

JEFFERSON TOWNSHIP HIGH SCHOOL

2023-2024

STUDENT HANDBOOK



“You can’t hide from Falcon pride”

Mr. Kevin Lipton, Principal

Mr. Michael Lonie, Assistant Principal

Ms. Andrea Padelsky, Assistant Principal

JTHS Vision Statement

The district will be a leader in academic excellence while developing healthy, well-rounded, resourceful students who are positive, contributing members of local and global communities.

JTHS Mission Statement

We strive to foster academic excellence by engaging students in meaningful learning experiences that meet the highest educational and ethical standards, while supporting every learning style – in a caring, inclusive, and collaborative learning environment, supported by the greater community

PRINCIPAL'S MESSAGE

I hope this letter finds everyone safe, healthy, and enjoying their summer. As you are reading this it means that the parent and student portals are open and the beginning of the school year is just around the corner. I have always looked at the new school year in two different ways. First, it is a reconnection of the past. It is a time to talk with friends that you may not have had the opportunity to talk with since June. It is a way for you to see teachers from last school year and let them know how your summer went and what your new plans are for the coming school year. Second, building off that last point, the start of the new school year is a new beginning. You will have new courses, new sports seasons, new chances to join clubs and activities, new chances to make more friends, and other new opportunities.

For any student that is new to Jefferson Township: Welcome! We are so glad that you are joining our Falcon Family. Please let the Main Office or Guidance Office know if you need anything to assist you in your transition to our school community.

For our new freshmen: First and foremost, welcome to Jefferson Township High School. Your high school years will be very different from what you are used to. They should be very exciting. You have already made lots of high school choices as far as the classes you are going to take. High School has many more opportunities for you to become involved. Everything you do here, from the grades you achieve to the clubs and sports you join to the decisions you make, will have an impact on the subsequent years and your post high school plans. In order to get a preview of what is in store over the next four years, please be sure to keep reading the following sections regarding sophomore, junior, and senior years (they will be here before you know it). Be involved, have fun, and do your best!

For our sophomores: Welcome back. You will continue building on the successes that you had last year. If they have not already, your parents and school counselors will probably start talking to you about your post high school plans. Although you still have three years of high school to go, the classes you enjoy or don't enjoy, the classes you do well in, or don't do well in this year will be part of your decision when you start thinking about next year's schedule. Similarly, the clubs and sports you do (or don't do) will help guide your future as well. One short-term and very exciting example of starting to be prepared for 'what comes next', is that you will take driver's education during health this year. This will help prepare you for when you turn sixteen and start driver's lessons. Another example is that in October you will take the PSAT. This test is a practice and an indicator on how well you will do on the SAT which is one of the tests that many colleges look at for admission purposes. As I said above in the freshmen section, try to be as involved as possible. The more you are involved, the more fun you will have. As always, seek to do your best!

For our juniors: Welcome back. You are half way through high school. Post high school planning is here. If you plan on going to college your school counselor will have college planning meetings with you. Similarly, your parents and you may soon start college visitations for you to start thinking about the colleges that are out there and which type of college you may want to attend. We will also be hosting three college fairs for you to meet representatives of various colleges and get information about their schools. If you are considering the military after high school, there will be several dates when there will be representatives from military recruitment offices available during lunch. If your plans include attending a trade school, your school counselor will discuss those opportunities with you as well. No matter what your choices are, the better you do in your classes and on standardized tests (PSAT, SAT, NJGPA, etc.) and the more diverse you make yourself in all facets of the school, you will make yourself more marketable to any of your post high school plans. Making yourself 'more diverse in all facets' includes, but is not limited to taking a wide variety of courses and taking advantage of the plethora

of extracurricular activities that the school has to offer. In most circumstances even your disciplinary record will make a difference. I wish you nothing but the greatest of success and fun this year.

For our seniors: It is always great to welcome seniors to their last year of high school... so, **WELCOME!** This is it!! This is your last year as part of Jefferson Township School District. If you are planning to attend college, you will start the application process in the fall. By the middle of winter all of your applications should be submitted. Final class rank is run after the second marking period. You still have a chance to get your rank and GPA up. Colleges will ask for your final transcript at the end of the year before granting your final admission. If you are planning on the military or trade school, they too will ask for transcripts. This is also the year of 'senior fun'. Your senior portraits have already been taken (August 7-10). Most seniors will enjoy the privilege of being able to drive to school. The policy and regulation for Open Campus for seniors at lunch time is slated to be approved at the August BOE meeting (more information on Open Campus procedures will be sent home following that meeting). The senior courtyard is available for you to eat lunch outside in nicer weather. There will be senior recognition games for those that play sports. Senior Prom, Senior Awards Night, The Top 20 Dinner, and Graduation itself will be here sooner than you think. Like I told the other grades and even more important for you, be as involved as possible. Have fun this year. Do your best!

This handbook has been updated. Please make sure you take time to review its contents. There have been quite a few revisions including topics such as the school calendar, student attendance, marking period and assessment dates, scheduling and level changes, academic dishonesty/plagiarism, National Honor Society, academic probation from athletics and extra/co-curriculars, lists of extra/co-curriculars, lunch locations, and the discipline chart. The above list is not a complete list of changes, but some of the more important/notable changes.

As mentioned above, I am excited about the new opportunities a new year brings. I have every faith that with all of the hard work administration, supervisors, and teachers have put in during this summer, as well as working together with an incredibly supportive extended Falcon Family/community of parents and students; we will be successful.

Be well and be safe,

Kevin Lipton

Kevin Lipton
Principal
Jefferson Township High School

BOARD OF EDUCATION

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Mr. Michael Lonie, Assistant Principal
Ms. Andrea Padelsky, Assistant Principal

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Mr. Richard Gherardi, Network Administrator
Ms. Juceyka Figueroa, Director of Special Services
Mr. William Koch, Director of Athletics
Ms. Vanessa Sanchez, Coordinator of Transportation

SUPERVISORS

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Mrs. Maria Dunbar Instructional Technology, Business, & Media
Mr. Christopher Hiben, Science, Mathematics 6-12
Mr. William Koch, Physical Education and Nurses
Mrs. Josephine Ramirez, Student Personnel Services
Mrs. Jodi Reinstein, Special Education
Mr. Derek Sica, World Languages, Music & ESL, Family & Consumer Science, Gifted & Talented
Dr. Jennifer Wnuk, English Language Arts, Mathematics K-5

JEFFERSON TOWNSHIP HIGH SCHOOL

FACULTY/STAFF

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Carrie Hutchinson

Nicole Jahn

Karen Kosco

Sherry Moore

Elizabeth Mulvaney

Ryan Myslinski

Amy Pearce

Megan Piazza

Christine Stewart

BUSINESS

Kaitlyn Iliff

Dominick Pisciotto

Jahn Tiger

MEDIA CENTER

Stephanie Vislosky

CHILD STUDY TEAM

Kira Arnold

Melanie DiBartolo

Katlyn VanHorn

Kristen Williams

MUSIC

Chad Flynn

Daniel Gugger

NURSE/TRAINER

Jennifer Kraljevich

Christine Cocca

Kendall Machak- AT

SPEECH/LANGUAGE

PATHOLOGIST

Cheryl Spencer

ENGLISH

Stephen Barbato

Maria Clarizio

Alice Daken

Colleen Maxwell

Amy Musibay

Joseph Olean

Cara Schwimer

Jennifer Smalley

Cassandra Ives

Stephanie Van Alstine

Patricia Vandigriff

PHYSICAL EDUCATION

Katelyn Cannarozzi

Shannon Chapman

Mark Fontana

Jason Kalish

Lori Kircher

Katelyn Musilli

Jeremy Thide

TECHNOLOGY

Aladdin Kazanfer

Tyler Morris

Jason Nicholas

Joyce Seifried

FAMILY CONSUMER

SCIENCE

Marybeth Lapszynski

Candace Margiotta

SCIENCE

Darren Bruseo

Marc Gaydos

Joseph Guzewicz

Mary Johnston

Jane Kirshenbaum

Kathryn Kula

Sarah Montgomery

Gino Rose

Anthony Szwartz

Heather Varner

TECHNOLOGY SERVICES

Peter Digennaro

Robert Fleming

Richard Gherardi

Alan Meacham

Rob West

VISUAL ARTS

Kaia Canales

David DeVries

Stephanie Wassmer

GUIDANCE

Christine Gonzalez

Heather Halczli

Andrea Leondi

Lyndsay Vesia- SAC

Rachael Uhlick

WORLD LANGUAGES

Siobhan Carroll

Emily Cortese

Nanette Diaz

Meg Gray-Revoredo

Francisco Lopez

Kirsten Parra

Sean Quinn

Kathleen vonEssen

MATHEMATICS

Ernest Fisher

Tanya Hartig

Hong Hu

Molly Neral

Rhonda Powell

Kimberly Serzan

Serina Signorello

William Stager

Aleyna Storms

SOCIAL STUDIES

Jonathan Boyle

Christopher Eastman

Kasey Farris

Brian Hough

Marguerite Moya

Marcus Thompson

SPECIAL EDUCATION

Kristen Afflerbach

Lindsay Corter

ADMINISTRATIVE

ASSISTANTS

Dawn Bublitz

Dawn Bufardeci
Michele Grieves
Judi Jahn
Grace Knape
Nancy Tasker
Sharon Vollmers
Tracy Williams

