

**JEFFERSON TOWNSHIP MIDDLE SCHOOL
1000 Weldon Road
Oak Ridge, New Jersey 07438**

**STUDENT AGENDA BOOK
2009-2010**

Administration

**Mr. Kevin Lipton
Assistant Principal**

**Mrs. Jeanne Howe
Principal**

**Mrs. Peggy Widgren
Assistant Principal**

Guidance

**Ms. Cherilyn Brooks
8th Grade Counselor**

**Ms. Rachel Millward
7th Grade Counselor**

**Mrs. Karen Staples
6th Grade Counselor**

**Ms. Barbara Francavilla
Student Assistance Counselor**

Important Phone Numbers

973-697-1980

Main Office, Press 6

Guidance, Press 4

Child Study Team, Press 3

Nurse, Press 2

Reporting a Student Absence?

973-697-1980, Press 1

This Agenda Book belongs to

Student Name _____ Team _____

Address _____

Town _____ State _____ Zip Code _____

Locker Number _____

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2009-2010 SCHOOL CALENDAR

September 2	First Day of School for Students
September 7	Labor Day/Schools Closed
September 28	Yom Kippur/Schools Closed
October 12	Columbus Day/Schools Closed- Staff Development
November 5-6	NJEA Convention/Schools Closed
November 25	Early Dismissal
November 26-27	Thanksgiving Recess/Schools Closed
December 23	Early Dismissal
December 24-30	Winter Recess Days/Schools Closed
December 31	New Year's Eve/Schools Closed
January 1	New Year's Day/Schools Closed
January 18	Martin Luther King Day/Schools Closed- Staff Development
February 15	Presidents' Day/School Closed
April 2-9	Spring Break-Good Friday/Schools Closed
May 31	Memorial Day/Schools Closed
June 17	8 th Grade Promotion Ceremony
June 18	Last Day of School (Tentative)

Emergency closing days may be made up as follows:

1st - April 5th – 9th, beginning with 9th, 8th, etc.

2nd - June 21st – 30th, beginning with 21st, 22nd, etc.

JTMS MARKING PERIOD SCHEDULE

<u>Marking Period</u>	<u>Midpoint</u>
1 September 2, 2009 to November 4, 2009	October 2, 2009
2 November 9, 2009 to January 28, 2010	December 4, 2009
3 January 29, 2010 to April 1, 2010	March 5, 2010
4 April 12, 2010 to June 18, 2010	May 7, 2010

Trimesters (6th and 7th Grade Exploratory Classes)

1 September 2, 2009 to December 4, 2009	October 12, 2009
2 December 7, 2009 to March 12, 2010	January 27, 2010
3 March 15, 2010 to June 18, 2010	May 4, 2010

JTMS DAILY SCHEDULE

Regular Day:

Start Time – 7:35 Dismissal – 2:15

Delayed Opening:

Start Time – 9:20 Dismissal – 2:15

Early Dismissal:

Start Time – 7:35 Dismissal – 12:30

JTMS PROGRAM OF STUDIES

Jefferson Township Middle School is committed to young adolescents and academic achievement. JTMS provides quality instruction with the guidance and leadership necessary to prepare our students for success and life-long skills.

Student Agenda Book

Every student is issued a student agenda book. It is to be used daily by the student to notate assignments, homework, projects, teacher directives, student reminders, and review school policy and procedures. The agenda book is the property of the school. Therefore, damage or loss of the agenda book will result in the purchase of a replacement book with the cost charged to the student/parent. If available, a new agenda book may be purchased in the main office; otherwise, the student will need to find an alternate type of agenda book on his/her own.

Course of Study

The following is an explanation of the middle school course of study:

- Core Academic Teams: Students are assigned to a Core Academic Team where they receive instruction in Language Arts, Math, Science, and Social Studies.
- Physical Education/Health: Students are assigned three marking periods of Physical Education and one marking period of Health.
- Fine and Performing Arts: Students choose one of the following year long courses: Band, Chorus, Dance, Guitar (8th grade only), or Studio Art.
- World Language: Students choose either Spanish or French to study for their three years at JTMS.
- Exploratory and Elective Courses: 6th and 7th grade students are assigned trimester courses and 8th grade students choose two semester courses.

