have new opportunities for you to grow academically, emotionally, and socially and hope that you choose to take advantages of all of the programs that our high school has to offer.

This year we welcome the JTHS Class of 2012 and wish each member of our freshman class the best as they begin their high school years. We also welcome 10 new teachers to the high school and look forward to the academic energy they will bring to our school.

As a student at JTHS, I expect that you will commit to being a good citizen both in and out of school. The benefits that you can receive from your high school education are only limited by your willingness to cooperate and actively participate in classes and programs.

GET INVOLVED!!

Please read the guidelines in this handbook in order to understand the expectations that we have for you. It is important that you familiarize yourself with the acceptable standards for behavior and attendance before we discuss them together. If you are a returning student, you will find a number of changes of policy. Please see the sections describing the policy for late to class, personal electronic devices, and severe misconduct for major changes.

As you prepare for the upcoming year, remember:

EFFORT = ACHIEVEMENT

You can overcome almost any obstacle in school with persistent effort and the support of your teachers, counselor, and other staff members.

I expect that your time in school will be focused on learning and participating in the programs we have planned for you this year. There will be opportunities to enjoy and recognize the talents of your fellow students, whether it is their involvement in athletic events, musical performances, debates, art displays or other activities or competitions. I hope you will appreciate and respect the talents that each student brings to our school.

Lastly, if you have a problem, be sure to let an adult in the building know about it. We will connect you with the right person to help. As I have said before, if we do not know about a problem, we are not able to help. Please make use of all of the resources we have to help you solve problems. Start by approaching a teacher, counselor, administrator or other adult whom you trust.

I look forward to a productive year and to recognizing you for your greatest achievements yet.

Karl A. Mundi
Principal

JEFFERSON TOWNSHIP BOARD OF EDUCATION

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Louis Cerny - Vice President
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Joseph G. Kraemer, Assistant Superintendent
Dora E. Zeno, Business Administrator and Board Secretary
Dr. Mary K. Thornton, Director of Curriculum
Tina E. Steinberg, Director of Special Services

HIGH SCHOOL ADMINISTRATION

Karl A. Mundi, Principal
John P. Cinotti, Vice-Principal, Academic Affairs
Gregory J. Currie, Vice-Principal, Student Leadership
Charles Dimiceli, Director of Student Personnel Services
John DiColo, Athletic Director

**JEFFERSON TOWNSHIP HIGH SCHOOL
FACULTY 2008-2009**

BUSINESS

FINE/RELATED ARTS

Mr. Cinotti, Supervisor
Miss Borealo
Mrs. DeGraw
Mrs. Frelinghuysen
Mr. Januszewski
Mr. Kazanfer
Mrs. Kwiecienski
Mrs. Latronica
Mr. Mang
Mr. Palumbo
Mr. Pisciotto
Mrs. Simler
Mr. Toth
Mr. Warholak
Mr. Warncke
Mrs. Weir

ENGLISH

Mrs. Knutelsky, Supervisor
Mr. Barbato
Mrs. Boyle
Mrs. Cieri
Mrs. Cimaglia
Miss Czochanski
Ms. Daken
Mrs. Klebez
Mrs. Maxwell
Mr. Oppedisano
Mrs. Schwimer
Mrs. Seader
Mrs. Shamy
Mrs. K. Smith
Mrs. Vandigriff

WORLD LANGUAGE

Mrs. Molé-Hsieh, Supervisor
Miss Castiglione
Miss Davidson
Mrs. Doyle
Mrs. Diaz
Miss Formoso
Mrs. Lerch
Mrs. Patterson
GUIDANCE
Mr. Dimiceli, Supervisor
Mrs. Carroll
Mrs. Davey
Mr. Hannaway
Ms. Martino, SAC
Ms. Montegari
Ms. Newman

LIBRARY

Ms. Cohen

MATH

Mr. Petric, Supervisor
Mrs. Ajaj
Mr. Fisher
Mrs. Fisher
Mr. Giessuebel
Mr. Glusiec
Mrs. Hu
Ms. Loftus
Mrs. Miliano
Mr. Stager
Miss Todd
Mrs. Verzi
Mr. Wagner

**JEFFERSON TOWNSHIP HIGH SCHOOL
FACULTY 2008-2009 CONTINUED**

MUSIC

Mrs. Molé-Hsieh, Supervisor
Mr. Barrieres
Mr. Wynne

NURSE

Mrs. Hoffman

PHYSICAL ED.

Mr. DiColo, Supervisor
Ms. DiRupo
Mrs. Kelly
Mr. Kester, Athl. Trainer
Mrs. Kircher
Mr. Klebez
Mr. Moscatello
Mr. O'Connor
Miss Quintavella
Mr. Silipena

SCIENCE

Mrs. Nadler, Supervisor
Mr. Bruseo
Mr. Guziewicz
Mrs. Haber
Mrs. Hopper
Mrs. Kirshenbaum
Mrs. Krygier
Mrs. Kula
Ms. Little
Mr. Pollison
Mr. Rose
Mrs. P. Smith
Mr. Szwartz

SOCIAL STUDIES

Mr. Currie, Supervisor
Mrs. Austin
Mr. Eastman
Mrs. Farris
Ms. Ferguson
Mr. Hough
Mr. Kalavik
Mr. Levens
Mr. Levine
Mr. Schwarz
Mr. Shortway

SPECIAL SERVICES

Mrs. Steinberg, Director
Mrs. Daggett, Supervisor
Mrs. Basket
Mr. Baylor
Mrs. Ciaraffo
Mr. DiGennaro
Mrs. Edge
Mrs. Gonzalez
Mr. Guarraia
Mrs. Mason
Mr. Mattessich
Mr. Montanez
Mrs. Tordoff
Ms. Vanderbok

TECH SERVICES

Mr. Fleming, Tech Coordinator
Mrs. Banola
Mr. Gheradi
Ms. Mansbery

Jefferson Township Public Schools
2008 - 2009 School Calendar

August 27-29	New Staff Orientation
September 1	Labor Day
September 2	All Staff Orientation
September 3	Schools Open
September 30	Rosh Hashanah/Schools Closed
October 9	Yom Kippur/Schools Closed
October 13	Columbus Day/Schools Closed/Staff Dev.
November 6,7	NJEA Convention/Schools Closed
November 26	Early Dismissal
November 27,28	Thanksgiving Recess/Schools Closed
December 23	Early Dismissal
December 24-30	Winter Recess/Schools Closed
December 31	New Year's Eve/Schools Closed
January 1,2	New Year's Day/Schools Closed
January 5	Schools Reopen
January 19	M. L. King, Jr./Schools Closed/Staff Dev.
February 16	Presidents' Day/Schools Closed
April 6-10	Spring Recess/Good Friday/Schools Closed
April 13	Schools Reopen
May 25	Memorial Day/Schools Closed
June 19	Last Day for Students TENTATIVE

Emergency closing days may be made up as follows:

1st April 9, 8, 7 etc.

2nd June 22, 23, 24 etc.

REGULAR BELL SCHEDULE

7:20-7:32	Student Arrival Time
7:33	1 st Warning Bell
7:36	2 nd Warning Bell
Period 1	7:38-8:23 (5 Min. Homeroom)
Period 2	8:27-9:07
Period 3	9:11-9:51
Period 4	9:55-10:35 - Lunch
Period 5	10:39-11:19 - Lunch
Period 6	11:23-12:03 - Lunch
Period 7	12:07-12:47 - Lunch
Period 8	12:51-1:31
Period 9	1:35-2:15

DELAYED OPENING SCHEDULE

Period 1	9:23-9:55 (4 Min. Homeroom)
Period 2	9:59-10:27
Period 3	10:31-10:59
Period 4	11:03-11:32 - Lunch

DELAYED OPENING SCHEDULE CONTINUED

Period 5	11:36-12:05 - Lunch
Period 6	12:09-12:38 - Lunch
Period 7	12:42-1:11 - Lunch
Period 8	1:15-1:43
Period 9	1:47-2:15

EARLY DISMISSAL SCHEDULE

Period 1	7:38-8:10 (4 Min. Homeroom)
Period 2	8:14-8:42
Period 3	8:46-9:14
Period 4	9:18-9:47 - Lunch
Period 5	9:51-10:20 - Lunch
Period 6	10:24-10:53 - Lunch
Period 7	10:57-11:26 - Lunch
Period 8	11:30-11:58
Period 9	12:02-12:30

Students will be allowed 4 minutes between classes. This is sufficient time to get to any part of the building.

LATE BUS SCHEDULE

Late buses will be available for use by detention students, band members, athletes, after school choir and students seeking extra help from teachers. All school bus regulations are to be followed and appropriate conduct is expected from each student.

ALL YEAR - 3:30 - Detention, Extra Help 4:15 - Wednesdays only

ATTENDANCE

A. AM ANNOUNCEMENTS: AM announcements will occur 7:38–7:43. Duties to be conducted include attendance, flag salute, announcements and other school business.

B. LATE TO SCHOOL: Students who arrive after 7:38 am must report to the cafeteria to sign in. A pass will be issued and students are expected to report to period one class.

C. LATE TO CLASS/PERIODS ONE-NINE:

Prompt attendance to all classes is a vital part of the learning process. When students arrive at their class, they should enter the room promptly and take their seats. The class will begin after the bell rings and students should be in their seats ready to do work for that class period. Frequent lateness to classes inhibits the learning process of those students who take punctuality seriously and arrive to class on time.

A student is considered late to class if he/she arrives without a pass anytime after the class bell rings. Excessive lates to class will result in the following actions:

- 1st Late - Grace - No disciplinary action. Teacher will record the late and counsel the student
- 2nd Late - Notification - Teacher will counsel the student and notify parent/guardian.
- 3rd Late - Unexcused absence
- 4th Late etc. - Subsequent lates will result in an unexcused absence at a rate of 3 lates = 1 unexcused absence.

IMPORTANT: Every three (3) unexcused late arrivals to class will result in one unexcused absence.

D. CLASS CUTS: Students who are absent from class without authorization for ten minutes or more while in attendance in school on that day shall be considered cutting class. Any student cutting class will receive a grade of zero (0) for that class. A total of three (3) cuts, including those for excessive lateness, will result in loss of credit for a full year class. For classes that run less than a full year:

Semester class, Phys. Educ. – two (2) cuts equals loss of credit.

Health Education – one (1) cut equals loss of credit.

After a loss of credit, each additional cut will result in one day of ISS. In addition, a student may be removed from a class upon the third cut. If removed for excessive cuts, the student will not be permitted to register for summer school for that particular course.

E. ABSENCES: The laws of the State of New Jersey require regular attendance of all students enrolled in public school. The Jefferson Township Board of Education believes that **regular attendance in class, participation in class activities, and interaction between student and teacher are vital and integral parts of the learning process and therefore require the regular attendance of all students each day school is in session.** Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are not present. Poor attendance limits accomplishments and reinforces a bad habit, which will handicap the individual in future education or employment. When a student is absent from school, a parent/guardian must call the high school prior to 10:00 a.m. to give the reason for the student's absence.

F. EXCUSED (NON-CUMULATIVE) ABSENCES: It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. Students will be allotted 2 days to make up any missed work for each day absent.