INSTRUCTIONAL AIDES

Toni Delade
Audrey Dworak
Leslie Heller
Dana Huckle
Betsy Kuntz
Laura Mahoney
Elizabeth Marks
Jasminka Nakev
Virginia Paccioretti
Karen Pini
Laura Ryan

Christopher Scarpa
Heather Sinisgali
Amy Szekula
Arline Warncke
Cassandra Wojcik
Irene Wojcik

JOB COACHES

Randi Adamities
Leeanne Fusaro
Shannon Jacobs
Shanna Peters
Alyssa Walters
Patricia Young

CUSTODIANS

Patrick Cryan
Marithza Gil
Robert Leppard
Thomas Ray

Rich Shay
Ron Squires
Marc Stahl

GROUNDNS

Mark Mason
Geoff Miller
Alex Peterson
Michael Stevens

**SECURITY/ HALL
MONITORS**

Michael Abdinoor
Scott Arenotowicz
Cathy Hayes
Charles Robinson

JEFFERSON TOWNSHIP PUBLIC SCHOOLS
2023-2024 School Calendar

September 4	Labor Day (Schools Closed)
September 6	First Day of School - All Students
September 25	Rosh Hashanah (School Closed)
October 9	Columbus Day (Schools Closed; PD Staff)
November 9-10	NJEA Convention (Schools Closed)
November 22	Early Dismissal
November 23-24	Thanksgiving Recess (Schools Closed)
December 5	Delayed Opening; PD Staff
December 21	Early Dismissal
December 22-29	Winter Recess (Schools Closed)
January 1	New Year's Day (School Closed)
January 15	Martin Luther King, (School Closed)
February 6	Delayed Opening; PD Staff
February 19	President's Weekend (Schools Closed)
March 12	Delayed Opening; PD Staff
March 29	Good Friday (school Closed)
April 1-5	Spring Break (Schools Closed)
May 21	Delayed Opening; PD Staff
May 27	Memorial Day (Schools Closed)
June 17-21	Early Dismissal
June 21	Early Dismissal; Last Day for Students; HS Graduation

Emergency closing days may be made up as follows:

1st April 1-5 beginning with April 5

2nd June, beginning with the 24

ADVISORY:

The Advisory Program creates an environment for each staff member to mentor/advise a small group of students during their high school years. Adviser assignments remain consistent throughout a student's four years at JTHS, which helps to personalize the school learning environment. Topics will vary monthly by grade level. Think of your advisor as the best person to first approach when you need assistance or help at JTHS. Advisory dates are as follows:

September 6-8, 11, 28	October 2-6, 19	November 2	December 14
January 4, 18	February 1, 15	March 7, 21	April 11, 25
May 2, 16	June 6		

Bell Schedule

<u>PERIOD</u>	<u>STANDARD DAY</u>	<u>DELAYED OPENING</u>	<u>EARLY DISMISSAL</u>	<u>ADVISORY</u>	<u>ALL CLASSES MEET</u>
Teacher Sign-in	7:15	9:15	7:15	7:15	7:15
Student Arrival	7:20		7:20		7:20
Warning Bell	7:32	9:32	7:32	7:35	7:32
HR	7:35-7:41		7:35-7:42	Advisory: 7:35-7:48	7:35-7:45
A	7:45-8:38	9:35-10:12	7:46-8:21	7:52-8:44	7:49-8:27
B	8:42-9:35	10:15-10:50	8:25-9:00	8:48-9:40	8:31-9:09
C	9:39-10:32	10:53-11:28	9:04-9:39	9:44-10:36	9:13-9:51
Additional AM class (only when all classes meet)					9:55-10:33
Lunch/Academic 1	10:35-11:00	11:31-11:56	9:43-10:08	10:38-11:03	10:37-11:02
Lunch Academic 2	11:00-11:25	11:56-12:21	10:08-10:33	11:03-11:28	11:02-11:27
D	11:28-12:21	12:24-12:59	10:37-11:12	11:31-12:23	11:31-12:09
E	12:25-1:18	1:02-1:37	11:16-11:51	12:27-1:19	12:13-12:51
F	1:22-2:15	1:40-2:15	11:55-12:30	1:23-2:15	12:55-1:33
Additional PM class (only when all classes meet)					1:37-2:15
Wave 1	2:15	2:15	12:30	2:15	2:15
Wave 2	2:22	2:22	12:37	2:22	2:22
Teacher Dismissal	2:30	2:30	12:45	2:30	2:30

Schedule Rotation

JTHS Rotational Days 2023-2024																			
September	October		November		December		January		February		March		April		May		June		
9/6	ALL	10/2	1	11/1	1	12/1	3	1/1	OFF	2/1	2	3/1	2	4/1	OFF	5/1	2	6/3	4
9/7	1	10/3	2	11/2	2	12/4	4	1/2	1	2/2	3	3/4	3	4/2	OFF	5/2	3	6/4	1
9/8	2	10/4	3	11/3	3	12/5	1	1/3	2	2/5	4	3/5	4	4/3	OFF	5/3	4	6/5	2
9/11	3	10/5	4	11/6	4	12/6	2	1/4	3	2/6	1	3/6	1	4/4	OFF	5/6	1	6/6	3
9/12	4	10/6	1	11/7	1	12/7	3	1/5	4	2/7	2	3/7	2	4/5	OFF	5/7	2	6/7	4
9/13	1	10/9	OFF	11/8	2	12/8	4	1/8	1	2/8	3	3/8	3	4/8	1	5/8	3	6/10	1
9/14	2	10/10	2	11/9	OFF	12/11	1	1/9	2	2/9	4	3/11	4	4/9	2	5/9	4	6/11	2
9/15	3	10/11	3	11/10	OFF	12/12	2	1/10	3	2/12	1	3/12	1	4/10	3	5/10	1	6/12	3
9/18	4	10/12	4	11/13	3	12/13	3	1/11	4	2/13	2	3/13	2	4/11	4	5/13	2	6/13	4
9/19	1	10/13	1	11/14	4	12/14	4	1/12	1	2/14	3	3/14	3	4/12	1	5/14	3	6/14	ALL
9/20	2	10/16	2	11/15	1	12/15	1	1/15	OFF	2/15	4	3/15	4	4/15	2	5/15	4	6/17	FINALS
9/21	3	10/17	3	11/16	2	12/18	2	1/16	2	2/16	1	3/18	1	4/16	3	5/16	1	6/18	FINALS
9/22	4	10/18	PSAT	11/17	3	12/19	3	1/17	3	2/19	OFF	3/19	2	4/17	4	5/17	2	6/19	FINALS
9/25	OFF	10/19	4	11/20	4	12/20	4	1/18	4	2/20	2	3/20	3	4/18	1	5/20	3	6/20	FINALS
9/26	1	10/20	1	11/21	1	12/21	ALL	1/19	1	2/21	3	3/21	4	4/19	2	5/21	4	6/21	ALL
9/27	2	10/23	2	11/22	2			1/22	2	2/22	4	3/22	1	4/22	3	5/22	1		
9/28	3	10/24	3	11/23	OFF			1/23	3	2/23	1	3/25	2	4/23	4	5/23	2		
9/29	4	10/25	4	11/24	OFF			1/24	4	2/26	2	3/26	3	4/24	1	5/24	3		
		10/26	1	11/27	3			1/25	1	2/27	3	3/27	4	4/25	2	5/27	OFF		
		10/27	2	11/28	4			1/26	2	2/28	4	3/28	ALL	4/26	3	5/28	4		
		10/30	3	11/29	1			1/29	3	2/29	1	3/29	OFF	4/29	4	5/29	1		
		10/31	4	11/30	2			1/30	4					4/30	1	5/30	2		
								1/31	1							5/31	3		

**** In the event of an emergency closing day, the schedule will continue as listed. Days will NOT be shifted. ****

GOOD CITIZENS AND PILLARS OF THE COMMUNITY

Students at Jefferson Township High School are expected to be caring, trustworthy and responsible young citizens. They demonstrate these attributes by arriving at school and class on time, being prepared for class with assignments and materials, fully participating in class and adhering to school/class rules and procedures. Every student has the right to be treated with respect and courtesy, to learn without disruption and to feel safe at school. Likewise, all students will treat all members of the school community with respect.

The entire Jefferson Township community strives to create a school environment that is safe for all students. All members of the community strive to make the school a safe and drug free environment. Students who commit an offense that is characterized as severe misconduct will be suspended from school (Policy 5600) Students who bully or harass another student will be penalized accordingly (Policy 5512).

STUDENT ATTENDANCE

Students should strive for perfect attendance. Students need to be prepared for post-secondary institutions and the workplace. Employers expect employees to arrive on time and to be present every day. JTHS students are expected to arrive at school and to each class on time and be present every day. Students who accrue more than sixteen **unexcused** absences from school will not be granted credit for courses (Policy 5200)

The following absences are considered excused absences:

- Disabling illness (verified by a physician note) **
- Recovery from an accident **
- Sent home by school nurse

- Medical visit*; The school has the right to verify the validity of a medical note
- Driver's license exam*
- Required court attendance*
- Death of a family member
- Religious observance NJSA 18A:36-14-6
- College visitations /interviews* (limited to a maximum of three days per year for 11th & 12th graders)
- Employment interviews*
- Good cause acceptable to the principal
- Suspension

*Notes on original official letterhead from physician, court, college, or employer to be submitted for visit, appearance or exam.