Grading System

The JTMS grading system is as follows: A = 90-100 points; B = 80-89 points; C = 70-79 points; D = 60-69 points; F = 59 or lower points. A letter grade of "I" indicates incomplete. All incomplete work is required to be made up within two weeks of notification. In order to pass a course for the year a student must receive a final letter grade of "D" or better. All class assignments, including projects, labs, presentations, and reports must be completed according to the teacher's timeline and specifications.

Honor Rolls

Honor rolls are announced after each marking period. Certificates are awarded to all students who achieve academic excellence as follows:

- High Honor Roll—The student has earned a letter grade of "A" in all subjects.
- Honor Roll—The student has earned a letter grade of "A" and/or "B" in all subjects.
- A medically excused letter grade of "X" does not prevent a student from achieving honor roll status.

Report Cards and Progress Reports

- Report cards are issued at the end of each marking period. Parents/guardians are expected to review their child's report card. Letter and numerical grades, along with teacher comments are used to indicate academic progress.
- Progress reports are issued at the midpoint of the marking period. The progress report indicates a numerical grade to date for each subject. Parents may request additional progress reports from

their child's guidance counselor at the quarter of the marking period. Teachers may issue progress reports any time as needed and appropriate.

Homework

Purpose of Homework

- To ensure that pupils may progressively acquire home study techniques, and develop ability for the type of independent work which becomes more and more essential as they progress through the grades
- To facilitate the "making-up" work lost because of absence
- To permit work that can be done more effectively at home than at school
- To meet the need for extra study or drill in an area where a pupil is having difficulty

Amount of Homework

It is most difficult to pre-determine time allotments for given grades; only the classroom teacher has the insight and knowledge of the need of his/her pupils. The nature of, and type of home assignments given, is therefore within the teacher's scope of responsibility. ALL pupils should have homework experiences during each school week.

It is anticipated that homework will be given at least three times per week for an average of one half hour each evening in each subject. Individual pupils may require more or less time. This guide- line does not attempt to limit in any way the teacher's guided enrichment of the program when it is desirable.

Homework for Excused Extended Absences for Non-Medical Reasons

- Up to one week of homework assignments can be provided to the student before leaving.
- A student will receive these assignments on the last school day before the start of the absence.
- Since much of the work assigned will be new to the student, it is suggested that a study-buddy, parents, or older siblings assist the student as needed.
- Assignments are due on the first day of the student's return to school.
- Assignments returned late will receive a lower grade than if returned on time.
- If the absence is for more than one week, teachers will assign additional work upon the student's return.

Schoolnotes

Parents/Guardians can find out their child's homework by accessing individual teachers' homework pages on schoolnotes.com.

Extra Help and Assistance

If a student is having difficulty, extra help and assistance are provided by the subject-area teacher. Time should be arranged between the student and teacher to address the student's difficulty as soon as possible. Extra help and assistance can be provided before, during, and after school depending upon the availability of the teacher.

Promotion and Retention Policy (JTBOE 5410)

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary and middle grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; social, emotional, and physical maturation for a successful learning experience in the next grade will be considered. Promotion standards will be announced to parents or legal guardians and pupils at the beginning of each school year and course of study.

Parents or legal guardians and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent or legal guardian and the pupil and offer immediate consultation to the pupil's parent or legal guardian. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended including but not limited to referral to Intervention and Referral Services (I&RS). The parent or legal guardian and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level not later than the second marking period for initial contact.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 160 days during the school year.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents or legal guardians and adult pupils may appeal a promotion or retention decision to the Superintendent or designee whose decision shall be final.

Promotion and Retention JTBOE Regulation 5410 is accessible through the district's web-site.

Promotion from Eighth Grade (JTBOE Policy 5411)

The Board of Education will recognize with fitting ceremonies a pupil's completion of the program of studies offered by this district in middle school and the pupil's entrance to high school.

Successful completion of the program of studies in middle school requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and a satisfactory attendance record. The parent(s)/legal guardian(s) of a pupil who may be prevented from graduating shall be so notified in advance and no later than six weeks prior to the close of the school year.

Every effort shall be made to remediate a pupil's deficiencies before graduation is denied. The requirements for graduation from middle school of an educationally disabled pupil shall be set forth in the pupil's individualized education program. Completion of those specialized requirements shall qualify the pupil for graduation and entry into high school.

Students At-Risk for Failure and/or Retention

- Language Arts, Mathematics, Science, Social Studies, and Physical Education/Health are core academic subject areas. Students failing two or more core academic subjects in a marking period are considered at-risk for failure and possible retention.
- Parents will be informed in writing of their child being at-risk for failure no later than the second marking period or as soon as the failure becomes evident.