“Excused absence” is a pupil’s absence from school for a full day or a portion of a day for one or more of the following reasons:

1. The pupil’s illness, as verified by a doctor’s note,
2. Family illness or death,
3. Educational opportunities (i.e., college visitations for 11th and 12th grade students only must be pre-approved by the student’s school counselor, are limited to 3 per school year, and must be verified by a letter from the admission office),
4. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
5. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C.6A:16-2.3,
6. The pupil’s suspension from school,
7. The pupil’s required attendance in court,
8. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
9. Examination for a driver’s license,
10. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
11. An absence for a reason not listed above, but deemed excused by the principal, upon a written request by the pupil’s parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

All documentations must be presented to the guidance office on the first day that a student returns to school. Upon returning to school, where mitigating circumstances prevail, documentations or notes will not be accepted after 14 days from the last date of absence.

G. UNEXCUSED (CUMULATIVE) ABSENCES: Unexcused absences represent all absences that do not meet the requirements of an excused absence specified above. They are not to be considered “vacation days” or “free time” from school. These days take into account absences from school for illnesses when a student has not visited a doctor or dentist. Students will be allotted 2 days to make up any missed work for each day absent.

Unexcused absences include:

1. Full day absences from school
2. Individual class cuts
3. Early dismissals from school other than an illness when excused by the school nurse
4. Three unexcused lates to class

A student will not be granted credit in individual classes after exceeding sixteen (16) unexcused absences. This also includes lates to school and/or lates class (refer to Attendance, Section B,C). This will also apply to Vo-Tech students who attend classes scheduled outside the high school. For a semester course a student will lose credit after exceeding eight unexcused absences. A student will remain in a class after exceeding the limits noted above. THE REPORT CARD AND PERMANENT RECORD WILL INDICATE THE GRADE EARNED IN THE COURSE AS WELL AS “L/C (LOSS OF COURSE CREDIT – EXCESSIVE ABSENCES)”. Parents and students will be notified of unexcused absences after 4, 8, 12 and 16 days. Appeals for exceptions to loss of course credit for excessive unexcused absences due to extenuating circumstances must be made to the principal within two weeks of receipt of the letter.

H. TRUANCY: Truancy is a deliberate and willful absence from school, wherein parents will be notified. In addition, charges may be filed with the juvenile officer and the student will receive a cut in all classes missed for the day.

I. EXCUSAL FROM CLASS OR PROGRAM: The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent or legal guardian of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Superintendent or designee.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his or her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

No student should be permitted to miss a class to make up work for another teacher's class. A pupil may be excused from study to visit guidance or to make up work for another teacher by presenting a request slip properly signed by the teacher who is responsible for the student while out of the study hall. This also applies when students go to the main office. During any class period, including gym, study hall or lunch

period, students are not to be in the corridors without a pass. **It is the responsibility of students to procure a pass whenever they are in the hallway.**

J. LEAVING SCHOOL EARLY: Requests to leave school during the day will be considered by the office. All requests for early dismissal must be made by the parent/guardian by calling the High School main office. It will be necessary that a parent/guardian (or another responsible adult designated by the parent/guardian) report to the High School office and sign the dismissal register at the time the student is to be dismissed. **No student is to leave the school grounds during school hours without permission from the Administration. Any student leaving the high school grounds between arrival and dismissal will be suspended. High school students are allowed in the middle school for scheduled classes only. Any violation of this expectation will result in disciplinary action. Seniors who leave school grounds during the school day will have their parking permit suspended/revoked.** Excuses for leaving school due to illness must be obtained from the school nurse who will notify the parent and the Vice-Principal. **No student, regardless of age, may sign out or absent themselves from school for any purpose (See Pupil Supervision After School Dismissal pgs. 44-46).**

K. FINAL EXAM ATTENDANCE POLICY:

Only those absences noted in Section F (Excused Absences) will be considered to be legitimate excuses for midterm and final exams. Any other absence will result in a grade of zero (0) for that exam.

L. ATTENDANCE FOR STUDENT ACTIVITIES: A student must be in school by 11:00 a.m. in order to participate in any after-school activity. Students who are absent from school on the day of the scheduled activity will not be allowed to participate in the scheduled performance of the activity unless previously excused by the administration. The administration may decide to grant permission to participate in activities based on special circumstances. Any student who has been suspended from school may not participate in or attend any school-sponsored or related activities, including sports.

M. PHYSICAL EDUCATION EXCUSES: Based on interpretations of state law no student is permitted to be medically excused from physical education class. Therefore, instructors have two choices when implementing medical excuse procedures: Students may remain in class (recommended for short term excuses) and either complete a written project or be a PE assistant in order to receive credit. Long-term excuses may follow the same procedures as above except in cases where the student is incapacitated (unable to remain in the gym area or unable to walk to activity areas). In these cases only, the student may be assigned multiple assignments and be scheduled to the library to enable the student to receive credit for the class. When doctors request that students be excused from gym, they must specify in writing the reason(s) and approximate length of the excuse(s). This written excuse must be seen and signed by the school nurse on the first day of the excuse. Daily notes from a parent/guardian will be reviewed at the discretion of the teacher.

SCHOOL CITIZENSHIP

No matter where you go or what you do, you will find certain regulations to help guide you. Naturally, there will be rules and regulations at Jefferson Township High School. They are meant for your benefit. Your conduct should show respect for the property, rights, and privileges of others at all times. You expect and appreciate respect when it is shown to you by others. School authorities and teachers are responsible for your conduct and well- being while you are a student at Jefferson Township High School. One purpose of discipline is to enable the student to learn to change by examining

his/her attitudes and actions. Your good behavior and respect for authority will help make your high school career a successful one.

Your conduct at all Jefferson Township High School activities is a reflection of you, your school and your community.

A Jefferson Township High School student is expected to:

- Arrive to class on time
- Be productive in class and make full use of all class time
- Behave in class by following the proper class rules and procedures
- Be prepared for class with all required materials and assignments
- Demonstrate responsibility in class for all assignments and actions everyday

A. PUPIL DISCIPLINE/CODE OF CONDUCT POLICY (5600)

Severe Misconduct

Our Schools reinforce the important community of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. Every student has the right to

- Be treated with respect and courtesy;
- Learn without disruption;
- Attend school and each class every day;
- Feel safe at their school.

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs. Well-behaved students should not be penalized by this misbehavior.

Anyone committing an offense characterized as severe misconduct will be suspended immediately and referred to the Superintendent for a Board of Education hearing with a recommendation for action up to and including expulsion. Based on the recommendation of the administration and the facts of the case, the Board will vote on disciplinary action. Therefore severe action will be taken for the following severe offenses:

- Assaultive behavior directed toward a school staff member or a member of the school community
- Possession or distribution of a weapon, a Controlled Dangerous Substance (CDS), or Alcoholic beverage
- Making a bomb threat or false fire alarm;
- Terroristic threats (written or verbal)

This regulation shall be interpreted as far as possible to be consistent with all other policies governing discipline. In the event of a conflict, this regulation shall prevail.

1. Severe Offense Grades 6-12

- a) Anyone committing any of the aforementioned offenses will be suspended immediately, after being advised of the reasons and being given an opportunity to respond, and referred to the Superintendent for a Board of Education hearing with a recommendation for action up to and including expulsion. The building Principal or Vice Principal may suspend for up to ten (10) days and the Superintendent may suspend up to twenty (20) days. In the absence of any of the

foregoing administrators, their designee may suspend up to ten (10) days.

- b) Students may be referred to the Superintendent of Schools based on the seriousness of the behavior and/or past history at the discretion of the principal.

2. Recommended Procedures

- a) When a student commits a severe offense a parent/guardian must be contacted immediately, and in addition, a written letter will be sent to the parent/guardian explaining the rights of the family as well as all possible ramifications of the violation and district procedures.
- b) Non-classified students may undergo an evaluation by the Child Study Team or outside service provider to determine if the student has a disability in cases of a recommendation for expulsion.
- c) Classified student should be referred to the CST for the purpose of coordination of further evaluation, manifestation determination and/or alternative placements in cases that receive such recommendation from the Administration.
- d) The parent/guardian may waive their right to a hearing if they so desire and must indicate this desire in writing to the Superintendent of Schools.

3. Hearing

- a) The parent/guardian has the right to view any evidence being presented by the Administration and has the right to an attorney at their expense. The Superintendent and/or Board of Education have the right, at their discretion, to take such steps, as they deem necessary, for the protection of victims and/or witnesses.
- b) The Superintendent and /or Board of Education, after hearing all the evidence and any additional information that may be provided by the student or parent/guardian, will make a determination in the case. They may accept the recommendation of the administration, modify the recommendation, or present a different recommendation.
- c) In the case of a student being recommended for expulsion, long-term suspension, or an alternative placement, the Superintendent and/or Board of Education will have access to any required evaluations prior to making a determination in the case.
- d) The Superintendent and/or Board may elect to place a student on homebound instruction pending an out-of-district or alternative-school placement

4. Discipline

- a) In addition to expulsion or suspension, disciplinary action shall include the withholding of privileges to participate in after school activities, extracurricular activities, and after school events (e.g. sports, graduation, proms, National Honor Society, drama, etc.) as follows:

1st Offense: loss of co-curricular, athletic, and parking privileges for 30 school days.

2nd Offense: loss of co-curricular, athletic, and parking privileges for 60 school days.

3rd Offense: loss of co-curricular, athletic, and parking privileges for the remainder of the school year.

B. PUPILS WITH DISABILITIES

- 1. For pupils with disabilities, subject Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and

accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

C. PUPIL RIGHTS

1. Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:
 - a) Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
 - b) Education that supports pupils' development into productive citizens;
 - c) Attendance in safe and secure school environments;
 - d) Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
 - e) Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
 - f) Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
 - g) Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from Participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

These regulations shall be interpreted as far as possible to be consistent with all other regulations governing discipline. In the event of a conflict, these regulations prevail.

D. DISCIPLINARY PROCEDURES: Below are the disciplinary procedures, which may be assigned to students whose actions constitute an infraction of school regulations.

Detentions: A teacher detention will be assigned for any infraction of school rules and regulations within the classroom: i.e. misbehavior, lack of preparation or materials, no homework etc. Office detentions will be assigned for violations of school policy. Illness is a legitimate reason for missing detention only when an excuse is obtained from the school nurse prior to the assigned detention. Detention assignments take precedence over extra help, student activities and personal obligations unless excused by the administration. Office detentions may only be reassigned by the Vice-Principal prior to 2:00 p.m. of the assigned detention day. Teacher detentions may only be rescheduled by the teacher prior to the start of the day. Failure to reschedule a

detention as described above will result in a detention cut. Further disciplinary action will be taken for detention cuts.

DETENTION GUIDELINES

While serving detention, students are expected to adhere to the following:

- Students should be seated in an alternating fashion, as they would be in a test-taking situation
- Complete silence must be maintained
- Students are required to bring schoolwork and must be engaged in doing that work
- Students are to remain in the detention room for the entire period (2:20-3:05)
- There is no sleeping, eating or drinking allowed in the detention room
- Students are required to sit up straight while in the detention room
- Hats, headbands, head coverings or electronic devices of any type are not permitted
- Students must remain seated at all times.
- No visitors will be permitted

ISS/In-School Suspension: This program helps reduce the number of out-of-school suspensions and allows the student to receive remediation in school while simultaneously being disciplined for unacceptable behaviors. Students will be assigned ISS for a variety of offenses. They will be required to remain in the ISS room for the duration of their suspension (including lunch) and must obtain and complete assignments from their classroom teachers. Any student refusing ISS, may be assigned additional ISS or OSS. A parental reinstatement conference may be required and further disciplinary action may occur.