** Physician's clearance needed before returning to school/activity.

Late to School: Students are expected to arrive at school on time for attendance, morning announcements and to receive personalized items such as passes or reminders.

- At the sixth cumulative late arrival to school per marking period, an office detention will be assigned and each lateness thereafter (6-9).
- At the tenth cumulative late arrival to school per marking period, two office detentions will be assigned and each lateness thereafter (10-15).
- At the sixteenth cumulative late arrival to school per marking period, a Saturday detention/In-School suspension based on district policy will be assigned and other appropriate actions.

The Following Absences Are Considered Unexcused Absences:

- All absences that do not fall into the excused category.
- Vacation and personal trips
- Individual class cuts
- Late to school
- Early dismissals (see below)
- Three unexcused late arrivals to class of less than ten-minutes equals one unexcused absence
- Late to class more than ten-minutes equals one unexcused absence
- Being dismissed early (see below "Early Dismissal Procedures") and missing ten or more minutes of class time

Students attending the prom who are absent from school on the Monday following the prom and who are unable to submit acceptable documentation for an excused absence will face disciplinary consequences.

Late to Class:

Students must arrive to class on time.

- At the sixth cumulative late to class, an office detention will be assigned for each lateness (6-9).
- At the tenth cumulative late to class, two office detentions will be assigned for each lateness thereafter (10-15).
- At the sixteenth cumulative late to class, a Saturday detention/In-School suspension based on district policy detention will be assigned and other appropriate actions.

Early Dismissal Procedures:

1. Students **MUST** submit a written note signed by a parent/guardian to the main office upon arrival to school.
2. Only written notes will be accepted for early dismissal. The office will **NOT** accept phone calls, emails, and/or facsimile transmissions (faxes) for early dismissals.
3. Students with approved dismissal requests will receive a pass to leave class.
4. The student reports to the main office for parental/guardian pick up and scans out of school on a laptop.

5. Classes will not be disturbed to call a student who did not submit a request to leave early.
6. Student drivers must follow the same procedures above, including reporting to the main office at the time of their dismissal so that they can be 'signed out'. Once 'signed out', the student will be dismissed to the parking lot.
7. Student drivers who leave school early without proper permission will lose campus parking and receive appropriate discipline.

Last Period Dismissal: In an effort to ensure that students have sufficient time to collect personal belongings to safely and properly board buses at the end of the day, JTHS has a two wave dismissal with the exception of seniors who are dismissed at 2:15 pm. Students residing on the Oak Ridge/Milton side of town are dismissed from their last period class at 2:15 pm followed by students on the Lake Hopatcong side of town who are dismissed by their last period teacher at 2:22 pm. Wave two students are not permitted to leave during wave one for any reason. **NO EXCEPTIONS** will be made. Not adhering to this procedure will result in disciplinary action.

Truancy is a student's deliberate and willful absence from school or class. Charges will be filed with the police and the Division of Child Protection and Permanency must be notified. Although this can be done at any time, by state law, the school must file truancy when this occurs ten or more times for any child that is between six and sixteen years of age.

For unexcused absences of ten (10) or more, the student, between the ages of six (6) and sixteen (16), is truant pursuant to N.J.S.A. 18A 38-27 and the school district shall:

1. Make a mandatory referral to the court program required by New Jersey Administrative Office of the Courts.
2. Make a reasonable attempt to notify the student's parent or guardian of the mandatory referral.
3. Continue to consult with the parent or guardian and the individual agencies to support the student's return to school.
4. Cooperate with law enforcement and other authorities and agencies, as appropriate.

It is important that your child attend school. The need for your child to be in school to complete the state-mandated attendance policy is imperative.

Special Excuse from a Course of Study, Program, or Class: As per BOE Policy 5250, a student will 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 student or the adult student 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 student 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.

Absence During Exams: Make up exams will be provided for those students who have **excused** absences. Unexcused absences from exams will result in a zero for that exam.

Absence from Physical Education Classes: Medical notes from a physician must be submitted to the school nurse on the doctor's original letterhead stating the reason and length of time the student cannot participate in

physical education classes. This note must be provided on the first day of the illness or injury. The nurse reviews the information and notifies the physical education supervisor/teacher. Students, unless told otherwise, should continue to report to their scheduled physical education class. Physical education teachers may assign different tasks, assignments or projects to make up for the lack of participation due to illness or injury.

Attendance for Co-Curricular Activities:

- Students must be in attendance for a *minimum* of three hours on the day of an activity. Athletes arriving to school late without an excuse must sign in before 11:00 am in order to participate in athletic activities.
- Pre-excused absences or special circumstances may be approved by the principal or designee.
- Students who are suspended may not participate in, or attend, school-sponsored athletic events or extra-curricular/co-curricular activities.

HEALTH OFFICE

The health office provides several services for JTHS students.

Health/Wellness Records/Screening: Ensures that all students meet the State of New Jersey immunization requirements, as well as, have good hearing/vision. The following screenings are scheduled:

- Physical exam
- Blood pressure
- Scoliosis
- Vision
- Hearing
- Tuberculosis for students entering from out of state.

Medications: When possible, medication should be timed to be taken at home. The New Jersey State Department of Education and district policy and regulation (5330) **prohibits** students from carrying any medications on the bus or into the school. The only exceptions are medications approved for self-administration such as, but not limited to, inhalers and Epipens.

- Parent/guardian must provide a written request for the administration of medication.
- Parent/guardian signs a self-administration form for those who need to use an inhaler or Epipen.
 - ***No medication, including “over-the-counter” will be dispensed unless the following is provided:***
 - An original written order from the prescribing physician including over-the-counter medications such as cough drops, Tylenol, etc. It must include the diagnosis, name of the medication, dosage and time to be given. If an inhaler or Epipen, a student can carry and self-administer with completion of the appropriate documentation.
 - All medications must be in the **ORIGINAL PHARMACY CONTAINER** properly labeled for the student. Ask your pharmacist for the medication to be divided into two bottles completely labeled: one for home and one for school.
- **Parent/guardian must bring the medication to the health office.**
- **Action Plans:** Parents of students who have illnesses such as, but not limited to, asthma, epilepsy, or anaphylaxis that require specific steps to be taken in the event of a seizure, attack, or reaction must provide the school with an emergency action plan. These are completed by your physician and brought to the health office at the start of the school year.
- **Physical Education Exemption/Re-entry** Students who need to be excused or re-enter gym classes should bring their doctor’s note to the health office. All other excuses from school or re-entry notes go to the guidance office.

- **Student Illness.** Students who feel ill during the school day should inform their teacher who will give them a pass to the nurse. The nurse will inform the parent/guardian that a student needs to leave school. Parents sign out and pick- up ill students through the health office.

GUIDANCE AND COUNSELING

The mission of the JTHS Guidance and Counseling department is to provide an integrated and systemic means to address the social, academic, and career needs of all students. JTHS promotes a supportive learning environment where every student is challenged, inspired, and empowered to cultivate the intellectual curiosity, skills, and knowledge needed to become responsible citizens. The guidance program is an integral part of the school’s overall educational environment.

Guidelines:

- All students must sign the logbook upon entering guidance.
- In order to meet with a school counselor or a case manager, students should visit guidance before school, after school, or during their lunch/academic or study period. If the counselor or case manager is not available, the student is advised to complete a request for a conference form. The counselor will prepare a pass with the date and time of the scheduled visit and give it to the student’s homeroom teacher the following morning. If you have an emergency or are in a crisis, please inform the secretary who will find an appropriate staff member for you to speak with immediately.
- Should a parent or student wish to contact a member of the Child Study Team, the student or parent should contact the case manager to schedule an appointment.
- Parents, guardians, and students seeking specific information regarding guidance center services should visit the guidance and counseling website.

Senior Final Exam Exemption:

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? *Note: Seniors enrolled in the Seton Hall Project Acceleration program must complete the final exam in order to receive college credit from Seton Hall University. This may also apply to students wishing to receive concurrent credits with other colleges and universities.*

Working Papers: New Jersey has changed the process for students to obtain working papers. Everything can be completed online. Students should go to “myworkingpapers.nj.gov” or come to the main office and scan the QR code that is on the poster.

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, standardized testing, and, in the case of commercial art, portfolio evaluation. In conjunction with the course selection process for the next school year, interested students should discuss the application process with their school counselor.

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.

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 rights of exclusion is included in the information mailed home to the parents of junior and senior students at the start of school.

Marking Period/Exam Schedule

Marking Period	Marking Period Dates	Mid-Point Of Marking Period	Portal Report Card Opens	Number of Days
1	09/06/2023 to 11/14/2023	10/11/2023	11/21/2023 12:01 AM	46
NJGPA Testing (current seniors' make ups) for ELA and Math: October 10 and 11				
2	11/15/2023 to 01/31/2024	12/19/2023	02/08/2024 12:01 AM	46
Mid-Term Exams: January 22, 23, 24, and 25, 2024				
3	02/01/2024 to 04/16/2024	03/05/2024	04/23/2024 12:01 AM	47
4	04/17/2024 to 06/21/2024	05/17/2024	06/27/2024 12:01 AM	47
NJGPA Testing (Current Juniors) for ELA and Math: March 11 and March 13 (subject to change)				
NJSLA Testing (ELA, Math, and Science): April 29 and 30 (subject to change)				
Final Exams: June 17, 18, 19 and 20, 2024				

***Note: Final Exams are early dismissal/half days for all high school students. Attendance at all exams is required and students must stay in class for the entire examination period.**

All absences due to illness must be verified with a doctor's note.