- Students who continue to fail will be referred to the Intervention and Referral Services (I&RS) Committee.
- Students who receive a final letter grade of “F” in two or more subjects, including physical education/health, may be retained in their grade,
- If a student is at risk for retention, a recognized summer school program will be advised by the grade level guidance counselor. Parents/Guardians should contact their child’s guidance counselor or case manager for details.
- If a student has already been retained once during middle school, a decision on a second retention will be determined on a case-by-case basis.
- The student’s guidance counselor, teachers, and parent/guardian are expected to monitor the progress of students who are at-risk for retention.
- The retention of a general education student is determined on a case-by-case basis by the grade level guidance counselor, vice principals, and principal.
- The retention of a classified student is determined on a case-by-case basis by the Child Study Team, Special Education Supervisor, Vice Principals, Principal, and Director of Special Services.
- The retention of a student with a Section 504 Plan is determined on a case-by-case basis by the grade level guidance counselor, 504 Coordinator, Vice Principal, and Principal.

Physical Education and Health

New Jersey State law requires all students to participate in physical education and health unless excused by the school nurse or doctor. Students’ grades will be adversely affected if they are not prepared to participate. Students must have a change of clothes and athletic footwear appropriate for athletic activity. Clothing must follow school dress code standards.

Medical Excuse from Physical Education

- If a doctor requests that a student be excused from physical education, the doctor must specify in writing the reason(s) and approximate length of time for the student to be excused. Notes from parents will be reviewed by the school nurse. The doctor’s excuse may be subject to review by the school doctor, according to New Jersey Statute.
- Based on interpretations of State law, no student is permitted to be medically excused from physical education class. Therefore, instructors have two choices when implementing medical excuse procedures: Students may remain in class (recommended for short term excuses) and either complete a written project or be a PE assistant in order to receive credit. Long term excuses may follow the same procedures as above except in cases where the student is incapacitated (unable to remain in the gym area or unable to walk to activity areas). In these cases only, the student may be assigned a long term project and be assigned to the library to enable the student to receive credit for the class.

Gym Lockers

Gym lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable belief that there has been a violation of the law or school rules.

**ATTENDANCE POLICY AND REGULATIONS
(JTBOE P5200 and R5200)**

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of the Board.

Definitions

- “Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a) A pupil will be considered to have attended school if he/she has been present at least three (3) hours during the school day.
 - b) A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- “Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a) The pupil's illness,
 - b) Family illness or death,
 - c) Educational opportunities,
 - d) Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
 - e) Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
 - f) The pupil's suspension from school,
 - g) The pupil's required attendance in court,
 - h) Interviews with a prospective employer or with an admissions officer of an institution of higher education,
 - i) Examination for a driver's license,
 - j) Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
 - k) An absence for a reason not listed above, but deemed excused by the principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.
- “Truancy” is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a) Leaves school at lunch time without a pass,
 - b) Leaves school without permission when school is still in session,
 - c) Leaves class because of illness and does not report to the school nurse as directed,
 - d) Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
- “Unexcused absence” is a pupil's absence for all or part of a school day for any reason other than those listed in above.
 - a) Instances of tardiness in the number established by Policy No. 5240 Tardiness, three unexcused tardy will constitute a single unexcused absence.

Notice to School of a Pupil's Absence

- The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
- The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the main office, which will assist in the arrangement of make-up work.

Readmission to School After an Absence

- A pupil returning from an absence of any length must present to the main office a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
- A note explaining a pupil's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the pupil's illness.
- A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the nurse's office written evidence of being free of communicable disease, in accordance with Policy No. 8451 Control of Communicable Disease.

Instruction

- Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of more than three (3) school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
- A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412 Home Instruction. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
- Pupils absent for any reason are expected to make up the work missed. In grade one and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- In general, pupils will be allowed two (2) days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
- A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

Denial of Course Credit

- The teacher will determine the credit to be awarded a pupil for make-up work, subject to rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624 Grading System, for a pupil who has not had full opportunity to make up missed work.
- An elementary pupil will be retained at grade level, in accordance with Policy No. 5410 Promotion and Retention, when he/she has been absent thirty (30) or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

School District Response to Unexcused Absences During the School Year

- For up to four cumulative unexcused absences, the Building Principal or designee shall:
 - a) Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b) Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c) Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d) Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e) Cooperate with law enforcement and other authorities and agencies, as appropriate.