ISS ROOM GUIDELINES

While serving ISS, students are expected to adhere to the following:

- Students are **required** to report to the in-school room on time and prepared. Failure do so may result in an additional day of ISS
- Students are not permitted to socialize during ISS
- Students are required to be engaged in their schoolwork for the entire day
- Students are to remain in the ISS room for the entire day. Vo Tech students will be released to attend Morris County School of Technology
- There is to be no sleeping in the ISS room
- There is no eating or drinking in the ISS room, except during the designated lunch period
- Students are required to sit up straight in the ISS room
- Hats, headbands, head coverings or electronic devices of any kind are not permitted
- Students are not permitted to get out of their seats
- No visitors will be permitted
- Adhere to all rules posted in the in-school suspension room
- A student that misbehaves in ISS may be assigned additional ISS or OSS

Out of School Suspension (OSS): Serious infractions of school rules and regulations may result in Out of School Suspensions (OSS). A parental readmit conference with the Vice Principal may be required prior to the student's return to school. Any student on OSS is not permitted on school grounds or at any student activity during or after school. All work missed during a suspension must be submitted to receive credit. The standard rule is one day of make-up for every one-day of suspension. It is the responsibility of the student to obtain any work required during his/her OSS.

DISCIPLINARY PRACTICES CHECKLIST

Teachers may deal with disciplinary infractions as they see fit. However, when a teacher submits a disciplinary referral to the Vice-Principal, the following guidelines will apply:

THIS LIST REPRESENTS THE MINIMUM ACTION TO BE TAKEN!

Infractions not listed are left to the discretion of the administration

X = 1st Offense, XX = 2nd Offense, XXX = 3rd Offense							
Infraction	Conf/ Repr.	Teacher Det.	Office Det.	ISS	OSS	Princ Ref	BOE Ref
Hallway Misconduct (pass/agenda book required)	X		XX	XXX			
Disruption in Assembly	X		X	X	X		
Disruption in Class	X	X	X	X	X		
Disruption on Bus	X		X	X	X		
*Infractions may result in bus suspension							
Walkman, other Technology Offense	X Item ret.end of day		XX Item ret. only to parent	XXX Item turned over to JTPD			
Inappropriate Behavior/Language	X	X	X	X		X	
Excessive Lateness*				X			
*See handbook : Late to School/Late to Class							
Teacher Detention Cut			X	XX			
Class Cut		X	XX				
*3 rd cut=loss of credit/possible removal from class							
Study Hall Cut	X		XX	XXX			
Office Detention Cut			X	XX			
*Must make up original detention							
ISS Misconduct				X	XX		
Leaving Class w/o Authorization	X		X	X		X	
Being in Unauthorized Area	X		X	XX			
Leaving School Unauthorized				X	XX		
*Including going to the Middle School							
Truancy			X	XX			

X = 1st Offense, XX = 2nd Offense, XXX = 3rd Offense							
Infraction	Conf/ Repr.	Teacher Det.	Office Det.	ISS	OSS	Princ Ref	BOE Ref
Inappropriate Use of Vehicle	X		X	XX			
*Possible revocation of driving privileges							
Verbal Confrontation	X		X	X	X		
Physical Scuffle	X		X	XX	XXX		
Violent Fight					X	X	X
Teacher Assault					X	X	X
Verbal Bullying	X		X	XX			
Physical Bullying				X	XX	XXX	
Smoking/Tobacco Products				X	XX	XXX	XXX
*Referral to SAC and JTPD							
Failure to identify one's self				X	X	X	X
Gambling				X	XX		
*Referral to SAC AND JTPD							
Forgery	X	X	X	X	X		
Vandalism/Graffiti	X		X	X	XX	XXX	
*Restitution on all offenses							
*Referral to JTPD							
Possession of an explosive device. Starting a Fire					X		X
*Referral to JTPD							
Theft/Extortion					X	X	XX
*Referral to JTPD							
Possession of a Weapon/Dangerous Instrument					X	X	X
*Referral to JTPD							
False Alarm					X	X	X
*Referral to JTPD							
X=1 st Offense, XX=2 nd Offense, XXX=3 rd Offense							
Bomb Threat					X	X	X
*Referral to JTPD							
Other Potentially Dangerous Acts	X		X	X	X	X	X
Sexual Harassment	X			X	X		
Threatening	X	X	X	X	X	X	X

E. CHRONIC AND CONTINUAL DISCIPLINARY INFRACTIONS:

At the discretion of the administration, when a student receives ten (10) or more disciplinary referrals, the student may be referred to the Superintendent for a disciplinary hearing.

F. FOUL/INAPPROPRIATE/OBSCENE LANGUAGE:

Students are expected to conduct themselves in an appropriate manner at all times. Proper language is an important part of appropriate behavior; therefore, foul language will not be tolerated.

Inappropriate Language

<u>1ST Offense</u>	Teacher detention
<u>2ND Offense</u>	Referral to Vice Principal - Office detention Parental notification by Vice Principal
<u>3RD Offense</u>	Referral to Vice Principal - ISS Parental notification by Vice Principal

Profanity or obscene language directed at or toward any staff member

<u>1ST Offense</u>	Referral to Vice Principal - ISS/Out of School Suspension Parental notification by Vice Principal
<u>2ND/3RD Offense</u>	Referral to Vice Principal - Out of School Suspension Parental notification with Vice Principal

G. WEAPONS/DANGEROUS INSTRUMENTS: Any object that can reasonably be considered a weapon (final determination made by the administration) is prohibited from being brought onto school property or to school functions. Any student found to be in possession of a weapon or dangerous implement will be referred to the Board of Education as per the Severe Misconduct Policy.

H. HARASSMENT, INTIMIDATION AND BULLYING: The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent it complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district’s pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils’ abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and

respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to Incident of Harassment, Intimidation or Bullying

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying.

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring only the school response to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that a response either at the classroom, school building or school district level or by law enforcement officials may be necessary.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive Behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, and procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

I. CYBER-BULLYING: “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361 Acceptable Use.

J. SEXUAL HARASSMENT: The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions

Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil, who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call. This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

K. SCHOOL DRESS CODE: It is the purpose of the dress code to promulgate a positive self-image and pride in school among our students. Health, safety and educational well being are the primary objectives of this code, which bears a reasonable

relationship to the goal of fostering an environment conducive to discipline and to education. Specifically, clothing which is torn, with holes and/or soiled is inappropriate school attire. Students are expected to attend school neatly attired. Undergarments are required. Shoes must be worn at all times.

The following are considered inappropriate school attire and will not be allowed in school:

- Very tight clothing that inhibits movement and/or causes a classroom distraction
- Shoes which are unsafe and or cause excessive wear or damage to school property (heelies, etc.)
- Tops, dresses and jumpsuits that are off-the-shoulder, one-shouldered, strapless, spaghetti straps, halters, tube tops, thin-strapped
- Ultra-sheer, see-through clothing. (must be worn with undershirts, slips or camisoles)
- Midriff (cut-offs) shirts that expose the chest and/or abdominal area (s) of the body. Shirts must be buttoned and cover the abdomen and back at all times
- Apparel or objects that contains any words or graphics that refer to sex, alcoholic beverages, tobacco products or drugs of any kind or have double meaning or advocate acts of violence and must not be marked with any obscene, lewd, vulgar, racist, or offensive slogans
- Improper wearing or displaying of state or country flags and/or religious items (i.e., rosary beads as necklaces)
- Skirts and shorts shorter than mid-thigh
- Hats or cosmetic headdress, bandanas/kerchiefs, sweatbands, woven caps, stocking caps, hoods, or any other head wear not approved by the principal, excluding headwear for medical and or religious reasons. No hats are allowed in hand during school hours.
- Musical headsets, portable audio devices
- Outerwear coats/jackets during school hours
- Pajamas
- Pants or skirts worn below the waist exposing underwear and/ or skin
- Pants that drag on the floor inhibiting movement
- Overalls not fastened properly
- Facial jewelry that presents a safety hazard or causes disruption in the classroom
- Dog chains, chains thicker than 1/8", as belts, chained wallet holders and/or chains as body jewelry
- Spiked or studded wrist/neck bands and gloves

Sunglasses without administrative approval

Any street gang apparel (Such as extra long jerseys, shirts, T-shirts, etc.)

Note: The building administrator(s) will address violations of the dress code with the student and parent/guardian. Reasonable attempts will be made to correct any dress code violation(s) prior to withholding the student from walking the hallways and/or attending classes. Schoolwork missed due to time spent rectifying dress code violation(s) will be the responsibility of the student.

Appeals Procedure: The building administrator(s) will determine inappropriate dress. A Dress Code Appeals Committee, comprised of parents, faculty, student and administrative representatives, will convene when needed for the purpose of reviewing specific new garments presented by students for approval as appropriate school attire. However, administrative decisions will prevail pending an Appeals Committee ruling.

L. FIRE DRILLS AND REGULATIONS: Fire drills are a serious part of a school routine. Everyone is to exit and enter the building in a quiet and orderly manner. The signal for the fire drill will come from a continual horn and a blinking alarm. Everyone will immediately form a single line and pass quietly and alertly out of the building, and proceed to an area at least 100 feet from the building. The signal to return will be given to teachers by the administration.

M. EMERGENCY ACTION PLANS

In compliance with state law, Jefferson Township High School is required to anticipate and prepare for Emergency Situations. As a result, Evacuation and Lockdown drills are conducted. The purpose of these drills is to prepare the students and staff in the event of an emergency. Evacuation and Lockdown plans have been developed in cooperation with the Jefferson Township and Morris County Police Departments. During a drill or in an emergency, students and staff will be moved to a safe destination which may or may not be located on school grounds. In the event of an emergency, parents and guardians who have enrolled in our calling system will be contacted by Global Connect. In an emergency lockdown, parents/guardians should not report to the school or an evacuation site, as students will not be allowed to be picked up or excused from school until the situation is deemed secure by the police. In addition, we strongly request that in the event of an emergency, parents/guardians refrain from contacting their children via cell phone, personal pager etc., as these transmissions may interfere with the safe and efficient manner of the emergency response team. Parents/guardians who have not enrolled in the Global Connect Calling System, but wish to enroll, should contact the main office or www.jefftp.org.

N. BUS CONDUCT: Bus transportation is an expensive privilege for any student who is transported to and from school. Parents/guardians are legally responsible for actions or damages caused by their children. From the time of scheduled pickup to scheduled drop-off, a student is considered to be on school property and all school rules apply. The bus driver is in full charge of the bus at all times and shall be responsible for order. If the driver is unable to manage any student, he/she shall report the student to the Vice-Principal of the school. The Vice-Principal may exclude a pupil from the bus for disciplinary reasons, and the parents/guardians shall provide the transportation to and from school during the period of such exclusion.

1. School Bus Regulations:

- a) The student must not stand or play in the roadway while waiting for a bus.
- b) If students must cross a highway to board a bus, they should wait until the bus arrives and stops before crossing.
- c) Students should remain in line at least 5-10 feet from the bus when it stops to pick them up and should not move toward the bus until the door is open.
- d) Students should look for traffic in both directions before crossing the highway.
- e) Students who must cross a highway after exiting a bus shall pass 10 feet in front of the bus. They shall cross only after the driver signals them to do so.
- f) Students are not permitted to stand in roads, highways, or streets to direct traffic.
- g) Students must be at the bus stop at the time designated and be ready to get into the bus with the least possible delay.
- h) Students will not be allowed to enter or leave the bus at any place other than their regularly assigned bus stop.
- i) Students must ride their assigned bus.
- j) Students must obey the driver at all times when riding the bus.
- k) Students must never extend arms or head out of bus windows.
- l) Students must remain seated while the bus is in motion.