Any absence from school will be unexcused unless verified by a doctor's note or defined as excused by policy 5200 (Attendance). Any unexcused absence will result in a grade of "0" on the final exam.

All makeup final exams will be given on Friday, June 23, 2023, in the media center.

Graduation Requirements: Jefferson Township High School is a comprehensive high school offering a variety of programs in both college preparation and vocational studies. Electives are also available in art, music, family and consumer science, and industrial arts. In order to receive credit for a course, a student must meet all course requirements, including attendance, 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.** Please refer to the JTHS Program of Studies for specific information regarding graduation requirements.

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.

All course grading at JTHS are calculated as follows:

Full Year Courses: Each marking period = 22.5% of final course grade
Mid-Term Exam (at the end of the second marking period) = 5% of final course grade
Final Exam = 5% of final course grade

Semester Courses: Each marking period = 45% of course grade
Final exam = 10% of course grade (can be mid-term at the end of the quarter and final at the end of the semester as per teacher each exam would then be 5% of the grade).

The numerical equivalents are as follows:

Grades and Quality Points

Grade	Range	Standard/CP	Honors	AP
A+	97-100	4.3	4.8	5.3
A	94-96	4.0	4.5	5.0
A-	90-93	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	84-86	3.0	3.5	4.0
B-	80-83	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	74-76	2.0	2.5	3.0
C-	70-73	1.7	2.2	2.7
D	65-69	1.0	1.5	2.0

F	Below 65	0	0	0
W/P				
P				
W/F				
LC		0	0	0

W/P–Withdrawn Passing **P**–Effort Passing **W/F**–Withdraw Failing **LC** Loss of Credit

Note: Students that are on home instruction for 45 or more school days for a school year will receive pass/fail grades for all courses.

Honor Roll:

Jefferson Township Public Schools have identified the achievement of academic excellence as a district priority. JTTHS recognizes student achievements based on the sum of all grades the student earns during each marking period. There are two levels of honor roll:

High Honors: a grade of “A” or better in all subjects. (90% or better in all subjects)

Honors: a grade of “B-“or better in all subjects. (80% or better in all subjects)

Any grade below a B-, including incomplete grades in any subject, will render a student ineligible for any honor roll. The honor roll will be calculated two weeks after the completion of each marking period and will be posted in the high school, as well as, reported to the local paper via press release.

SUMMA Award

Seniors who have a weighted GPA of 4.0 or higher 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.

President’s Award for Outstanding Academic Achievement

The President’s Award for Outstanding Academic Achievement is awarded each year to students in all grade levels who maintain a cumulative unweighted average of 3.85 or higher on a 4.3 scale.

Falcon Scholar with Distinction: Weighted GPA 4.25 and above

The Falcon Scholar with Distinctions is awarded each year to students in grades 9-11 who have a weighted GPA 4.25 and above.

Falcon Scholar: Weighted GPA 4.00 and below 4.25

The Falcon Scholar is awarded each year to students in grades 9-11 who have a weighted GPA of 4.00 and below 4.25.

Loss of Course Credit/Failure:

Parents/guardians should request a conference regarding 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. Loss of credit will be issued if a student exceeds the number of unexcused absences in a course.

Course Changes: Every attempt is made to place the student in each course he/she requests. However, the volume of student requests or classroom availability may make it necessary to place the student in an alternate choice. The ability to honor requests is determined by the number of available seats in each class. It is important to select alternative courses carefully.

LEVEL CHANGE, ADD/DROP and WITHDRAWAL PROCEDURES

Non-Honors and Non-AP Courses: Providing that space is available, students may change their non-AP/Honors electives until they receive their final schedules. Once final schedules are distributed, students must remain in their courses until the add/drop period. Students may only add a course in the place of a study hall or to correct scheduling errors made by the school. Please keep in mind that all students must carry 35 credits. This means that if a student is only carrying 35 credits, the student may not drop any classes after the Drop/Add period. During the last week in September (the Drop/Add period) students may drop or add elective courses without penalty. Courses dropped after the Drop/Add period will be noted on the report card and transcript as either WF (withdraw fail) or WP (withdraw pass). No credit is awarded and WP/WF is not calculated into the overall GPA.

Honors and AP Courses: Students may not add or drop any honors or AP courses after June 1 until the Drop/Add period. Students scheduled for an Honors or AP level class, either through an initial course placement or through a change of level request form, may drop the course with no penalty or choose another non-AP, non-honors elective or a study hall during the Drop/Add period. Courses dropped after this date will be noted on the report card and transcript as either WF (withdraw fail) or WP (withdraw pass). No credit is awarded and WP/WF is not calculated into the overall GPA. Please keep in mind that all students must carry 35 credits. This means that if a student is only carrying 35 credits, the student may not drop any classes after the Drop/Add period.

NOTES:

- *Students withdrawing from or dropping a course before its completion lose eligibility for summer school (if offered) or credit recovery programs.*
- *Schedule changes may only be accommodated if there is room in the courses impacted by the change.*
- *Students may not withdraw (WF/WP) from a course after the midpoint of the course (end of first or third marking period for half-year classes and end of second marking period for full-year classes).*
- *Course changes based on teacher changes or preferences will not be honored.*

Changing Course Levels: Students who would like to take a course at a higher level than what is recommended need to complete the “Level Change Request Form” prior to June 1 for the following school year. The form will not be accepted after 11:59pm on May 31.

At the end of the first marking period a student may request to change to a lower level of the same course (ie. AP to honors, honors to CP) if there is another level of the class that is available. This request needs to be made within five (5) days of the end of the first marking period and is made in consultation with and approved by the department supervisor. If a student drops to a lower level of a course, the first marking period grade goes along with the student to that new level and is factored in as part of the final grade for that course for the year. Only students with extraordinary circumstances may move to a higher level course at the end of the first marking period with the approval of the department supervisor and an administrator. Once the first marking period window has passed, no further level change requests will be accepted.

Academic Dishonesty/Plagiarism/Cheating: JTHS stresses the important lessons students learn when they complete their work with integrity and fidelity. These lessons include, but are not limited to, the proper way to research, think critically, write, design and deliver presentations, and manage time. As such, 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, or via artificial intelligence (e.g. ChatGPT, Google Bard, etc.), as though it were your own. **Plagiarism or cheating of any form (including the inappropriate or unauthorized use of artificial intelligence, "AI", to complete assignments) is a serious offense and will result in academic and disciplinary consequences (see Disciplinary Action Chart at the end of the handbook). In addition, students that commit any act of academic dishonesty, whether it is plagiarism, submitting someone else's work as their own, copying answers, etc., will be ineligible for consideration to be a part of The National Honor Society or any of the subject area honor societies. If a student commits an act of academic dishonesty and that student is already an honor society member, that student's membership will be revoked.**

ONE-TO-ONE

In order for the Jefferson Township School District to prepare our students of today for tomorrow, we need to provide them with an engaging, personalized curriculum that will inspire and empower them to flourish as ethical and global citizens in the 21st century.

All students have unique needs, abilities and interests. Educational technology enables students to experience a more personalized curriculum to gain the 21st century skills necessary to be successful in college and beyond. Our commitment to creating digital learning environments will be evident through our new one to one technology initiative.

With our district goals in mind, promoting student use of instructional technology across the district as we progress through our planning and implementation of this one to one technology initiative, will result in a transformation in our learning environments and accelerate student learning.

Please refer to the district website to access information about the requirements, expectations, and handbook for our one to one initiative.

MEDIA CENTER

The media center at JTHS is the hub of learning for all students. There is a leisure reading area, computer area, seating for individual students or an entire class. Students can find an array of information on almost any subject. During most periods, teacher specialists in math, science, social studies and English language arts are available for tutorial assistance in the Academic Support Center located in the rear portion of the media center. The media center is open Monday–Thursday from 7:20 am–3:15 pm and closes on Friday at 2:30 pm. The media center only closes for special testing or special academic sessions. The media center is not accessible during homeroom.

The JTHS media center uses the Dewey Decimal System for classification of materials. 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 author. The Morris Automatic Information Network, M.A.I.N. provides JTHS students online access to all the public library collections in Morris County.

Guidelines:

- Food, drink, loud talking, and using a personal electronic device in violation of the Electronic Communication and Recording Device (ECRD) policy are **prohibited** in the media center.

- Students entering the media center must have a pass from their academic class or study hall teacher. In addition to the individual pass, **each student must sign in the computer with their student id number or swipe in with their identification card.**
- The media center is an academic setting and all students are expected to read and work quietly. Students must return all materials/books to their proper shelves, log off computers, and return chairs to the proper position prior to leaving the media center.
- Makerspaces are creative, do it yourself spaces where students can gather to create, invent, and learn. There are 3D printers, software, electronics, craft and hardware supplies and tools, and more. Makerspace provides students hands-on opportunities to explore and develop STEAM under the supervision of staff.
- Students are expected to properly check out books. The borrowing period is three weeks. Books may be renewed for an additional three weeks. A fine for late materials will be charged. Prompt return of all media center materials is expected.
- Students who do not adhere to the media center rules/regulations will be disciplined depending on the severity and or frequency of the infraction. For example, failure to return books will result in loss of borrowing privileges; inappropriate use of computers will result in loss of internet privileges as well as a referral to the assistant principal.