- For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
 - a) Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b) Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
 - c) Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
 - d) Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following: Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - 1) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - 2) Consider an alternate educational placement;
 - 3) Make a referral to a community-based social and health provider agency or other community resource;
 - 4) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - 5) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
 - e) Cooperate with law enforcement and other authorities and agencies, as appropriate.

- For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:
 - a) Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - b) Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
 - c) Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d) Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e) Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

- For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 Attendance shall be applied, where applicable, in

accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

Discipline

- Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430 Co-Curricular Activities.
- Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431 Athletic Competition.
- No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
- The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464 Missing Children.

Appeal

- A truant pupil may be suspended or expelled for truanancies in accordance with Policy Nos. 5610 Suspension and 5620 Expulsion.
- A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410 Promotion and Retention.

Late to School

All students must be in their period one class by 7:35AM. Students reporting to school after 7:35AM must be signed in by a parent in the main office. Students will be issued a pass to their class after being signed in. A detention will be issued for the third unexcused tardy in the same marking period.

MEDICAL OFFICE AND PROCEDURES

The School Nurse

JTMS has a full-time, certified school nurse on the premises. The nurse is stationed in the medical office. The nurse is considered the medical officer of our school and provides the necessary medical services to our students and staff. The medical office is located in the A-wing near the main office.

Illness

A student who becomes ill is to obtain a pass from the teacher and report to the nurse immediately. If the nurse believes that the student should go home, the student's parent/guardian will be contacted by the nurse. If the nurse is not available, the student should report directly to the main office. Students are not permitted to call home to be excused for an illness. The absence of a student sent home by the nurse or main office is recorded as excused.

STUDENT SERVICES

Guidance Services

We believe that all students have the potential to develop attitudes, skills and behaviors that will enable them proactively to achieve their goals. Toward this end, our school counselors and Student Assistance Counselor teach decision-making, communication and problem-solving skills within an approved K-12 curriculum. Individual and group counseling services involve areas such as academic advisement, career exploration, personal and interpersonal counseling, peer relationships, student-teacher issues and classroom performance. As important members of the educational team, school

counselors consult and collaborate with teachers, administrators, and families to assist students however needed. Above all, our school counselors are student advocates who are empowered to work cooperatively with other individuals and agencies to promote the development of their counselees.

Student Assistance Counselor (SAC)

Students may consult with the Student Assistance Counselor to facilitate in-depth discussion of social and/or personal topics. The SAC is located in the Guidance Office and works in conjunction with school counselors to foster social and personal wellness in all children.

Parent Conferences

Parent conferences are available for a parent/guardian to meet with his/her child's academic team, school counselor, or individual teacher. In turn, a student's academic team, teacher, or school counselor may request a conference. Parents/Guardians may request a conference by contacting the team coordinator, teacher, or school counselor at 973-697-1980.

Library (JTBOE Policy 2362)

The library is open to any student for reference work, group research, and the exchange of materials while school is in session. Computers are available for student use throughout the library. Reference sources are available electronically via networking, encyclopedias, and a periodical database.

Materials are loaned for student and staff use. They may be renewed or reserved. Please note that:

- Materials cannot be taken from the room unless they have been charged at the desk.
- Materials can be renewed if a student is not finished at the time they are due.
- Books may only be renewed twice for a total of a 6-week loan.
- If materials are not returned within a reasonable length of time, library privileges, including computer access, may be withdrawn and detentions or fines may be issued.
- The library's materials, books, and equipment are school property. Vandalism, damage, and/or loss are subject to cost replacement by the student's parents as well as disciplinary action issued to the student.

Computer/Internet Acceptable Use Policy: (JTBOE Policy 2361)

The District has an Acceptable Use Policy for Internet Access. A copy of this policy is provided to all students and parents at the beginning of sixth grade or initial enrollment. Students who abuse this policy, including the sharing of passwords, at any time while attending the middle school in grades 6-7-8 will have their Internet access revoked.

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time,

for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed an Internet User Contract signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 Acceptable Use of Computer Network, Computers and Resources and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Films and Videos

Only approved educational materials or products rated "G" or "PG" are shown in school or school related situations. From time to time, teachers will select a commercial film or video rated "PG-13." In such cases, a parent permission form will be provided to allow their child to view the film or video. Under no circumstances will a film or video rated "R" or "NC-17" ever be shown.