- m) Students shall keep the aisles clear of lunch boxes, musical instruments, duffel bags, books etc.
- n) Musical instruments larger than a clarinet may not be transported on the bus.
- o) Students must conduct themselves in an acceptable manner at all times. Smoking, vulgarity, and boisterous or other improper conduct will not be permitted.
- p) Students should assist the driver in keeping the bus clean.
- q) Drinking and eating are not permitted on the bus.
- r) Students must not damage or deface any part of the bus.

O. SMOKING: Students are not permitted to use or possess tobacco/tobacco products including chewing tobacco or snuff at any time which when on school buses, school grounds, in school buildings, or at any school functions. Penalties for students found using tobacco will be as follows:

First Offense: assigned three days of ISS and a complaint will be filed with the local Police Department. If found guilty, the student may be fined \$125 or more.

Second Offense: assigned five days of OSS and a complaint will be filed with the local Police Department. If found guilty, the student may be fined \$200 and may be required to attend and complete an outpatient anti-smoking program.

Third Offense: assigned seven days of OSS and a complaint will be filed with the local Police Department. If found guilty, the student may be fined \$300 and may be required to attend and complete an outpatient anti-smoking program. In addition, students may be recommended to the Superintendent for a hearing for continual willful disobedience.

Possession, distribution, and/or use of other tobacco products including chew, snuff, etc. or tobacco-related products such as matches, lighters or any other flame-producing product will be subject to the following penalties:

First Offense - one (1) day ISS and a complaint filed with the local police department.

Second Offense – two (2) days ISS and a complaint filed with the local police department.

Third Offense - three (3) days ISS and a complaint filed with the local police department.

P. HALL PASSES/STUDENT AGENDA BOOK: Each student in the hall during class periods must carry a yellow pass showing destination, time, date, and student's first and last name. Agenda books will be used as hall passes only under certain circumstances to be determined by the teacher.

Q. GIFTS/PARTIES: Students are not to collect money for gifts for teachers, staff members, coaches or students, or hold parties or similar activities during school time, without the permission of the Principal.

R. SENIOR PRIVILEGES: Members of the Senior Class have exclusive use of senior court during their scheduled lunch period and weather permitting. Other senior **privileges** include driving and parking on school property (as available), senior exemptions on final exams. Senior privileges are exactly that, privileges, and may be revoked due to violation of school rules, policies and/or procedures.

S. STUDENT DRIVING AND PARKING: Student parking at Jefferson Township High School is a senior **privilege** (as available). This **privilege** may be denied to seniors with poor discipline and/or attendance records. All student parking at the high school will be drawn by lottery and is by permit only. Due to limited space, ONLY SENIORS may apply for a permit. Students who drive to school must register their vehicles with the Vice-Principal and secure a parking decal. Vehicles not properly registered, without a parking decal, or parked illegally on campus may be ticketed by

the Jefferson Township Police or towed at the owner's expense. Any freshman, sophomore or junior parking on school campus may be subject to the following penalties: ticketing by the local police, vehicle towed, detentions, suspensions and possible loss of driving privileges as a senior.

The following behavior violations will result in the loss of parking privileges:

1. Expulsion/Long Term Suspension- automatic loss of parking privileges
2. Out of School Suspension - automatic loss of parking privileges
3. Leaving School Grounds without permission- automatic loss of parking privileges
4. Late to School- 5 unexcused per year will result in the loss of parking privileges
5. Referrals- 3 referrals may result in the loss of parking privileges, but can be appealed to the parking committee, 4 referrals will result in the loss of parking privileges
6. ISS - 5 days of ISS, loss of parking privileges
7. Cuts- any 3 cuts will result in the loss of parking privileges

Students issued tickets by the police for driving violations to and from school or in connection with a school activity or class will lose their parking privilege.

T. VISITATIONS: Students are not permitted visitors during the time school is in session. All visitors to the building must sign in at the front office. All visitations are held in the main office.

U. STUDENT OBLIGATIONS: All students will be required to meet all monetary and other obligations. Students who do not meet their obligations are subject to forfeiture of all privileges and activities, including commencement.

V. SEARCH AND SEIZURE: Student lockers, desks, and other such property are owned by the school; therefore, school officials are empowered to conduct reasonable searches and seizures in the interest of school safety, sanitation, discipline, and enforcement of school regulations. A student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. The U.S. Supreme Court has ruled further that "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or rules of the school". Students' effects also are subject to being searched by school officials. Effects may include automobiles located on school property.

W. LOITERING: Students are not permitted to loiter in the corridors, including the window areas, near the bathrooms, or entrances to the cafeterias. In addition, all students should take their regular bus home at the end of the school day unless they are involved in an activity.

X. SENIOR FINAL EXAM EXEMPTION POLICY: A student is exempt from his/her final exam if, and only if, the answers to ALL three questions are yes.

1. Is the student a senior?
2. Does the student have an "A" average in the fourth marking period?
3. Does the student have an overall "A" average for the four marking periods plus the midterm exam (Midterm exam will be worth ½ of a marking period grade).
Seniors enrolled in Seton Hall Project Acceleration program must complete the final exam in order to receive college credit from Seton Hall University.

Y. PLAGIARISM AND CHEATING: Our school recognizes that dishonesty, including cheating and plagiarism, is unacceptable. Any act of dishonesty reflects upon the individual and affects the entire school community. All work must be the student's own work, and the student should develop the habits of academic integrity that involve acknowledging one's sources and

assistance received. Dishonesty includes cheating in any form. Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. Plagiarism or cheating of any form is a serious offense and will result in an "F/0" for the work or project. Further discipline may be imposed at the discretion of the administration. A copy of the plagiarism appeals procedure is available upon request in the Guidance Office.

1. **Cheating/Cutting of Exams:**

Cheating on and/or cutting of exams is unacceptable and will not be tolerated. Any student found to have cheated on or cut an exam will receive a grade of zero (0) for that exam.

Z. POSSESSION OF ELECTRONIC DEVICES: Students are not allowed to use any personal electronic device(s) in school between the hours of 7:30 am and 2:15 pm. Laser pointers are prohibited at all times. Any student using these items during the above listed time will have the item confiscated. All electronic devices are to be turned off and securely stored upon arrival to school. The school is **not responsible** for any lost or stolen items.

The following procedures are in place for students who do not comply with the above policy:

First Offense: Will result in the electronic device being confiscated and returned at the end of the school day.

Second Offense: Will result in the electronic device being confiscated and returned only to the student's parent/guardian after a consultation/conference and the issuance of office detention.

Third Offense: Will result in the electronic device being confiscated for the number of days equal to the number of offenses and returned only to the student's parent/guardian after a consultation/conference and the issuance of one day of in-school suspension.

AA. TEXTBOOK CARE: Students are responsible for proper care of textbooks. Students must pay for lost or damaged books or supplies within a reasonable time. Books must be returned at the end of the course in the same condition as when they were received, allowing for reasonable wear and tear. In addition, book covers are to be on texts at all times. Students who do not return their books at the end of the year or do not pay their book fines will not be allowed to participate in graduation or may face disciplinary action.

BB. STUDY HALL GUIDELINES: Study hall is a time for academics. The following guidelines are not intended to stifle you but rather to insure that you have a quiet atmosphere in which to study. If you have nothing else to do, read a magazine or book.

1. Students are to be in the room and in their assigned seats when the bell rings.
2. This period is to be used for schoolwork. This may include the reading of books, magazines or newspapers. Students are to bring their work with them. They will not be excused to their locker to retrieve forgotten work. There is to be no sleeping.
3. Talking is permitted only with the permission of the teacher.
4. Students will be dismissed to the Library Media Center from study hall, with a pass, at the discretion of the study hall teacher, in accordance with the Library procedure.

JEFFERSON TOWNSHIP BOARD OF EDUCATION
DRUG AND ALCOHOL ADMINISTRATIVE
PROCEDURES

The Board of Education is committed to providing the pupils of the Jefferson Township School District with a learning environment free of drugs and drug trafficking. To that end, the Board will cooperate with all law enforcement agencies in accordance with the law and rules of the N.J. State Board of Education.

The Board may enter into a memorandum of agreement with the Jefferson Township Police Department governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances, as well as the planning and conduct of law enforcement activities and operations occurring on school property. Any such memorandum will be reviewed periodically and revised as necessary to comply with the requirements of the law and the changing needs of the community.

Students are prohibited from being under the influence of, possessing, consuming, purchasing, or distributing a substance in any form while at school, in co-curricular and extra-curricular programs, on school grounds, in attendance at a school-related function on or off campus, and/or in traveling to and from school. The possession, purchase, or distribution of drug paraphernalia is also prohibited. When a student is found, admits to, or is strongly suspected of being in violation of this Drug and Alcohol Policy, with regard to any of the above-mentioned prohibitions, the Drug and Alcohol Administrative Procedures will be followed in accordance with state statutes and due process procedures.

The Board of Education supports the following procedures in this Regulation, which have been developed to ensure the physical and emotional well being of every student. Policies, Regulations and procedures for implementation will be reviewed annually and will be made available to staff, students and parents/guardians at the start of each year.

A. SUPERINTENDENT RESPONSIBILITIES:

The Superintendent will be responsible for the district's efforts to:

1. Encourage education and prevention in all areas of substance abuse;
2. Establish and maintain a realistic, meaningful substance abuse education program in accordance with the Chemical Health Guidelines of the New Jersey Department of Education;
3. Establish and maintain an ongoing faculty substance abuse education program;
4. Develop procedures for the evaluation, intervention and referral to treatment of students who are affected by substance abuse problems;
5. Counsel students affected by substance abuse;
6. Cooperate with local, state, federal, and approved private agencies that are involved with student health;
7. Encourage and support student-run organizations and activities that will develop a positive peer influence in the area of substance abuse;
8. Comply with the confidentiality requirements established in federal regulations.

B. TERMS USED IN THE POLICY ARE DEFINED AS FOLLOWS:

- Substance - means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which 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. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used

to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

- Drug - any chemical substance (e.g. alcohol, marijuana, steroids, cocaine, inhalants, Valium, etc.) taken orally, intravenously, intramuscularly, smoked, or inhaled for the purpose of abuse, including any prescriptions, illicit drugs, and look-alikes. Also, any over-the-counter product including, but not limited to, diet pills, herbal supplements, caffeine pills, Tylenol, Advil, aspirin and performance-enhancing substances.
- Abuse - the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
- Evaluation - those procedures used by a licensed professional to determine a student's need for an educational and/or treatment plan that extends beyond the regular school program as a consequence of his or her use of a substance.
- Intervention and Referral to Treatment - those programs and services offered to help a student who may have or has a substance abuse problem.
- Parent - means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency that has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- Principal - may include principal's administrative designee
- SAC – (Student Assistance Counselor) an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners
- CDE – Chemical Dependency Evaluation
- SASSI – Substance Abuse Subtle Screening Inventory
- Core Team – an interdisciplinary committee, which provides the school with a systematic process for helping students who are having school-related difficulties due to alcohol or other drug use and associated behavioral, psychosocial, and health problems.

C. ADMISSION OF USE OR REFERRALS

1. Voluntary admission of use to SAC and/or staff member.
 - a) The staff member should demonstrate concern for the student and suggest that a self-referral be made to the SAC.
 - b) If the student refuses to make a self-referral, the staff member will consult with the SAC and/or the Core Team.
2. When a referral is made for a possible substance abuse problem
 - a) When there are observable physical or behavioral changes that may be indicative of experimentation or abuse, the staff member will make a referral to the SAC, who will process the referral for the Core Team. The parent will be notified of the Core referral.
 - b) A behavioral checklist will be given to appropriate staff members. The Core Team will review collected data.