Study and Support Options: Students who do not select a full schedule have an opportunity to select an Academic Study or Self-Directed Period. Additionally, there is an Academic Support Center for tutoring and makeup work/tests.

Academic Study is provided for:

- All grade 9 students who elect not to have a full schedule.
- Grade 10, 11, 12 students who do not meet the eligibility of the self-directed period.

Self-Directed Period is provided for students in grades 10, 11, and 12 by administrative discretion. Students have the flexibility in how to manage their time.

Eligibility based on:

- History of complying with all school rules regarding attendance and discipline.
- Demonstrate a good attendance record
- Academic record (transcript)

Academic Support Center is provided for students during the school day. It is located within the media center. Staff members from the core academic departments provide tutoring, extra practice, oversee student work and assignments, or proctor make-up assessments. Students may be assigned to an academic support period as needed.

Criteria:

- Low or failing grades
- Difficulty in a specific subject area
- Make-up missed assessments
- Assigned by the assistant principal

After-School Options: National Honor Society students and subject area teacher specialists are available in the media center from 2:30 pm –3:15 pm on Monday – Thursday for studying and completing school work.

NATIONAL HONOR SOCIETY (NHS)

The name of our chapter is the Jefferson Township Chapter of the National Honor Society of Jefferson Township High School. The purpose of NHS is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Jefferson Township High School.

Membership in this chapter is an honor bestowed upon deserving students by the Faculty Council, and shall be based on the criteria of scholarship, service, leadership, and character.

Eligibility- Candidates eligible for election to this chapter must be in the first quarter of 11th or 12th grade. The candidate must have been in attendance for a period of one semester at Jefferson Township High School. Eligibility is determined by: A student in good standing with the school administration; a cumulative GPA of 3.55 unweighted or 3.75 weighted; service as demonstrated by involvement in a multitude of school and/or community organizations; leadership as evaluated by offices held in school and/or community organizations; character as demonstrated by conduct in and outside of school, an essay written by the student speaking to personal character and a letter of reference supporting such character.

This NHS is under the sponsorship of the National Association of Secondary School Principals (NASSP), as well as the guidance of the Faculty Council of five JTHS teachers and the leadership of the JTHS NHS Adviser.

The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The Chapter adviser shall be the sixth, non-voting, ex officio member of the Faculty Council. 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.

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

Any candidate not offered membership may 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.

National Honor Society members must remain in good standing and may be subject to dismissal from NHS for the following reasons:

- Falls below the standards of scholarship, leadership, service, or character
- Cumulative GPA falls below the NHS standard in effect when he or she was selected
- Fails to perform any of the published obligations of membership
- Violation of the school's code of conduct
- **Students that commit any act of academic dishonesty, whether it is plagiarism (including the inappropriate or unauthorized use of artificial intelligence, "AI", to complete assignments), submitting someone else's work as their own, copying answers, etc., will be ineligible for consideration to be a part of The National Honor Society or any of the subject area honor societies. If a student commits an act of academic dishonesty and that student is already an honor society member, that student's membership will be revoked.**
- Posts on the Internet and/or social media of comments/material that is below the standards and qualities of character and leadership

- A violation of the law or school regulations

The member will receive written notification indicating the reason for possible dismissal from the adviser or faculty council. The member and adviser can discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held. All proceedings will follow NHS chapter bylaws. Please see additional details contained within the bylaws which are available in the upper class cafeteria and through the NHS and subject area honor societies' advisors.

STUDENT ACTIVITIES

Pursuant to District Policy 2436 - Activity Participation Fee Program.

“The Board of Education recognizes the value of athletic competition and extra-curricular/co-curricular activities outside the regular instructional program. However, with reduced or limited revenue and increased expenses, the Board must consider alternative revenue options to support these school-sponsored activities. Therefore, the Board of Education authorizes the establishment of an activity participation fee program as a supplemental revenue source contributing to a percentage of the school district's total costs for operating school-sponsored activities.”

All school-sponsored extra-curricular/co-curricular activities, will be implementing an Activity Fee beginning with the 2020-2021 school year. Students will be assessed an annual activity fee due prior to any student participating in a sport/activity during the school year. This annual fee will be charged to any student in grades 6 through 12 wishing to participate. Activity fees for all clubs must be paid prior to participation. Please note that as of January 2022, the activity fee will not be required for a student if their membership in a co-curricular activity is a requirement of a class in which they are enrolled.

The 2023-2024 fee schedule is as follows:

Per Activity: \$50 - Per Sport: \$100
Annual Cap Per Student: \$200; Annual Cap Per Family: \$400
Reduced Lunch Families: 50% of all rates/caps
Free Lunch Families: No Fee

Extra-curricular/co-curricular activities enhance the curricular programs mandated by the State of New Jersey. JTHS offers a number of clubs and activities that further assist in the growth and development of each student. There are various male, female, and co-ed sports offered at multiple levels. Students are encouraged to get involved in these activities that nurture and develop individual skills and talents.

Eligibility Requirements:

All incoming grade 9 students are eligible to participate in athletic and extra-curricular/co-curricular activities in the fall and winter of their freshman year. In order to participate in spring athletic and extra-curricular/co-curricular activities, grade 9 students must have earned 15 passing credits in the first semester.

All grade 10, 11 and 12 students must have acquired 30 passing credits to be eligible to participate in athletic and extra-curricular/co-curricular activities in the fall and winter. In order to participate in spring athletic and extra-curricular/co-curricular activities, students must have earned an additional 15 passing credits in the first semester.

- **Academic Probation/Suspension Regulation:** The purpose of this regulation is to address students that are not maintaining good grades within a season (marking period for extra-curricular/co-curricular activities) and to assist their recovery to good academic standing.

Probation – At the end of each month of the school year, an academic review will occur for all students involved in sports and/or co-curricular activities to determine students that are not in good academic standing. Any student failing any subject and/or obtaining two (2) or more “D” grades will be placed on probation and have a period of two (2) weeks to raise the grades in question. No restrictions will be placed on the student during the probation phase of the regulation.

“Red Shirt” Status – After the duration of the two week probationary phase any student on probation that does not raise his/her failing grade(s) above the standards described above will be “red-shirted” for a period of one (1) week during which they will be permitted to attend and participate in practices and meetings, and will be warned that they will face a suspension from all contests, events, games, and meetings if they do not raise their failing grade(s) within the Red Shirt week. Any student on the Probation list who continues to have two (2) or more “D” grades, will continue to be monitored on the Probation List, but will face no restrictions.

Suspension - After the “red shirt” suspension phase, further review will be conducted. If the student has raised his/her failing grade(s) above the standards, they will be restored to full participation status. Any student that remains below the standards will be immediately suspended from the sport/activity with no participation or attendance at contests, events, and meetings until his/her grades improve to the acceptable level, pending a meeting with the Athletic Director and/or Assistant Principal.

- Students should know their academic standing as it applies to participation in athletics and extra-curricular/co-curricular activities. When academic eligibility for a sport or extra-curricular/co-curricular activity is in doubt, students should contact their school counselor. This should be done well in advance of the start date for the sport or extra-curricular/co-curricular activity.
- Students should contact their coaches and advisors when they are having difficulties during the season (marking period) and may need academic assistance. Coaches and advisors have been advised to keep close contact with members of their respective teams and organizations with regard to their academic standing. Each coach or advisor has the responsibility and obligation to help guide every student on his/her team or club academically and socially, especially those who may have difficulty maintaining eligibility.

JTHS Student Extra-Curricular and Co-Curricular Activities			
Academic Bowl	French Honor Society	National Honor Society	
American Sign Language Honor Society	Future Bus. Leaders America (FBLA)	PDP	Student Council
Art Club	Gay Straight Alliance (GSA)	REBEL	Table Top Game Club
Astronomy Club	Habitat for Humanity	Rho Kappa Social Studies Honor Society	Tri-M Music Honor Society
Class Council	Jazz Band	Robotics	Unified Track

Debate	Madrigal	SADD	Video Game Club
DECA	Marching Band	Science National Honor Society	Video Production Club
Drone Racing Club	Mu Alpha Theta Math Honor Society	Select Choir	Vocal Ensemble
Fall Drama	National English Honor Society	Spanish Honor Society	Wind Ensemble
National Technical Honor Society	National Business Honor Society	National Art Honor Society	Fashion Club
	Rocks & Minerals Club	Spring Musical	Yearbook

JTHS Student Athletic Activities		
Fall Sports	Winter Sports	Spring Sports
Cheerleading	Winter Cheerleading	Baseball
Cross Country: Boys/Girls	Basketball Boys	Golf: Boys/Girls
Field Hockey	Basketball Girls	Lacrosse Boys
Football	Bowling: Boys/Girls	Lacrosse Girls
Soccer Boys	Ice Hockey	Softball
Soccer Girls	Indoor Track: Boys/Girls	Track: Boys/Girls
Volleyball Girls	Skiing: Boys/Girls	Volleyball Boys
	Wrestling	Flag Football

EDUCATIONAL ENVIRONMENT

A primary goal in education is to establish an environment in which teachers and students can teach and learn with minimal distractions. In order to provide a safe and conducive environment for learning, the following guidelines will be followed:

Proper Supervision/Authorized Areas: Students must always be under the direct supervision of a teacher, advisor, or coach. Students who stay after school should stay with the activity advisor, coach or teacher until the 3:30 pm late bus. In the event an activity ends early, students must report to the cafeteria. Loitering is prohibited in the hallways or on school grounds. Students may not go into areas such as, but not limited to the gym, music rooms, middle school, etc. without proper authorization and supervision.