MIDDLE SCHOOL PROCEDURES

Cafeteria

Students are expected to display appropriate behavior in the cafeteria and comply with directives from the cafeteria staff. Students may be assigned seats at the discretion of the administration.

- The student is expected to maintain a clean cafeteria table after use;
- Students must remain at their tables at all times.
- Students are not permitted to bring in glass bottles.
- Students are not permitted to consume or bring in caffeine enhanced beverages (i.e. energy drinks such as *Monster, Red Bull, Jolt*, etc.)

Telephone Use

Students who need to call home should ask permission in the Guidance Office during their lunch, before school, or after school. The use of cell phones is not permitted as per JTBOE policy 5516. A student using a cell phone during school hours will have their cell phone confiscated and the phone will only be turned over to that student's parent/guardian. Repeated violations of this policy will result in further disciplinary action.

Daily Announcements

Daily announcements are made during the students' lunch periods. If necessary, announcements may be made at the end of the day.

Backpacks, Book Bags, Shoulder Bags, Headwear, Jackets & Coats

All students receive a locker to store their books and materials, backpacks, book bags, shoulder bags, headwear, jackets & coats. These items must be stored in the locker during the school day. Students may not wear hats, jackets, or coats to any class. Due to high enrollment and hallway traffic, backpacks/book bags are stored in the student's lockers during the day. Backpacks and/or book transporters may not be used, wheeled, or carried during the school day.

Lockers

- All students receive a locker to store books, clothing, and book bag or backpack.
- Student lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable belief that there has been a violation of the law, district policy, or school rules and regulations.
- Students should keep the locker locked at all times.
- Students should keep the locker combination private.
- Students are not permitted to share lockers.
- If a locker will not open the student should avoid forcing the lock, handle, or door. Instead the student should seek assistance of a staff member.
- Improperly working lockers should be reported to the main office.

Lost and Found Items

Any item found in the building should be taken directly to the main office. Lost and found items are stored in the cafeteria. Found textbooks are given to a subject area teacher or are stored in the media center.

Proper Care of Money or Valuables

Money and valuable items should not be brought to school. Students should not store money or valuable items in school or any locker.

Proper Care of Textbooks, Equipment, Materials, and Supplies

Textbooks must be covered at all times. The cost of textbooks, equipment, materials, and supplies is provided by our Board of Education. Textbooks, equipment, materials, and supplies are the property of the Board of Education. Students are responsible for proper care of these items. Lost or damaged books, equipment, materials, or supplies must be replaced and paid by student/parent within a reasonable time. Allowing for reasonable wear and use, all books, equipment, materials, and supplies must be returned at the end of the course in the same condition as received.

Use of Metal Detectors (JTBOE Policy 7444)

The Board of Education of Jefferson Township may use metal detecting devices in all school buildings, on school grounds, and at all school activities.

C-Wing Shortcut

Sixth grade students only are permitted to use the C-Wing Shortcut to go to and from their classes in the B-Wing and the G-Wing. Seventh and Eighth grade students are permitted in the C-Wing only if they are scheduled for a class in that area and may not use the C-Wing Short-Cut.

Movement to the High School

- Students are not permitted to walk to the high school without supervision or administrative approval by both schools. Students with permission to walk to the high school will be issued a pass.
- Students are not permitted to attend after-school events, such as athletics, without supervision in accordance with blue pass procedures.

Emergency Evacuation and Lockdown Procedures

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

Pupil Supervision After School Dismissal (JTBOE Policy 8601)

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke*.

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

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

The Form shall be made available

in the Main office of the school building or the location of the program.
on the school or school district website and

to parent(s) or legal guardian(s) in the summer mailing.

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

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted annually. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

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

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

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

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

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

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

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

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

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

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

STUDENT CITIZENSHIP

Schools that reflect a safe and positive climate have a favorable impact on student achievement and behavior. One of the keys to a healthy school climate is a positive self-management process that demonstrates how to act and accept responsibility for personal behavior. Expectations for student conduct have been established in our school to protect the rights, safety, and well being of all members of our middle school community. The success of any student code of conduct is the responsibility of the individual student. Student behavior that is in violation of civil law will be reported to the local police or appropriate law enforcement agency. Disciplinary action will be implemented by the administration and reported to the Superintendent of Schools, Board of Education, and Board Attorney as well.

JTMS High Five Club

Students who work diligently to promote a positive school climate will be recognized as a member of the JTMS High Five Club. Students who are nominated by a staff member will receive a certificate, a congratulatory letter mailed home, and a special prize.