D. CORE TEAM

1. If, as a result of the Core Team's assessment of collected data, an evaluation is not recommended:
 - a) The Principal and/or SAC will determine any further action
 - b) An administration of the SASSI may be scheduled
 - c) The parent will be contacted
2. If, as a result of the Core Team's assessment of the collected data, possible

experimentation or abuse may be indicated, the Principal will contact the parent to schedule a conference with the student, his/her parent, the SAC, and the Principal.

- a) Within 24 hours of this initial meeting:
 - 1) A urine screen must be performed and verified to the SAC (at parent expense).
 - 2) An appointment for a CDE (which must be performed within 10 days of the Core Team request) must be scheduled at an outside resource, recommended and approved by the New Jersey State Department of Health (at parent expense).
 - 3) The parent will notify the SAC/Principal of the place, date and time of appointment.
 - 4) Failure to comply with the above will result in notification to the Superintendent of Schools and the student will be ineligible to attend school.
3. Procedures for the Comprehensive Chemical Dependency Evaluation (CDE) include:
 - a) Signed release forms
 - b) Substance abuse history
 - c) Drug screen urinalysis
 - d) Behavioral history
 - e) Developmental history
 - f) Family/social history
 - g) Academic history and school behaviors
 - h) Mental status evaluation
 - i) Coordination with other systems
 - j) Intensive team review
 - k) Individual treatment plan
 - l) Psychiatric evaluation (if indicated)
 - m) After the CDE, the clinician/agency will send a written report outlining findings and therapeutic recommendations to the parent and the SAC.

E. TREATMENT

1. Students recommended for treatment who do not enroll in a treatment program or leave a program before the completion date specified in the student's treatment plan and do not immediately enroll in another approved treatment program or are terminated from a treatment program due to non-compliance and do not immediately enroll in another approved treatment program will be ineligible to attend school.
2. The SAC and the Principal will meet with the student and the family in an effort to arrange for treatment to either begin or continue. In the event the student remains ineligible to attend school for 21 school days, a request for resolution will be made to the Superintendent of Schools and the Board of Education.
3. Non-compliance by any parent will result in a report of alleged child neglect being filed with the Division of Youth and Family Services. Refusal or failure by a parent to comply with the provisions of NJSA 18A:40A-12 shall be deemed a violation of the Compulsory Education Act and NJSA 18A:38-25 and NJSA 18A:38-31 and/or Child Neglect NJSA 9:6-1 et. seq. laws.
4. If the parent chooses to take the student for a second opinion CDE, the school will require that the records from the first evaluating agency (evaluation, diagnosis, recommendations) be released to the second evaluating agency.

F. UNDER THE INFLUENCE:

When a student is suspected of, or admits to being under the influence of a substance:

1. The referring staff member reports his/her concern to the Principal, who notifies the nurse.
2. The school nurse performs a physical assessment. At all times, the school nurse is to be involved in order to protect the health and safety of the student and not to justify the required medical exam by a doctor.
3. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted.
4. Jefferson Township Police will be contacted and an assessment of the student will be made according to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (N.J.A.C. 6A:16-6.2(b)13-15).
5. The Principal will:
 - a) Notify the parent and require that he/she report immediately to the school;
 - b) Inform the parent of the district's legal obligation for the student to have an immediate medical examination for the purpose of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs other than anabolic steroids. If the medical exam is conducted by a physician selected by the parent, the exam shall be at the expense of the parent and shall not be at the expense of the Board.
 - c) Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal.
6. If the parent or emergency contact cannot be reached, the student will be taken to the school physician or the emergency room of the nearest hospital for a medical exam, including a drug screen urinalysis. When the medical exam is conducted by the school physician or by a physician at the emergency room of the nearest hospital, such exam shall be at the expense of the district board of education.
7. The student will be permitted to return to school only with a signed physician's release form submitted to the Principal/SAC. The student will continue to attend school until the drug screen urinalysis results are received.
8. Non-compliance with the procedures outlined in Section F:1-4 will be treated as a positive screen; this will result in immediate suspension and procedures required for a positive screening will be implemented.
9. Negative Screening (unless student has admitted to being under the influence)
 - a) The SAC will determine if any further action should be taken (eg: CDE, Core Team referral, monitoring)
 - b) An administration of the SASSI may be scheduled
10. Positive Screening, Screens Tampered With or Adulterated Admission and/or Failure to Comply with the procedures:
 - a) Return student to the care of parent
 - b) Principal or designee notify the Superintendent of Schools
 - c) Complete the Violence, Vandalism and Substance Abuse Incident Report form
 - d) Require CDE (at parent expense) with results submitted to the SAC
 - e) Require a signed release form from the parent to allow the school and evaluating agency to exchange information
 - f) Review the clinician's/agency's written report on findings and therapeutic recommendations
 - g) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district

- h) Follow disciplinary procedures as follows:
Students in Grades 9 – 12:
 1st Offense: 5-day In-School Suspension, loss of co-curricular, athletic, and parking privileges for 30 school days.
 2nd Offense: 7-day In-School Suspension, loss of co-curricular, athletic, and parking privileges for 60 school days.
 3rd Offense: 5-day Out-of-School Suspension, conference with central office, loss of co-curricular, athletic, and parking privileges for the remainder of the school year.
- i) Continue educational program if the student is enrolled in an in-patient facility for diagnosed chemical dependency
- j) Schedule a Re-Entry meeting for the student to return to school after the completion of all requirements and disciplinary consequences in section E-Treatment.

G. WHEN A STUDENT IS SUSPECTED OF USING ANABOLIC STEROIDS:

1. The referring staff member reports his/her concern to the Principal, who notifies the school nurse.
2. The school nurse performs a physical assessment. At all times, the school nurse is to be involved in order to protect the health and safety of the student and not to justify the required medical exam by a doctor.
3. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted
4. The Principal or designee will:
 - a) Notify the parent and require that he/she report immediately to the school.
 - b) Inform the parent of the district's legal obligation for the student to have an immediate medical examination for the purpose of providing appropriate health care for the pupil and for determining whether the pupil is using anabolic steroids. If the medical exam is conducted by a physician selected by the parent, the exam shall be at the expense of the parent and shall not be at the expense of the district board of education.
 - c) Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal or designee.
5. If the parent or emergency room contact cannot be reached, the student will be taken to the school physician for the purpose of determining whether the student has been using anabolic steroids. When the medical exam is conducted by the school physician, such exams shall be at the expense of the Board.
6. The student will be permitted to return to school only with the signed physician's release form submitted to the Principal/SAC. The student will continue to attend school until the drug screen urinalysis results are received.
7. Non-compliance with the procedures outlined in Section G:1-4 will be treated as a positive screen; this will result in immediate suspension and procedures required for a positive screening will be implemented.
8. Negative Screening
 - a) The SAC will determine if any further action should be taken (eg: CDE, Core Team referral, monitoring)
 - b) An administration of the SASSI may be scheduled
9. Positive Screening, Screens Tampered With Or Adulterated Admission and/or Failure to Comply:
 - a) Return of the student to the care of the parent
 - b) The Principal or designee will notify the Superintendent of Schools
 - c) Complete the Violence, Vandalism and Substance Abuse Incident Report form
 - d) Require a CDE (at parent expense) with the results submitted to the SAC

- e) Require a signed release form from the parent to allow the school and evaluating agency to exchange information.
- f) Review the clinician's/agencies written report on findings and therapeutic recommendations.
- g) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
- h) Follow disciplinary procedures as outlined in Board of Education policies, as appropriate, following Policy No. 5600 Pupil Discipline/Code of Conduct.
- i) Continue educational program if the student is enrolled in an in-patient facility for diagnosed chemical dependency.
- j) Schedule a Re-Entry meeting for the student to return to school after the completion of all requirements and disciplinary consequences in section E-Treatment.

H. WHEN A STUDENT IS FOUND TO BE IN POSSESSION OF AND/OR DISTRIBUTING A SUBSTANCE OR DRUG PARAPHERNALIA:

1. In consultation with the SAC and the Principal, the school nurse performs a physical assessment.
2. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted.
3. The Principal will:
 - a) Notify the parent and require that he/she report immediately to the school
 - b) Inform the parent of the district's requirement for the student to have an immediate medical exam including a drug screen urinalysis (at parent expense); the appointment with a physician must be verified by the school
 - c) Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal. If the parent cannot be reached, the student will be taken to the school physician or emergency room of the nearest hospital for a medical exam, including a drug screen urinalysis.
 - d) Notify the Superintendent of Schools
 - e) Law enforcement authorities will be contacted
 - f) Completion of the Violence, Vandalism and Substance Abuse Incident Report form
 - g) Follow disciplinary procedures as outlined in Board of Education policies, as appropriate, following Policy No. 5600 Pupil Discipline/Code of Conduct
 - h) Requirement of a CDE (at parent expense), with the results submitted to the SAC
 - i) Require a signed release form from the parent in order for the school and evaluating agency to exchange information
 - j) Review the clinician's/agency's written report on findings and therapeutic recommendations
 - k) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to and including, treatment will be the obligation of the parent and not the school district
 - l) The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency
 - m) Schedule a Re-entry meeting for the student to return to school after completion of all requirements and disciplinary consequences in Section E – Treatment.

I. MEMORANDUM OF AGREEMENT:

A memorandum of Agreement exists between the Jefferson Township Board of Education and state and local law enforcement agencies to keep each party informed of any illegal activity. Based on this memorandum, all students will be held accountable to the district's Substance Abuse policy for incidents occurring outside of school.

1. When a student is determined to be under the influence of a substance or in possession of and/or distributing a substance or drug paraphernalia outside of school:
 - a) Require a CDE (at parent expense), with the results submitted to the SAC
 - b) Require a signed release form from the parent in order for the school and evaluating agency to exchange information
 - c) Review the clinician's/agency's written report on findings and therapeutic recommendations
 - d) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.
 - e) The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency
 - f) Schedule a re-entry meeting for the student to return to school after completion of all requirements and disciplinary consequences in Section E-Treatment.

J. STUDENTS RETURNING FROM TREATMENT

1. The Jefferson Township School District believes that in order to facilitate successful aftercare, the student and parent must work closely with the treatment center and the school to arrange for the most beneficial educational environment.
2. Attendance at the school will not resume until a written report from the treatment center has been submitted to, and reviewed by the SAC.
3. The treatment center's report must certify that the student is physically and mentally able to return to school.
4. The student and the parent will participate in a re-entry conference with the Principal, the SAC, and guidance counselor.
5. The school will require compliance with the treatment center's discharge recommendations.
6. Upon the student's return to school, his or her progress will be monitored by the SAC and guidance counselor and appropriate support services will be provided.

K. SEARCH AND SEIZURE

1. School officials have the authority to conduct reasonable searches necessary to maintain safety, order, and discipline within the school, on school property, or at school sponsored activities.
2. When a school official has reason to believe that a student possesses evidence and/or knowledge of illegal activity, which violates this policy, he/she has the right to conduct a reasonable search. These searches will follow the guidelines established for New Jersey schools in the New Jersey School Search Policy Manual and Memorandum of Agreement.
3. All students will be notified, at the beginning of each school year that lockers and desks are school property and, therefore, subject to search by school administration. cursory searches may include a visual inspection, and a request that students empty pockets, purses, and other belongings.
4. A parent will be contacted immediately if a student refuses to cooperate in searches. Possible police involvement in the incident will be stressed.