Hallway/Lavatory Pass System: Students are expected to take full advantage of classroom time and instruction. In order to leave a class, study, or the cafeteria, students need permission and must use the approved pass. JTHS continues to contract with an electronic hall pass system called SmartPass. Anytime a student leaves a classroom during the period, the student must use this system. Students will be taught how to use this system the first week of school. **Under most circumstances, students are required to use the restroom that is closest to the classroom that they are leaving.** Exceptions to this will be made through administration or the counseling or CST offices. If there is a restroom in the same hallway/wing, the student must use that restroom. If a student is caught in another restroom or in another area of the school, the student will be considered to be in an 'unauthorized area' and will receive appropriate consequences (see chart on page 35). Again, this is an electronic system so students must use their school laptops for this system. **If a student does not have a computer with him/her, a hall monitor will be called to the classroom in order to escort the student. Students may not use cell phones in order to access the SmartPass system.** In order to maximize the amount of instruction time and due to the amount of graffiti and vandalism in the bathrooms, a set number of passes are available at any one time. When a student is given permission by the teacher to use the restroom, the student will create a pass on the SmartPass system. The system will then record the pass or the student will get a message indicating that he/she is 'in line'. If the student is 'in line' they are to remain in the classroom until the system issues a pass.

Care of School Property: Lockers, desks, tables, chairs, textbooks, laptops, school buses, etc. are supplied for student use by the taxpayers of Jefferson Township. Students are expected to return the books and laptops in the same condition. Students are expected to use lockers, desks, tables and chairs, in a dignified manner. Students who damage, break, or inscribe on school equipment will be assessed with a replacement/cleaning fee.

Food/Beverage Policy: Personal food deliveries from outside vendors are not permitted. The use of food in the classroom must be related to curriculum and instruction. Food is not permitted for personal celebrations.

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. Students must keep lockers locked at all times and keep their combination private. Students are not permitted to share lockers. Students may only use the locker assigned to them. Hall and gymnasium lockers are school property and therefore, subject to inspection by school personnel at any time. Defacing 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 or is vandalized, the student should report it to the main office immediately.

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. 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.

Student Obligations: Students are expected to meet all obligations including monetary fines **and cafeteria balances.** Failure to do so will result in forfeiture of all privileges and activities, including participation in field trips, dances, clubs, sports, graduation and any and all other school sponsored activities.

Lost and Found Items: All articles found in the building should be taken to the main office.

Search and Seizure: Property such as lockers and desks are owned by the district. School officials are permitted to conduct reasonable searches and seizures in the interest of school safety and enforcement of school and state laws and regulations. This includes personal property such as, but not limited to, backpacks, purses, non-invasive searches of clothing, and automobiles on campus.

Guests/Visitors: All visitors are to provide government issued identification to our visitor management system in order to gain access into the building. Students are not permitted to bring visitors to school. Guests wishing to speak with a specific student require parent/guardian permission and the visitation should take place under the supervision of the respective school counselor/administrator.

Collection of Monies: The collection of monies by students is permissible for approved fundraisers. Students need permission from the principal for any other reasons. Collecting money and/or selling items on school buses are prohibited.

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.

Cafeteria: The Pomptonian Food Services provide JTHS with a large array of well balanced, hot or cold lunches and snacks. Contact the food services director at 973-697-3106 should you need a prepaid meal plan or qualify for the financial assistance program.

Lunch: Students must have their lunch during the lunch period in approved areas of the building. Students may not leave school for lunch, eat in the parking lot, or on outside grounds without permission. Lunch may be purchased in the cafeteria or brought from home and students are expected to clean their area and dispose of all trash prior to the end of the period. Students who do not abide by these expectations are subject to disciplinary action. Food delivery from outside establishments is not permitted during the school day.

Lunch Guidelines:

- Areas to purchase/eat lunch:
 - Freshmen and Sophomores must eat in the Underclassmen Cafeteria.
 - Juniors must eat in the Upperclassmen Cafeteria.
 - Seniors may only eat in the Upperclassmen cafeteria or at administration discretion, during nice weather, in the Senior Patio.
 - Please see separate heading for information on Lunch Open Campus for Seniors.
 - No one is allowed to eat in hallways. This includes the benches outside of the cafeteria and music rooms.
- Each student is responsible for their respective area. Trays are to be returned, plastic is recycled, and garbage is placed in the trash.
- Only with the pre-authorization from a teacher may a student go to that teacher's classroom in order to eat lunch. Teachers will only authorize lunch in their classrooms if it is for specific reasons that have to do with their teaching (making up work, studying for their exams, receiving extra assistance with their content, etc.... When the above is no longer applicable (that is, students have made up work, no longer need academic assistance, etc.), students will return to eating in the appropriate cafeteria.
- You can go to the media center, but you cannot bring food/beverage to the media center

Grab and Go Breakfast: Homeroom begins at 7:35 a.m. and extends for 6 minutes. Students will have the opportunity upon arriving at school to go through the cafeteria line and pick up a "Grab & Go" breakfast that

can be taken to homeroom to be eaten prior to their first period class. Please ensure that all trash is placed in the proper receptacle and that students eat neatly without leaving crumbs or spills in the classroom.

Lunch Open Campus for Seniors: As per Policy 5514.01 and pending approval by the Board of Education each year, and as a privilege available to seniors only, JTHS will offer an open campus at lunchtime. In order for this privilege to be allowed, the following guidelines must be adhered to:

- The Board of Education must grant permission each year following a request from the senior class representatives;
- All Open Campus forms must be signed by seniors and parents of the seniors;
- These forms must be notarized;
- Any senior driving to or from school for Open Campus must have previously submitted a copy of the NJ driver's license, insurance card, vehicle registration, and all pertinent car information (license plate number, make/model./year of the vehicle);
- Seniors must be in good standing, including:
 - Having completed and be enrolled in a sufficient number of credits to be considered a senior eligible for graduation in June of the current academic year (students must have 140 credits to graduate);
 - Meet the minimum GPA requirements as outlined in the BOE policy/Regulation
 - Be in compliance with all district policies/regulations and school procedures regarding attendance (that is, not have an undue number of unexcused tardies or absences to/from school or class);
 - Be current with all student accounts including not having any outstanding cafeteria balances or unpaid fines.
- Seniors **must have** their student ID in order to swipe out and in. If a student does not have his/her/their ID on them, they will not be allowed to leave that day.
- In addition, any student can have this privilege suspended or revoked if:
 - He/she/they are tardy (unexcused) for the day (privilege suspended for that day);
 - Have disciplinary infractions;
 - He/she/they return to campus late;
 - He/she/they transport a student that does not have permission to leave campus;
 - He/she/they drive in a manner inconsistent with safety or motor vehicle laws;
 - He/she/they use any form of drug, alcohol, vape, etc... in school, at school sponsored activities, or while participating in the Open Campus privilege;
- Please refer to Policy/Regulation 5514.01 for a full list of rules and other information.

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

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

During the school day, a pupil's personal ECRD may only be used with the permission of the school staff member that is supervising the specific activity that is to be recorded. Any audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians and/or staff members whose voice or image is to be recorded. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and networks policy. **Infractions related to the improper use of electronic communication and recording devices, particularly audio/video recordings will result in discipline.**

Use of Electronic Devices: All students are issued a school laptop for instructional purposes. Any violation of AUP and ECRD policies must be reported to the administration.

Students are not allowed to be wearing ear pods, earbuds, or headphones without teacher permission.

At no time are students allowed to use any devices for recording purposes unless he/she has the permission of a teacher, coach, or administrator.

Cell Phone Expectations for Students: Cell phones have become a major concern and distraction within the school. The concern is missing instructional time and the lack of authentic engagement in classroom learning. The partial list of activities that students are using cell phones for during school includes: checking messages, playing games, watching non-educational videos, recording non-educational videos (especially in the bathrooms), logging on to social media sites, and committing possible HIB violations. With that said, school rules for cell phones are as follows. ***The school/district is not responsible for lost or stolen electronic devices.*** Not adhering to this policy will result in the following:

- Cell phones and other electronic listening devices are to be turned off and out of sight during the school day with the exception of bullet point three. This includes in the hallways and in the bathrooms as well as in the main office, nurse's office, and guidance offices.
- Portable Bluetooth speakers **are not permitted at any time** during the school day.
- Cell phones and listening devices are permitted in study halls provided they have permission from the teacher. Cell phones are permitted in the cafeteria during lunch. With teacher permission, cell phones may be used for instructional purposes in their classroom.
- Cell phones are not permitted in the Academic Support setting in the media center.
- It will be considered a violation of this procedure if the cell phone is on and a student takes it out to check voicemail or text messages.
- When permitted, students are expected to use all technology appropriately and for the right reasons. Inappropriate use, including social media, can result in disciplinary action.
- We understand that parents may need to reach their children while they are in school. Please be mindful that they will not have access to their phones at certain times during the day. If there is an emergency or important message that you need to communicate to them, please call the main office (973-697-3535) and we will get it to them immediately. Alternatively, even though their phone is off, you can still leave them a message. Please remind your child(ren) before they leave for school that they should check messages during lunch or as soon as school is over. Similarly, our students are not allowed to use their cell phones to make calls. If a student needs to call home, he/she must do so before or after school or

report to the main office. In the main office, students will be permitted to use an office phone to call home.