Standards for School Dress (JTBOE Regulation 5511)

It is the purpose of the dress code to promulgate a positive self-image and pride in school among our students. Health, safety and educational well being are the primary objectives of this code, which bears a reasonable relationship to the goal of fostering an environment conducive to discipline and to education.

Specifically, clothing which is torn, with holes and/or soiled is inappropriate school attire. Students are expected to attend school neatly attired. Undergarments are required. Shoes must be worn at all times.

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

- Very tight clothing that inhibits movement and/or causes a classroom distraction.
- Shoes which are unsafe and or cause excessive wear or damage to school property (heellies).
- Tops, dresses and jumpsuits that are off-the-shoulder, one-shouldered, strapless, spaghetti straps, halters, tube tops, thin-strapped.
- Ultra-sheer, see-through clothing. (must be worn with undershirts, slips or camisoles)
- Midriff (cut-offs) shirts that expose the chest and/or abdominal area (s) of the body. Shirts must be buttoned and cover the abdomen and back at all times.
- Apparel or objects that contains any words or graphics that refer to sex, alcoholic beverages, tobacco products or drugs of any kind or have double meaning or advocate acts of violence and must not be marked with any obscene, lewd, vulgar, racist, or offensive slogans.
- Improper wearing or displaying of state or country flags and/or religious items (i.e., rosary beads as necklaces).
- Skirts and shorts shorter than mid-thigh.
- Hats or cosmetic headdress, bandanas/kerchiefs, sweatbands, woven caps, stocking caps, hoods, or any other head wear not approved by the principal, excluding headwear for medical and or religious reasons.
- Musical headsets, portable audio devices.
- Outerwear coats/jackets during school hours.
- Pajamas.
- Pants or skirts worn below the waist exposing underwear and/ or skin.
- Pants that drag on the floor inhibiting movement.
- Overalls not fastened properly.
- Facial jewelry that presents a safety hazard or causes disruption in the classroom.
- Dog chains, chains thicker than 1/8", as belts, chained wallet holders and/or chains as body jewelry.
- Spiked or studded wrist/neck bands and gloves.
- Sunglasses without administrative approval.
- Any street gang apparel (Such as extra long jerseys, shirts, T-shirts, etc.)

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

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

PUPIL DISCIPLINE/CODE OF CONDUCT (JTBOE Regulation 5600)

Rules of Conduct (JTBOE R5600B)

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a) Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b) Create disorder or disruptions on school premises;
 - c) Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d) Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e) Engage in the sexual and/or other harassment of pupils or staff members;
 - f) Violate codes of conduct adopted for organizations of pupils;
 - g) Possess or use weapons or any implement intended to harm others;
 - h) Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
 - i) Convey information about other pupils or staff members known to be false;
 - j) Act so recklessly as to endanger the safety of others;
 - k) Procure the property of others by threat or intimidation;
 - l) Enter school premises or any specific portion of the premises without permission and without authority;
 - m) Vandalize school property, real or personal;
 - n) Create litter on school property;
 - o) Be truant from school or class;
 - p) Cheat or otherwise engage in academic dishonesty;
 - q) Persistently refuse to complete homework and other assignments;
 - r) Engage in illegal gambling;
 - s) Smoke on school property;
 - t) Falsify an excuse or any school document;
 - u) Set fire to or cause a fire in any way on school premises;
 - v) Possess or explode a firecracker or other explosive device on school premises;
 - w) Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x) Possess, use, or distribute a substance in violation of Policy No. 5530 Substance Abuse;
 - y) Join a secret society prohibited by law; or
 - z) Engage in any other activity expressly prohibited by a school staff member in authority.

Bus Conduct (JTBOE R5600C)

Bus transportation is an expensive privilege for any student who is transported to and from school. Parents/guardians are legally responsible for actions or damages caused by their children. From the

time of scheduled pickup to scheduled drop-off, a student is considered to be on school property and all school rules apply. The bus driver is in full charge of the bus at all times and shall be responsible for order. If the driver is unable to manage any student, he/she shall report the student to the Principal/Vice Principal. The Principal/Vice-Principal may exclude a pupil from the bus for disciplinary reasons, and the parents/guardians shall provide the transportation to and from school during the period of such exclusion.