STUDENT PERSONNEL SERVICES:

A. GUIDANCE AND COUNSELING PROGRAM: We believe all students have the potential to develop attitudes, skills and behaviors that enable them to become self-directed in the achievement of their goals. The school counselors and Student Assistance Counselor teach decision-making, communication and problem-solving skills. Each counselor emphasizes college and career exploration and planning. This focus will allow each student to compete in an increasingly complex economic environment.

The goal of the Jefferson Township Guidance and Counseling Department is to provide a structured program of educational services to all members of the school community - students, parents/guardians, faculty and staff. This program facilitates each student's development of attitudes, skills and behaviors that are essential to making informed decisions about each child's academic, personal, social and career development.

The components of the Guidance and Counseling Program are designed to meet the developmental needs of students in the following domains: personal and social, academic and career. The components of the comprehensive guidance program may be presented through:

- structured classroom and large group presentations
- individual and small group counseling
- Career Center activities
- student/parent/teacher conferences

Students are assigned to their counselors alphabetically. Students are encouraged to meet with their counselor regularly and to take advantage of the many services offered through the guidance office.

B. PARENT/COUNSELOR CONFERENCES: Parents are encouraged to avail themselves of the many services of the Guidance and Counseling Department. Each counselor works for the benefit of the parents and students, assisting in making educational, vocational, personal, or social decisions. The counselors are available to meet with parents concerning a student's particular situation. Parents can make an appointment to meet with their child's counselor by calling the Guidance Office.

C. STUDENT ASSISTANCE COUNSELOR (SAC): The Student Assistance Counselor works closely with the school counselors to identify, refer, and provide support services for students who are experiencing difficulties in school due to a range of underlying health and psycho-social problems. These problems can be related to school, peers, family, alcohol dependence and substance abuse. The Student Assistance Counselor also provides information concerning hot lines, referral agencies, outside support agencies and services.

Students and their families can reach the student assistance counselor directly in the guidance office or through their high school counselor. An appointment will be arranged where the student and parent/guardian can talk freely and in private. No information from these appointments ever becomes part of a student's permanent record.

D. STUDENT CONCERNS: Conflict mediation is an effective way to solve problems or to clear up situations that have become stressful or dangerous. If a student has a specific concern, the student should attempt to discuss the problem with the individual(s) directly involved. If this is not possible or the concern continues, the student should contact his/her school counselor, the Student Assistance Counselor or the administration.

E. MORRIS COUNTY SCHOOL OF TECHNOLOGY: MCST is offered to all students in grades 11 and 12 on a shared time basis. Students are selected by the technical school administration through an application process that can include an interview, evaluation of academic records and standardized testing, and, in the case of commercial art, portfolio evaluation. Interested students should discuss the application process with their school counselor.

F. CAREER CENTER: The Career Center is located in the media center and is designed to assist students, parents, faculty, and administration with a tool for evaluating careers and developing a realistic, appropriate and relevant career plan. Career and self-exploration lessons are presented at all grade levels by our school counselors. Post high school educational information such as four and two year colleges, technical schools, business schools, military services, financial aid and scholarships may be accessed through the career center. A Careerware program called "Choices," as well as the internet, can be accessed to help students with career interests and technical, business, and college searches.

G. COLLEGE APPLICATIONS: Students are encouraged to meet with their counselor each year to discuss their post high school/college plans. It is the students responsibility to monitor college and university deadlines for application. Seniors should apply to colleges and universities in early fall following the procedures outlined in the College Planning Handbook. Students must allow ten business days for the processing of college and scholarship applications.

H. PROJECT ACCELERATION: Since 1978, Project Acceleration, a concurrent enrollment program within the College of Arts and Sciences at Seton Hall University, has allowed high school students in New Jersey and New York to get a head start on their university careers. Over the course of their high school career, students can earn college credits from Seton Hall University for approved courses taken in their secondary schools. The college credits earned through Project Acceleration are accepted at more than 200 colleges and universities. There are currently 65 high schools offering Project Acceleration courses and approximately 2500 students participate each year. For information regarding this program, students should see their School Counselor.

I. SUMMA AWARD: Students who maintain an "A" average, for all four years of high school, are eligible for the SUMMA. Award which is given by the Jefferson Township Board of Education. Student cumulative averages will be calculated at the end of the seventh semester.

J. MILITARY RELEASE OF INFORMATION:

In accordance with proposed Board of Education policy, a Directory of Student Information consisting of names, addresses and phone numbers of all juniors and seniors will be established each school year. This information will be released upon request to educational, occupational and military recruiters unless the Principal receives written instructions from a parent/guardian or an adult student advising us they wish to be excluded from this directory. The basis for this request is the **No Child Left Behind Act of 2001**. This act also allows parents/guardians and secondary students the right to choose not to be included in such a directory. A letter explaining your rights of exclusion will be mailed home at the start of school.

K. HOME INSTRUCTION: In order to receive home instruction, a student must be absent for a minimum of ten consecutive days. The parent must make a written request for home instruction to the Director of Pupil Personnel Services. In addition, the doctor attending the student must provide a written diagnosis and the length of the absence.

Students on home instruction receive a minimum five hours per week of instruction. During home instruction the parent/guardian or other responsible adult must be present.

Jefferson Township Board of Education Policy: 2412

Home Instruction

The Board of Education will provide instruction in lieu of classroom instruction to:

1. Pupils who are determined by the school medical inspector to need confinement at their residence for at least two weeks
2. Pupils classified as educationally disabled when it can be documented that no other program option is appropriate at that time
3. Pupils confined to a hospital, convalescent home, or other medical institution for at least a two week period of time and determined by the school medical inspector to need home instruction or classified by the child study team as educationally disabled; and
4. Pupils suspended from school five days or longer

Applications for home instruction shall state the reason for which such instruction is requested and state the probable duration of the pupil's absence.

Home instruction shall commence within seven calendar days after a pupil's eligibility has been established and will be offered by teachers appropriately certified as teachers of the disabled or for the subject or level in which the instruction is given. Pupils on home instruction will receive a program that meets the Board's requirements for promotion and graduation or, in the case of educationally disabled pupils, the pupil's individualized education program and conforms to rules of the State Board of Education. Home instruction for educationally disabled pupils will conform to Policy No. 2460 and implementing regulations.

In the event home instruction to a single pupil exceeds sixty school days in a school year, the Superintendent shall be notified by the responsible administrator and will refer the pupil to the child study team for a determination of the pupil's eligibility for special education and/or related services.

The Board reserves the right to withhold home instruction when the reason for the pupil's confinement is such as to expose a teacher to a health hazard or dangerous home situation, a parent or legal guardian, or other responsible adult is not present during the hours of instruction, or the condition of the pupil is such as to preclude benefit from such instruction.

Pupils on home instruction will be carried on an individual home instruction register.

The name of a pupil on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.S.A. 18A:46-10, N.J.A.C. 6:28-3.6; 6:28-4.2; 6:28-4.5

L. WORKING PAPER PROCEDURES: In order to obtain working papers, the following guidelines must be followed:

1. Obtain from the issuing officer in the main office the following forms: Promise of Employment and Certificate of Physical Fitness.
2. The prospective employer must complete the Promise of Employment form and the school nurse or private physician must complete the Physical Fitness form. All students anticipating the need to obtain working papers must arrange to have a current physical examination. No students may be issued working papers without this requirement being fulfilled.
3. After the Promise of Employment and Physical Fitness Certificate are completed, the student must return them with a birth certificate, baptismal certificate or passport to the Main Office. The necessary additional forms will be completed there and mailed to the State Department for final approval. No working papers may be issued without State approval.

4. After approval, the form will be returned to the student who will then give the form directly to the employer.
5. The student must personally appear in the Main office to sign the application form in front of the issuing officer.
6. Students are reminded that new working papers must be issued for each job. Working papers are processed Tuesday and Thursday between the hours of 8:30 a.m. and 1:30 p.m. in the Main office.

M. WITHDRAWING FROM SCHOOL: Students planning to withdraw from Jefferson Township High School, must give the Guidance Office adequate notice of their intention. There is an established procedure for withdrawing from a public high school. Students and their parents/guardians must consult with the school counselor for process and options. Once a student withdraws, he/she may not be on campus except for reinstatement or official business.

N. MARKING PERIODS:

<u>Marking Periods</u>	<u>Progress Reports</u>	<u>Report Card issued week of</u>
<u>MP1:</u> Sept. 3, 2008 - Nov. 5, 2008	Oct. 6, 2008	Nov. 10, 2008
<u>MP2:</u> Nov. 10, 2008 - January 30, 2009	December 5, 2008	February 9, 2009
<u>MP3:</u> Feb. 2, 2009 - Apr. 3, 2009	March 10, 2009	April 13, 2009
<u>MP4:</u> Apr. 13, 2009 - June 18, 2009	May 12, 2009	June 22, 2009

FINAL EXAMS: June 15, 16, 17, 18 **MAKE UP EXAMS:** June 19

O. REPORT CARDS: Report cards will be issued four times a year. The Honor Roll will be posted two weeks after the close of each marking period. Honor roll is not reposted to reflect grade changes after the two-week deadline.

P. PROGRAM OF STUDIES AND GRADUATION REQUIREMENTS: Jefferson Township High School is a comprehensive high school, offering a variety of programs in both college and vocational areas. Also available are electives in the fields of art, music, family and consumer science, and industrial arts. The following credit requirements for graduation have been adopted by the Board of Education:

1. Each student must accumulate 130 course credits for graduation.
2. Students graduating from Jefferson Township High School must:
 - a) Meet state proficiency standards in Language Arts and Mathematics; achieve or exceed a passing score on the High School Proficiency Assessment (HSPA).
 - b) Complete successfully the following course requirements:
 - At least 20 credits of English
 - At least 15 credits of Mathematics
 - At least 15 credits of Social Studies including United States and New Jersey history as required by N.J.S.A. 18A:35-1 and 35-2 and further including 5 credits of World History and Cultures
 - At least 15 credits of Science

- Five credits of Physical Education, Health and Safety for each year of enrollment, as required by N.J.S.A. 18A:35-7
 - 5 credits of Visual and Performing Arts
 - 5 credits of Technology
 - 5 credits of Career Education & Consumer, Family and Life Skills (Practical Arts)
 - 5 credits of World Language
3. Additional courses may be required for students planning to attend a four-year college.
 4. Students are encouraged to broaden their education by taking advantage of as many of the offerings as possible.
 5. Students preparing for college need to realize the necessity of self-directed study in order to prepare themselves for the self-discipline of college life.
 6. Students must accumulate the following credit totals by August of the preceding year to attain:
 - 10th grade status – minimum of 30 credits
 - 11th grade status – minimum of 65 credits
 - 12th grade status – minimum of 95 credits

In order to receive credit for a course, a student must meet all course requirements, including attendance in class, course assignments, class participation, and successful achievement. Credits may be denied if a student fails to meet any or all of these requirements. **Extra help is extended in all subjects upon request of the student.**

Q. GRADING SYSTEM: Grades are recorded in an alpha-numeric, plus/minus system. Not only does this system give students and parents more accurate feedback on student progress, but it also further delineates the performance of students based on a more rigorous schedule and within a grade category. The numerical equivalents are as follows:

Grade	AP	Honors	Academic	Regular
A+(97-100)	7.0	6.0	5.0	4.0
A (94-96)	6.7	5.7	4.7	3.7
A- (90-93)	6.4	5.4	4.4	3.4
B+ (87-89)	6.0	5.0	4.0	3.0
B (84-86)	5.7	4.7	3.7	2.7
B- (80-83)	5.4	4.4	3.4	2.4
C+ (77-79)	5.0	4.0	3.0	2.0
C (74-76)	4.7	3.7	2.7	1.7
C- (70-73)	4.4	3.4	2.4	1.4
D (65-69)	4.0	3.0	2.0	1.0

F (below 65)

W – Withdrawn; P – Effort Passing; I – Incomplete

L/C–Loss of Course Credit–Excessive absences

Parents/guardians should request a conference on all failures. For the first three marking periods, all incomplete grades must be made up within 2 weeks after the end of that marking period. A grade of "F" will replace the incomplete after the two-week deadline. All work must be completed for the fourth marking period before final exams take place. If mitigating circumstances prevail, an extension of time may be granted by the administration.