- The following consequences will be imposed for non-compliance with these rules:
 - First violation: Teacher issues a warning and reminder about expectations. Refusal to comply immediately with the directive will be considered a second violation.
 - Second violation: The student will be removed from class and brought to the office. The cell phone will be confiscated and it will be secured in the Main Office. It will be returned to the student at the end of the school day. One day of office detention will be assigned.
 - Third violation: Two Office Detentions will be assigned. The device will be confiscated. It will be secured in the Main Office and returned to the student at the end of the school day.
 - Fourth and subsequent violations: One Saturday Detention will be assigned. The device will be confiscated and secured in the Main Office. The device will only be returned to a parent/guardian.
 - It is also important for students and parents to realize that any refusal by students to comply will also be considered insubordination and will result in additional disciplinary action. This would include refusal to turn cell phones over to administration or disrespectful behaviors/comments towards teachers or administration.

Campus Parking: Parking on campus is a senior privilege and is contingent upon available spaces. No unregistered vehicle may park on campus (Policy 5514). The fee for parking is nonrefundable.

Bus Decorum: Transporting students to and from school necessitates adherence to strict guidelines to ensure the safety of all. As per Board of Education Regulation 8600, the driver of a school bus represents an extension of authority of the school and is in complete charge of the bus with regard to pupil behavior in or about the vehicle which he/she operates. Students are expected to follow safety guidelines and good behavior from the time they arrive at their bus stop. The driver is responsible for the safety and behavior of the students. Should a student not adhere to the guidelines, the driver will notify the principal/assistant principal who will appropriately discipline the student and if necessary exclude a student from riding the bus. If a student is excluded from riding the bus, it shall be the responsibility of the parent(s) or legal guardian(s) of the student(s), in such cases, to provide transportation to and from school during the period of bus suspension. In cases of bus misconduct, the steps below will be taken:

1. In accordance with Board of Education policy and State regulations, pupils may have their bus privilege suspended by Administration for improper behavior.
2. All drivers will be provided with the form “Misconduct Report on Bus.”
3. In the event a pupil’s conduct on a bus is unsatisfactory, this form shall be completed in triplicate by the driver and distributed to the Principal or Assistant Principal at the school which the pupil attends.
4. In most cases, the pupils shall be notified by the driver when a “Misconduct Report on Bus” is to be issued.
5. It shall be the responsibility of the Principal and/or Assistant Principal to take immediate, appropriate disciplinary action. The recommended sequence of disciplinary action for misbehavior is as follows:
 - a. First Notice: Conference with the pupil, and disciplinary action if appropriate.
 - a. Conference with pupil and parent(s) or legal guardian(s)
 - b. Parent(s) or legal guardian(s) conference. Suspension of pupil’s bus privilege for five (5) school days.

6. Immediately after taking disciplinary action, the Principal and/or Assistant Principal shall sign the form and indicate the disciplinary action taken. The signed copy will be distributed as follows: first copy will remain with the Principal; second and third copy will be sent to the Transportation Supervisor who will retain the second copy and transmit the third copy to the school bus driver.
7. In cases of severe misconduct, any of the steps in the above sequence may be omitted. The Principal and/or Assistant Principal may recommend to the Superintendent to temporarily suspend the student's bus privilege until appropriate disciplinary action is taken as determined by the Superintendent. The pupil(s) parents or legal guardian(s) shall be immediately notified of the temporary suspension.

Guidelines:

- Arrive at the bus stop five minutes prior to pick up time and avoid running as the bus approaches.
- Stand at the designated stop, not in the roadway.
- Line up at least 5-10 feet from the bus; wait until the bus stops and the door opens before entering.

When crossing a street or roadway to board or exit a bus, students must:

- Pass 10 feet in front of the bus.
- Wait for the driver to signal to cross.
- Look left, right and then left again before crossing.

On the bus, students must:

- Sit in the assigned seat, attach the seat belt, and not extend your head, arms, or objects out the window or into the aisle.
- Keep the aisles clear of items such as but not limited to books, bags, musical instruments etc.
- Large items may not be transported on the bus.
- Use appropriate language and speak softly.
- Follow all school rules such as no smoking or defacing the bus.

3:30 p.m. Late Bus: JTHS has numerous clubs, sports and academic activities for students beyond the regular school day, as well as, scheduled office detentions. In addition to the bus rules above, students who wish to ride the 3:30 p.m. late bus must sign up prior to the end of the final lunch period. A late bus sign-up sheet is posted in the underclassmen cafeteria. If a student's name is not on the late bus roster he/she may not be permitted to take the bus. The 3:30 pm late bus follows a general route.

DRESS CODE (Policy and Regulation 5511)

Jefferson Township Board of Education believes that schools should be safe and affirming spaces for all students. Furthermore, we believe that all students should have the right to express themselves fully in school through choosing clothing, hairstyles, jewelry, and accessories that appropriately represent and affirm their varied identities.

The Dress Code affirms that all students are to be treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. It is our responsibility to maintain a learning environment that does not interfere with the health and safety of the student or others while encouraging standards of dress most suitable for post-secondary educational, professional, and/or job environments.

Jefferson Township students are expected to dress in a neat, clean, and tidy manner that is appropriate for school and in accordance with modern standards of good taste. We entrust our community of students and parents to encourage and implement appropriate standards of attire.

- Clothing needs to be a positive reflection on the values and ethics of the school and community. As such, no such apparel or objects may obtain:
 - Any references [words, symbols, logos, etc.] to profanity, drugs, alcohol, tobacco, sex, or violence;
 - Ideas [words, symbols, logos, etc.] that promote gang membership/activities, prejudices, or other hate speech;
 - Ideas that advocate for any other illegal or age-inappropriate ideas;
 - The disrespectful wearing of flags or religious items; or
 - Items that have double meanings so as to convey an inappropriate message, as above.

- Students must wear footwear. The footwear must be appropriately safe for the classroom and activities in which the students are participating as per protocols for individual classes.

- All students must wear
 - Tops and bottoms with fabric that covers the front, back, and sides (including under the arms), and the clothing may not be strapless.
 - Clothing that covers the midriff, chest, buttocks, other private parts, and undergarments with opaque material.

- Sunglasses may not be worn unless they are for a prescription or other medical reason.

- Hats or cosmetic headdresses, bandanas/kerchiefs, woven caps, stocking caps, hoods, or any other headwear may not be worn. Exceptions for medical, religious, and/or cultural reasons will be made.

In all instances, the administration reserves the right to determine proper attire.

For items deemed inappropriate, every attempt will be made to remediate the situation by asking the student to change, having parents bring alternate clothing, or borrowing clean clothing from school, if available. Repeated offenders may meet with disciplinary consequences as outlined in Policy and Regulation 5600 Student Discipline/Code of Conduct.

Drills - Fire, Evacuation, Shelter-in-Place, and Active Shooter: State Law requires that all schools properly prepare for various kinds of emergencies. Fire, Evacuation, Shelter-in-Place, Active Shooter procedures have been developed in conjunction with the Jefferson Township Police, Morris County Prosecutor's Office, and Jefferson Township fire/rescue squads.

Guidelines:

- Drills are to be taken seriously, and students must carefully follow the directives of staff members for each specific drill.
- During a fire and evacuation drill, everyone is to exit the building in a quiet and orderly manner. Re-enter the building upon administrative communication.
- During a shelter-in-place, students are to remain in their classroom as instruction continues until administrative communication.
- During an active shooter drill, students are to follow the directives of staff members based on information provided. The drill has concluded upon administrative communication.
- Students may not be dismissed during a drill.

- All use of personal electronic devices is prohibited during drills.

Prohibited and/or Illegal Items: To ensure the safety and well-being of the entire JTHS community, the following items are prohibited at all times (on school grounds or buses, or any school sanctioned activity or trip; Policy 5530):

- **WEAPONS:** Guns, knives, laser pointers, metal detectors, spiked belts, thick chains, or any object that can reasonably be considered a weapon.
- **FIREWORKS/BOMBS/LIGHTERS/MATCHES:** The use or possession of any type of firework, lighters/matches, stink bomb or bomb.
- **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.
- **DRUGS/TOBACCO:** The use, distribution or possession of tobacco products including chew or electronic cigarettes. The use, distribution or possession of drugs, 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.

Severe Misconduct: Our school community reinforces the importance of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. 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

As a result of a severe misconduct, additional disciplinary action may include the withholding of privileges to participate in after school activities, extra-curricular/co-curricular activities, and after school events (e.g. sports, graduation, proms, National Honor Society, drama, etc.) as follows:

- 1st Offense: loss of extra-curricular/co-curricular and athletics for up to 10 calendar days beginning on the first day of suspension
- 2nd Offense: loss of extra-curricular/co-curricular, and athletics for up to 20 calendar days beginning on the first day of suspension.
- 3rd Offense: loss of extra-curricular/co-curricular and athletics for the remainder of the school year.