1. School Bus Regulations:

- a) The student must not stand or play in the roadway while waiting for a bus.
- b) If students must cross a highway to board a bus, they should wait until the bus arrives and stops before crossing.
- c) Students should remain in line at least 5-10 feet from the bus when it stops to pick them up and should not move toward the bus until the door is open.
- d) Students should look for traffic in both directions before crossing the highway.
- e) Students who must cross a highway after exiting a bus shall pass 10 feet in front of the bus. They shall cross only after the driver signals them to do so.
- f) Students are not permitted to stand in roads, highways, or streets to direct traffic.
- g) Students must be at the bus stop at the time designated and be ready to get into the bus with the least possible delay.
- h) Students will not be allowed to enter or leave the bus at any place other than their regularly assigned bus stop.
- i) Students must ride their assigned bus.
- j) Proper conduct from portal to portal (home to school to home)
- k) Students must obey the driver at all times when riding the bus.
- l) Students must never extend arms or head out of bus windows.
- m) Students must remain seated while the bus is in motion.
- n) Items cannot be thrown in the bus or out the bus window.
- o) Appropriate use of technology is expected when riding the bus.
- p) Students shall keep the aisles clear of lunch boxes, musical instruments, duffel bags, books etc.
- q) The following instruments are allowed to be transported on school vehicles: flute, clarinet, alto saxophone, trumpet, piccolo.
- r) Students must conduct themselves in an acceptable manner at all times. Smoking, vulgarity, and boisterous or other improper conduct will not be permitted.
- s) Students should assist the driver in keeping the bus clean.
- t) Drinking and eating are not permitted on the bus.
- u) Students must not damage or deface any part of the bus.

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Disciplinary Measures (JTBOE R5600D)

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment
 - a) A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a) The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
 - b) The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
 - c) The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.
3. Deprivation of Privileges
 - a) The pupil may be deprived of the privilege of:
 - (1) Moving freely about the school building,
 - (2) Participation in co-curricular or inter/intrascholastic activities,
 - (3) Attendance at a school-related social or sports activity,
 - (4) Participation in a graduation ceremony, or
 - (5) Transportation by school bus, or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 Pupil Discipline/Code of Conduct and N.J.A.C. 6A:16-7.1 et seq.
4. Detention
 - a) The pupil may be required to report before or after the school day to detention for a period of supervised study.
 - b) Transportation will be the responsibility of the district.
 - c) The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
5. Grading
 - a) A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.
6. In-school Suspension
 - a) The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
 - b) In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610 Suspension.
7. Suspension from School
 - a) The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
 - b) Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610 Suspension.
8. Expulsion
 - a) The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620 Expulsion.
 - b) Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 Suspension and 5620 Expulsion.

Remedial Measures (JTBOE R5600E)

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration
 - a) The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
 - b) A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
2. Counseling
 - a) The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
 - b) The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
 - c) The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.
3. Parent Conferences
 - a) The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
4. Alternate Instruction
 - a) The pupil may be assigned to an alternate instruction as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

Disciplinary Procedures (JTBOE R5600F)

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 Pupil Discipline/Code of Conduct shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a) Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b) Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.

5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 Suspension and 5620 Expulsion.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a) The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b) The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c) The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil may be suspended from the bus for three school day(s);
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil may be suspended from the bus for five school days; and
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil may be suspended from the bus for a period not less than ten school days or more than one semester or the balance of the school year, whichever is less.
8. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

Middle School Disciplinary Procedures (JTBOE R5600H)

1. Demerit Point System
 - a) A demerit point system is included in a student's disciplinary record throughout the school year. Demerits are issued for a student's violation of the school's code of conduct. The demerit point system is designed for academic team and/or administrative review. A student's demerit record can adversely affect his/her attendance on a class trip, field trip, or other upcoming school activity or event. A student must have a clean record of served detentions in order to attend an upcoming school activity or event, class trip, or field trip. The demerit point system is recorded as follows: 1 point for a teacher, office, or lunch detention; 2 points for bus misconduct; 3 points for an ISS; 4 points for an OSS.
2. WEBB (We Expect Better Behavior) Room
 - a) A student may be sent to the WEBB room as a result of classroom disruptions.
 - b) At the end of the WEBB room period, the student will be dismissed to return to his/her normal schedule.
 - c) The sending teacher's follow-up procedure of the incident includes a phone call to the parent.
 - d) The sending teacher will assign a detention and may submit a referral to the grade-level vice-principal.
 - e) A student sent to the WEBB room risk disciplinary consequences as determined by the grade level vice principal.
 - f) A student not reporting or refusing to leave a classroom for the WEBB room will be subject to disciplinary action by the grade level vice principal.
3. Detentions
 - a) Teacher and office detentions are normally served after school within 24 hours of issuance. The student takes the late bus home. Students issued a detention are given a detention slip. The student is required to sign the detention slip and bring his/her copy home as initial notification to the parent. A pattern of repeated detentions may require a parent conference with the grade level

vice principal, grade level guidance counselor, academic team, case manager, and/or student assistance counselor.