R. CLASS RANK/COURSE LOAD QUALITY POINTS: When class rank is computed, all courses will be considered. The Valedictorian and Salutatorian will be the students who have the highest ranks in the class at the end of the third marking period of senior year. The only exception would be if one of the candidates has been

medically excused from Physical Education (in this case, the rank of the students being considered would include all courses except Physical Education).

S. COURSE CHANGES: Students may change or add a course to their schedule with parent permission in writing. The deadline to change or add a full year or fall semester course is September 12, 2008. The deadline for a spring semester course is one week following the start of the 3rd marking period.

T. LEVEL CHANGES: Students may change the level of a course with parent permission, teacher and department supervisor approval. Level changes must be completed by the end of the first quarter, November 5, 2008. Grades earned up to the point of changing a level transfer to the new course.

U. COURSE DROPS: The deadline to drop a full year or fall semester course is September 12, 2008. Exceptions may be made only with approval from the Department Supervisor. Spring semester courses must be dropped one week following the start of the 3rd marking period. Students must have parent/guardian permission in writing to drop a course. 9th, 10th, and 11th grade students must carry a minimum of 35 credits. Seniors must carry a minimum of 30 credits. Honors and AP courses that are not dropped by June 30 may not be dropped until the end of the 1st marking period and must have the permission of the Department Supervisor. Students may not have more than one study hall per semester.

V. SUMMER ASSIGNMENTS: Teachers in various courses assign curriculum work/reading during the summer. Students should check with their teacher regarding due dates, grading, etc. Summer assignments in Honors and AP courses are integral to the course and weighted heavily in the first marking period. Failure to complete a summer assignment will result in a grade of zero for that assignment.

BUILDING INFORMATION

A. MEDIA CENTER – LIBRARY: The Library is open to students for reference, research, leisure reading and the exchange of books from 7:20 a.m. to 2:30 p.m. on school days. During school hours, **students may use the library during study halls but must first report to the study hall, sign in and then receive a pass from the study hall teacher to go to the library.** Upon arrival in the library, the pass is to be handed in to the librarian. The librarian will later return these passes to the study hall teacher. Students using the library, either with a class or from a study hall, are expected to read and work quietly at all times.

Every student may find information on almost any subject by using the Dewey Decimal System, which is the classification system used by our library. Non-fiction books are shelved according to this system so that books on the same subject will be next to each other. Fiction books are arranged alphabetically by author; biographies are arranged alphabetically by the last name of the subject of the book.

Books are loaned for varying periods of time and may be renewed. Reserved Books become due at varying intervals and a date will be stamped in the book. The following regulations concerning the library should be observed:

1. Books are not to be taken from the library unless they have been checked out at the desk.
2. Encyclopedias and all other reference books may be borrowed from the library for overnight use only. Detentions will be issued for reference books not returned promptly.
3. Magazines and pamphlets may be taken from the library, with the librarian's

- permission, and are to be signed out at the desk. Students may keep them for one week unless given authorization for a longer time period.
4. Students should come in and renew books, if they still need them when they are due. If books do become overdue, other students are unable to use them. The concept of a library is based on sharing. Please return books promptly.
 5. Students receive overdue notices from the library on a regular basis. After the second notice, students may receive detentions. Students then would lose borrowing privileges for one month. Students who repeatedly have overdue books will lose borrowing privileges indefinitely.
 6. If books are not returned, library privileges will be withdrawn at the discretion of the librarian. In addition, grades for a specific project in a specific class will not be given unless all books are returned promptly.
 7. Books lost or damaged beyond repair will be assessed at replacement value. Please remember that library books and magazines are shared school property. Do not mark or tear them.
 8. Return books, magazines, and chairs to their proper places when leaving the library.
 9. Food and drinks are **not** allowed in the library at any time. In addition to the automated card catalog, students may use any of the available computers and subscription databases in the library. The Morris Automated Information Network – **M.A.I.N.** – gives us online access to all the public library collections in Morris County. Each student must follow the District’s **Acceptable Use Policy** regarding computer use. Every year **new** students to the high school will be required to complete the policy form and get parental permission to use the Internet. If this form is not completed, and brought to school, the student will not be allowed to use any of the school’s computers to access the Internet. **Violations of the Acceptable Use Policy will result in disciplinary actions.** Computers are available in the library for students to use. The computers are for **ASSIGNED, ACADEMIC RESEARCH ONLY**. Students **must use their own password** and are expected to adhere to the **Acceptable Use Policy** in effect. Absolutely no changes, deletions, or vandalism to computer software or hardware will be tolerated. Misuse of computer equipment will result in the loss of library and computer privileges for an extended period; other infractions will be dealt with according to school and district policy. All students have access to the library catalog – Athena – and Microsoft Access, Excel, PowerPoint, Publisher and Word. In addition to the Internet, many databases are *only* available online. Therefore, students will not have access to these resources unless their **A.U.P.** forms are on file.

B. COMPUTER TECHNOLOGY LABS: The purpose of our Computer Technology Labs is to support and enrich the curriculum. First priority is given to pre-scheduled classes.

There is no food or drink allowed in any Computer Labs. Students are responsible for the equipment they use, and it is expected that no changes, deletions, or vandalism will occur to the software or hardware.

Students are also responsible to adhere to the rules of appropriate use of equipment, software, and the Internet as listed in the district's Acceptable Use Policy. If there are any infractions, they will be dealt with according to school and district policy.

C. ACCEPTABLE USE POLICY: A Guideline To The Terms And Conditions For Internet Use – Overview: The Jefferson Township Public School District provides computer equipment, computer services, and Internet access to its students and staff for education purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The “system administrators” referred

to herein are employees of the Jefferson Township Public School District. They are the administrators of the computer system, and as such, reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. Such guidelines are provided here, so that staff, student users, and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures of the students and/or parents on the District approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy. Students are responsible for good behavior when using school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – it is not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. In that, Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them towards appropriate material. Older students will have more responsibility for locating appropriate materials. As outlined in the Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted. Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal actions:

- Using the computer networks(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws court decisions, and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communications vehicles.
- Intentionally or unintentionally disrupting network traffic or crashing the network.
- Degrading or disrupting equipment or system performance.
- Using circumventing software to bypass security or firewalls.
- Stealing data or other intellectual property.
- Gaining or seeking unauthorized access to resources or entities or Network.
- Forging electronic mail.
- Using an account or password owned by others.
- Invading the privacy of others.
- Posting anonymous messages.
- Possessing any data which is a violation of this policy.
- Engaging in any activity that does not advance the educational purposes for which the computer network/computers are provided.
- Sending or displaying offensive messages or pictures.

- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Trespassing in another person's files.
- Intentionally wasting limited resources.
- Employing the computer network, computer, or Internet for fraud, commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections).

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to District level penalties).

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because Jefferson Township Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. 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 will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Jefferson Township Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials. Students knowingly bringing such materials into the school environment will be dealt with according to discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

On-line Conduct and Expectations:

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents/guardians specifically agree to indemnify the Jefferson Township Public School District and the system administrators for any losses, costs, or

damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software, without the expressed written consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material and Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, the use of copyrighted materials without proper citation is not permitted.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A member who exceeds his/her quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to anyone except the system administrator and building administrator. In order to maintain proper system security, a member must not let others know his/her password, as this would allow others access to his/her account. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account of the member in violation. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and is subject to other disciplinary action. Users may not maintain accounts upon graduating or leaving Jefferson Township Public Schools.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses and unauthorized entry into the network or system.

Printing: The printing facilities of the Jefferson Township Public School network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the

document appears as you intend. Whenever, possible chose to use black and white printing rather than color.

Electronic Mail: (as available) Electronic mail (also referred to as “mail” or “e-mail”) is an electronic message that is sent by or to a member in correspondence with another person having Internet mail access. Members are expected to delete read messages in a timely fashion; it should be noted that system administrators may delete messages not erased in a timely fashion. Additionally, e-mail messages may be inspected for content, and users should not consider these messages as private. The system administrators may inspect the contents of mail sent by one (1) member to an identified addressee, and disclose such content to other than the sender or intended recipient, without the consent of the sender or identified recipient, in order to comply with the law and/or policies of the Jefferson Township Public School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material. Jefferson Township Public Schools reserve the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the Jefferson Township Public School network. In summary, users should not expect that all files or e-mail stored on District servers will always be private. Student users will have internal e-mail addresses; staff members will have e-mail addresses which can be used to send mail outside of the local network.

Game-Playing:

Game playing is not permitted on the Jefferson Township Public School system.

Public Posting Areas (Message Boards/Use Net Groups): (as available)

UseNet messages are posted from systems connected to the Internet from around the world. It should be noted that the Jefferson Township Public School District’s system administrators have no control over the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school District and may carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Internet User Contract:

Internet Explorer is an integrated part of Windows operating system. While the Jefferson Township Public School District and the system administrators attempt to restrict student usage of the Internet, it is understood that each user is responsible for his or her own actions. In order for students to use any machine connected to the Internet, the student and parent/guardian must sign a User Contract. Note: Non-users must also sign a No Internet User Contract.

District Indemnity:

The District makes no warranties of any kind expressed or implied for the Internet service and is indemnified against any damage caused by a student’s inappropriate use of the system (i.e., loss of data, financial charges), and may recoup any losses directly from the student or the student’s parent or guardian. In addition, the District denies any responsibility for the accuracy and quality of the information obtained through the Internet system.

Note: Morris Internet Network Cooperative sets up and administers our firewall and filter (WebKnot), updating weekly. Jefferson Township School District is a member of the Morris Internet Network Cooperative.

Acceptable Use Policy is posted on our web site www.jefftwp.org

D. HEALTH OFFICE: Students are not to go to the Health office between periods without a pass unless in an emergency. A student who becomes ill is to obtain a pass

from his/her teacher to consult with the school nurse. If the nurse advises the Vice-Principal that the student should go home, parents/guardians will be called to pick up the student. Students are not to leave the building for reasons of illness without consulting the nurse, parent notification, and receiving permission from the Vice-Principal. Any student violating this procedure will receive an unexcused absence for cutting class and be subject to further disciplinary action.

Testing and medication: Tuberculosis testing is required by State Law for all new out-of-state students. A visual screening will be done for all students in grade 10. All students in grade 11 will receive a hearing screening. All students will be screened every other year for scoliosis. All grades will have a blood pressure screening. Board of Education and State Law require physical examinations for all students participating in athletics. All students are required by state law to have a physical examination between grades 7th- 12th. For children in grades K-12, all medication must be delivered to the school nurse **by the parent or guardian**. No K-12 child is permitted to carry medication to school. **No medication, including "over-the-counter" will be dispensed unless the following steps are followed:**

1. Prescribed by physician and accompanied by a written doctor's order and
2. A permission form signed by the parent/guardian
3. The medication must be in the original container and the container and dosage must be made available to the school nurse.