Language Both Written and Verbal: Students are expected to speak to others with respect and not use foul or hurtful language. The use of foul language is prohibited either orally or in any written/visual form of communication and subject to disciplinary action.

Harassment, Intimidation or Bullying: Students and staff are to be respectful and treat all members of the Jefferson Community with dignity (Policy 5512). Should a student feel victimized, they should report the incident(s) immediately using a HIB Reporting Form.

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 social emotional issues. These problems can be related to school, peers, family, alcohol dependence and substance abuse. The student assistance counselor also provides information concerning referrals to outside agencies and support 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. At JTHS, the SAC is also the School Anti-Bullying Specialist.

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 cyberbullying that require a response either at the classroom, school building, 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.

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/co-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.

LEVELS OF DISCIPLINARY ACTION

Please refer to the table at the end of the handbook for a general guideline for disciplinary infractions.

Teacher Conference: Teacher will meet with a student to inform and correct an infraction.

Teacher Detention: 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. 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. Teacher must call home to inform the parent the reason, date, and location of the detention.

Administrative Conference: Students are called to the office of a supervisor, assistant principal, or principal to discuss the issue/infraction.

Loss of Privilege: Students who violate or abuse school rules may have privileges revoked.

Office/Administrative Detention: 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 assistant principal prior to 2:00 p.m. of the assigned detention day. Failure to reschedule a detention as described above will result in a detention cut and further disciplinary action will be taken by administration.

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 for the entire period (2:30-3:30 pm)
- There is no sleeping, eating or drinking allowed in the detention room
- Students must adhere to the dress code policy during detention.
- Students must adhere to the electronic and communication recording device (ECRD) policy during detention.
- Students must remain seated at all times
- No visitors will be permitted

Saturday detention will be assigned by the principal or assistant principal for serious infractions or for continuous or willful disregard for school rules/regulations. An assigned Saturday detention may be rescheduled one time for just cause with the permission of the assistant principal. Failure to attend an assigned Saturday detention will result in additional Saturday detentions and or out of school suspension in addition to serving the original Saturday detention. Similar to school excused absences, proper documentation must be presented prior to a scheduled Saturday detention so that the detention can be rescheduled. In the event an unforeseen emergency occurs the night before or the morning of the scheduled detention, call (973) 697-3535 ext. 5814, identify the student and the emergency. Documentation verifying the emergency must be brought to the assistant principal's office on Monday morning.

Guidelines:

- Students must report to the front door of Jefferson Township High School no later than 7:45 a.m.
- Transportation to and from Saturday detention is the responsibility of the parent/guardian. Student drivers should allow sufficient time for unforeseen traffic problems and park in Parking Lot A.
- Students will not be permitted to enter detention after 8:00 a.m. Doors will be locked.
- Parents/guardians may not leave until the supervising administrator reviews that the student has sufficient and appropriate work and materials.
- Students will be escorted to the cafeteria and are not permitted to go to their lockers. Students must plan ahead the Friday before the scheduled detention.
- Students need to bring sufficient school related work for the three-hour duration as well as pens, pencils, paper, and school issued laptop. The school will not provide an additional laptop for students to complete work. Failure to bring sufficient work or supplies will result in students either being turned away or removed from detention.
- Sleeping, eating, or drinking is prohibited. In the event a student has medical dietary concerns, this must be made known to the Assistant Principal at the time the detention is assigned.
- Personal electronic devices are prohibited. Cell phones must be turned off and put away.
- Restroom breaks are at 9:00 and 10:00 a.m.
- Students work in silence.
- Failure to comply with the above regulations will result in removal from the detention and further disciplinary actions.

In-school suspension: In-school suspension will be assigned by the Principal or Assistant Principal for serious infractions or for continuous or willful disregard for school rules/regulations. An assigned in-school suspension may be rescheduled for just cause with the permission of the Assistant Principal once. Failure to attend an assigned in-school suspension will result in an additional in-school suspension day and or an out of school suspension day. The original in-school suspension day will be rescheduled. If a student is absent from school on their assigned in-school suspension day, then he/she must provide documentation of just cause, as per Board of Education excused absences (Policy 5200). The missed in-school suspension day will be rescheduled for the next school day. In the event an unforeseen emergency occurs prior to the in-school suspension date(s), please call 973-697-3535 Ext 5814.

In-school Suspension Guidelines:

- Students must report to the main office upon their arrival to school.
- Students will be escorted to the in-school suspension room and are not permitted to go to their lockers.
- Cell phones are not permitted in the in-school suspension room. If a student arrives to in-school suspension with his/her cell phone, it will be secured in the main office and returned to the student at the conclusion of the day.
- Students need to bring their pens, pencils, paper and school issued laptop (fully charged).
- Students will be escorted to the lavatory and cafeteria.
- In the event a student has medical dietary concerns, this must be made known to the Assistant Principal at the time the in-school suspension is assigned.
- Students will stay on task at all times. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited.
- Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students at any time.
- Computer games will not be permitted in ISS. Students who should have an assignment that requires the use of the computer will obey the policies set forth in the student Acceptable Use Policy set forth by the district.
- Failure to comply with the above regulations will result in removal from in-school suspension and further disciplinary actions.

Service Nights: This is an opportunity for students to perform meaningful activities in lieu of disciplinary actions (at administrative discretion).

Out of School Suspension: This is for the most severe misconduct or continued willful disregard for school/classroom rules or cutting Saturday detention (Policy 5610).

Referral to Principal: Severe infractions or continued willful disobedience require a meeting with the principal, student and his/her parents/guardian.

Referral to Jefferson Township Police: A memorandum of agreement (MOA) exists between the Jefferson Township Board of Education and law enforcement agencies to keep each party informed of any illegal activity (Policy 9320).

Referral to the Board of Education: Continued severe infractions or continued willful disobedience requires a meeting with the superintendent and members of the Board of Education.

Pupil Rights and/or Pupils with Disabilities: see Policy 5700.

DISCIPLINARY ACTION CHART

INFRACTION	DISPOSITION				REFER TO:			
<i>All infractions will include an Administrative Conference.</i>	Office Detention	Multiple Detentions	Saturday det/In-Sch suspension	OSS	Prin.	SAC	JTPD	Supt
Late to School (per marking period)	6-9	10-15	16+		X			
Late to Class (3 infractions = 1 unexcused absence)	6-9	10-15	16+		X			
Cut Class (per cut) (cuts are unexcused absences)	1 st	2 nd	3 rd +		X			
Truancy			X		X		X	
Leaving Class w/o Permission	X	X	2 nd	3 rd +	X			
Leaving Building or Grounds w/o Permission			X	X	X		X	
Hall Misconduct	X	X	X	X	X			
Inappropriate Behavior/Language	X	X	X	X	X			
Class/Assembly Disruption	X	X	X	X	X		X	
Failure to Identify			X	X	X			
Unauthorized Area		1 st	2 nd	3 rd +	X			
Physical Scuffle		X	X	X	X			
Fighting: Verbal/Physical			X	X	X		X	
Forgery/Cheating (including plagiarism and inappropriate use of AI)		X	X	X	X			
Bus Misconduct (May also result in loss of privileges)	X	X	X	X	X		X	
Parking Violation (May result in loss of privileges.)	X	X	X	X	X			
Cut Detention (make-up original detention plus additional detention)		X	X	X	X			
Cut/Removed from Saturday Detention (serve make-up detention plus additional disposition)			1 st	2 nd +	X			
Use of Electronic Devices	1 st	2 nd	3 rd	4 th +	X			
Electronic Communication/Recording Device Violation			X	X	X			
Dress Code Violation (hats will be confiscated)	X	X	X	X+	X			
Acceptable Use Policy Violation (30 day loss of privileges per violation)	X	X	X	X	X		X	X
Vandalism/Defacement		X	X	X	X		X	X
Theft/Extortion (restitution for damages or theft will be required)	X	X	X	X	X		X	X
Weapons/Fireworks/Bombs/Lighting Instruments			X	X	X		X	X
Harassment, Intimidation & Bullying	X	X	X	X	X	X	X	X
Use of Tobacco Products (1 st = 2 Saturdays, 2 nd = 5 days OSS, 3 rd = 7 days OSS). Complaint filed in municipal court for all offenses.			1 st	2 nd + 3 rd	X	X	X	X
Possession/Distribution of Tobacco Products			X	X	X	X	X	X
Drugs & Alcohol: Under the Influence (see 5530r Substance Abuse)				X	X	X	X	X
Drugs & Alcohol: Possession/Distribution			X	X	X	X	X	X
Failure to follow any BOE or school policy/procedure			X	X	X	X		X
Parking without a Permit	First two offenses may be ticketed. Third offense towed at owner's expense.				X		X	
<i>Frequency and/or severity of infractions dictate level of discipline.</i>								



Jefferson Township High School

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Principal
Kevin Lipton

Assistant Principals
Dr. Vickki Nadler
Michael Lonie

Student Handbook/Parental Sign-Off

Your acknowledgment **on the Realtime parent and student portals** 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 Student Handbook. We strongly advise that you periodically review the Jefferson Township Website for revisions made to policies during the school year.