All students are required to meet the immunization requirements of the State Department of Education. Specific immunization requirements are available from the nurse during regular school hours. Return-to-school notes are to be given to Guidance. All gym notes, "No Gym" or "Return to Gym" are to be given to the school nurse.

E. CAFETERIA/SENIOR COURT: The cafeteria provides students an opportunity to buy a complete, balanced, hot lunch or a la carte items, sandwiches, salads, milk, ice cream, etc. Prepaid meal plans are available. Students who need financial assistance in obtaining a hot lunch may see the school nurse or the director of the hot lunch program. All food is to be eaten in the cafeteria. Students who leave the grounds during lunch periods and students guilty of misconduct in the cafeteria are subject to disciplinary procedures.

CAFETERIA GUIDELINES

1. Only seniors and juniors are allowed to eat in the upper classmen cafeteria. Freshman and sophomores are to eat in the under classmen cafeteria
2. Return trays to designated areas and leave tables, floors, etc. neat and clean at all times
3. **PUT TRASH IN TRASH CONTAINERS**
4. All food is to be eaten in the cafeterias only
5. Weather permitting, senior court is open only to seniors, in good standing, and only during the student's scheduled lunch period. Seniors are required to follow all posted rules regarding senior court

F. RECYCLING: Place all cans and bottles in the proper recycling bins located in the cafeteria.

G. TELEPHONE: Students are not to use the office phones except for school business or with the permission of the office staff. Students will not be called from class to answer the phone. Public pay phones are available for students before school, during lunchtime and after school only. These telephones are for your convenience and use – so take good care of them.

H. BULLETIN AND DAILY NOTICES: All notices of interest to students will be posted. Every morning announcements will be read. Important announcements will be repeated at the end of the school day.

I. LOCKERS: The main office will assign lockers and combinations to all students. The locker number and combination will appear on the student's schedule. This hall locker assignment will continue for the entire period of time a student attends Jefferson Township High School. Students should keep a record of the combination. **KEEP LOCKERS LOCKED AT ALL TIMES. KEEP COMBINATIONS PRIVATE; STUDENTS ARE NOT PERMITTED SHARE LOCKERS. STUDENTS MAY ONLY USE THE LOCKERS THAT HAVE BEEN ASSIGNED TO THEM.** Hall and gymnasium lockers are school property and therefore, subject to inspection by school personnel at any time. Defacing of any locker is unacceptable and will result in disciplinary action. The inside and outside of the lockers are to be clear of any writing. Students are responsible for cleaning out lockers at the end of the school year. **It is unwise to keep any valuables or expensive jewelry, etc. inside any lockers. The school cannot be held responsible for any theft; the student is responsible for all possessions.** In the event that a locker breaks, the student should report it to the main office **immediately.**

J. LOST AND FOUND ITEMS: All articles found in the building should be taken to the main office.

STUDENT ACTIVITIES

Extra-curricular student activities have been organized in keeping with the interest and request of students. Organized groups and other special groups will meet before or after school.

A. STUDENT COUNCIL: The Student Council represents the students' voice in the management of high school affairs. Its purpose is to help make Jefferson Township High School a smooth-running and efficient organization. However, it can operate effectively only if it has the full cooperation of every student in the school.

B. CLASS ORGANIZATIONS: Class officers will be elected yearly. Regular election procedures will be followed. These regulations will be explained to the students before the first election is held. Each high school class will have a class advisor, and class activities will be held under their direction. Class activities require approval by the Principal prior to scheduling the activity or event.

C. STUDENT PUBLICATIONS: The preparation, publication, and distribution of newspapers, magazines, and other literature are an exercise of freedom of the press. The freedom to express one's opinion goes hand in hand with the responsibility for the published statement. Literature that students wish to distribute on school property is not only the students' responsibility but also that of the school authorities, with the ultimate responsibility for determining the suitability of materials resting with the Board of Education. Suitability is not defined as approval or agreement with the literature in question, but refers to a reasonable judgment intended to protect the student and the entire school-community from irresponsible publications such as those aimed at creating hostility or violence, pornography, materials of a libelous nature, or distribution of partisan political literature supporting or opposing candidates or public questions in any general, municipal, or school election.

Once the principal has approved the publication, which meets the conditions of these guidelines, a student may distribute the literature on school property. Publications must

be submitted for approval at least one week prior to distribution. Students who fail to comply with this policy may be subject to disciplinary action.

D. NATIONAL HONOR SOCIETY: The NHS is an honorary society, nationally founded, which is designed to recognize outstanding achievements in academics, character, citizenship, leadership, and service. The organization is composed of Junior and Senior Class members who meet the criteria as established for induction into the society.

National Honor Society Selection Process

The following procedures will be used for the selection of juniors and seniors to the Jefferson Township High School chapter of the National Honor Society:

1. All juniors and seniors who have achieved an **unweighted** cumulative grade point average of 3.30 or higher are eligible for consideration. Students must have attended Jefferson Township High School for at least one semester prior to being considered for membership in the National Honor Society. If a student transfers to JTHS and is already a member of NHS, he or she will remain a member as long as good standing status is maintained.
2. Students who meet the scholastic requirements and wish to be considered for membership must submit the following:
 - Completed activity sheet including advisors' signatures where indicated
 - One letter of recommendation from a teacher, employer, or religious leader in support of the student's character
 - Letter from student outlining how he/she fulfills the attributes of character, service, and leadership as evidenced on the student's activity sheet
3. The students who submit the required information will be rated by the Jefferson Township High School staff in the areas of character, service, and leadership as follows:
 - Character - honesty, cooperation, shows concern for others
 - Leadership - in the classroom, school activities; does more than required
 - Service - to school, to other students, to staff, to community
4. A five member Faculty Council will meet to review candidates' credentials. The National Honor Society advisor will serve as an ex-officio member of the Faculty Council. The Council makes the final selection. Each student is discussed and a vote is taken. Any student receiving three favorable votes is offered membership in the National Honor Society.
5. Any candidate not offered membership might appeal to the principal in writing, no later than one week following the selection. A committee consisting of the Principal and the National Honor Society advisor hears all appeals.
6. National Honor Society members must remain in good standing and may be dismissed from NHS for the following reasons:
 - Two marking periods of grades below a 3.30
 - Plagiarism/cheating
 - Flagrant violation of school rules and/or civil laws
7. Any student in danger of being dismissed from NHS will be granted a hearing before a Faculty Committee. A unanimous vote is necessary for dismissal from NHS. Once dismissed, a student may never again be offered membership in NHS.

E. EXTRA/CO-CURRICULAR ACTIVITIES

Academic Bowl	Live Poets Society
Academic Decathlon	Madrigal
American Red Cross	Marching Band
Art Club	Math League
Book Club	Mock Trial
Choir	National Honor Society
Coffee House	Newspaper
Debate Team	Peer Development Program
DECA	REBEL
Drama Club	Science & Humanities
Drill Team	Science Day
Each One Reach One	Science League
Environmental Club	Spanish Honor Society
Future Business Leaders of America	Spring Musical
Future Educators of America	Student Council
German Honor Society	Tri-M Music Honor Society
Interact Club	Varsity Club
Jazz Band	Vocal Ensemble
Literary Magazine Club	Wind Ensemble
	Yearbook

Athletic Directions/Cancellations: www.jefftwp.org

Fall Sports

Cheerleading	Football
Cross Country (Boys & Girls)	Soccer (Boys & Girls)
Field Hockey	Volleyball – Girls’

Winter Sports

Basketball (Boys & Girls)	Ski Team (Boys & Girls)
Bowling (Boys & Girls)	Swimming (Boys & Girls)
Ice Hockey	Wrestling
Indoor Track	

Spring Sports

Baseball	Softball
Golf (Boys & Girls)	Track (Boys & Girls)
Lacrosse (Boys & Girls)	Volleyball – Boys’

F. ATHLETIC ELIGIBILITY CODE: Jefferson Township High School will follow the Eligibility Code as set forth by the New Jersey Interscholastic Athletic Association. The coaches will explain this to their team members. This eligibility code will extend to all activities except those mandated by approved course requirements.

All interscholastic sport participants must be under 19 years of age prior to September 1st. Any student who reaches the age of 19 on or after September 1st shall be eligible for that ensuing school year. All contestants must have amateur status. The number of semesters in which a student may represent the school in interscholastic sports is determined by the date of his/her school registration and entrance. The student is then eligible until the graduation of the class in which he/she was originally enrolled.

G. ATHLETIC ELIGIBILITY REQUIREMENTS:

1. To be eligible during the fall and winter seasons, the student must pass 27.5 credits at the conclusion of the second semester of the previous school year. This applies to all students in grades 10, 11 & 12. All freshmen are eligible for the fall and winter seasons.
2. To be eligible for the spring season, a student in grades 9, 10,11 & 12 must pass 13.75 credits at the end of the first semester of the current school year.
3. A pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.

H. STUDENT ACTIVITY PASSES: Students wishing to attend a school-sponsored activity during the school day are required to have a student activity permission slip, authorized and signed at least one day in advance by the teacher whose class they will miss because of the scheduled activity. The classroom teacher may reject the request of the student if the teacher feels that the student's absence from class would be detrimental to the student's progress in class.

I. PUPIL SUPERVISION AFTER SCHOOL DISMISSAL: The Board of Education of Jefferson Township (27-2380) Page 1 of 3 Adopted: January 21, 2008 The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke.*

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Pre-K to 12 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Pre-K to 12, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee.

The Form shall be made available:

- in the Main office of the school building or the location of the program.
- on the school or school district website.
- to parent(s) or legal guardian(s) in the summer mailing.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request for Supervision After School Dismissal Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted annually. In addition, a parent(s) or legal

guardian(s) may rescind their Request by submitting a written request to the Principal indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who supervises the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member who receives such notice shall retain supervision of the pupil when other pupils are dismissed from his/her school at the end of the school day.

Each Principal or will develop and implement a written Pupil Supervision After School Dismissal Plan for his/her school building or program location. This plan shall include the location of the designated area in the school building where supervision will occur as well as the procedure for pupils to report to the designated area. The plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) who have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

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

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils, and to avoid traffic and

vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school. In this circumstance, the parent(s) or legal guardian(s) may be referred to DYFS for child neglect if it is determined by the Principal the frequency of emergencies causing the parent(s) or legal guardian(s) or designated escort to be delayed in picking-up the pupil is excessive.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and on number of days allocated for weather or other emergencies or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, parent(s) or legal guardians will be notified to any changes to the school's calendar made during the school year.

The procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Board of Education and/or the high school administration.

**JEFFERSON TOWNSHIP
HIGH SCHOOL**

Student Handbook/Parental Sign-Off Form

Your signature below indicates that you have read this handbook and understand the contents within. If you have any questions, do not hesitate to call the appropriate administrator.

It is the hope of the administration and faculty that the student body recognizes and appreciates the importance of the information contained in this agenda book. We strongly advise that you periodically review the Jefferson Township Website for revisions made to policies during the 08-09 school year.

Grade _____

Homeroom Teacher _____

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Kindly complete and detach this form and have your child return to his/her 1st period teacher no later than September 10, 2008. Thank You.