4. Teacher Detention

- a) A student may be kept for a teacher detention for classroom infractions such as misbehavior, lack of preparation or materials, or class disruption. The teacher assigns the teacher detention. The student takes the 3:25 late bus home.

5. Office Detention

- a) A student will be assigned an office detention by an administrator or teacher for infractions outside the classroom such as truancy, tardy to class or school, bus misconducts, cafeteria, or hall disruptions. Teachers are expected to report cafeteria and hallway infractions to the main office.

6. Office Detention Procedures

- a) Please review the following guidelines:
 - (1) Students are to report to the detention room by 2:20 pm.
 - (2) Students are not permitted to leave the detention room at any time after 2:20 pm.
 - (3) Students are expected to sit without talking or distracting others in any way.
 - (4) Students are permitted to complete homework or class assignments in silence.
 - (5) Students who fail to report to a scheduled office detention without prior permission from the vice principal are subject to consequences commensurate with the offense. They are as follows:
 - (a) First Offense - The initial detention is rescheduled and a second detention is issued.
 - (b) Second Offense - The student will be assigned a 1-day in-school suspension.
 - (c) Third Offense - The student will receive a 2-day in-school suspension.
 - (d) Continued detention “cuts” can result in an out-of-school suspension.

7. Detention Reassignments

- a) A student absent on the date of his/her scheduled teacher or office detention will have the detention rescheduled and served within two days upon return.
- b) The student is expected to contact the teacher for teacher detention make-up and the vice principal for office detention make-up.

8. Progressive Discipline Plan

Used for instances that disrupt the educational process. Detentions will be per administrative review.

a) Level 1

- (1) 1-4 Detentions
- (2) Any student whose discipline record reflects a Level 1 status at the end of marking period two will return to the beginning of Level 1, however, the demerits associated with these detentions will remain as part of the student’s record.

b) Level 2

- (1) Fifth Detention = 1 day in WEBB
- (2) This will include a counseling session with the grade-level counselor or case manager.
- (3) Sixth Detention = 2 days in WEBB

c) Level 3

- (1) Seventh Detention = 1 day OSS
- (2) Eighth Detention = 2 days OSS with Principal Referral

9. Suspension from the Regular School Setting

- a) Violations of district or school rules and regulations can result in student suspension. Depending upon the degree of violation, students who abuse the student code of conduct may be assigned an in-school suspension or and out-of-school suspension. A student under suspension is

excluded from participating in any student activity during, before, or after school until the first day of his/her return to school.

10. In-School Suspension (WEBB Room)

ISS is a consequence for those infractions that warrant short-term removal from the regular school day. ISS separates the student from the regular school setting. It also requires the student to complete his/her schoolwork as assigned by his/her teachers. The student reports to ISS no later than 7:35am with the day ending at 3:25 pm. The student goes home on the 3:25 pm late bus and is not permitted to participate in any before, during, or after school activities on the day(s) of the ISS. Any and all work assigned by the student's teachers must be completed and given to the teacher upon return the next school day. Assignments not completed or done will be graded accordingly by the teacher.

11. Saturday Detention

Serious infractions of school rules and regulations may result in the assigning of Saturday Detention. This program is been designed to reduce the number of suspensions and allow the student to address his/her academic responsibilities while simultaneously being disciplined for unacceptable behaviors. Students will be assigned to Saturday Detention (8AM-11AM) for a variety of offenses. Students who are assigned Saturday detention will be required to obtain assignments from their classroom teachers and to complete the assignments during the Saturday detention. **No transportation will be provided to or from Saturday detention.** Failure to attend Saturday Detention for any *unexcused* reason, or failure to comply with the rules and regulations of Saturday Detention will result in the assigning of additional disciplinary consequences. Obligations not fulfilled during the present school year will carry over to the next school year or school years. For additional information regarding the Saturday Detention Program and procedures please contact the main office.

12. Out-Of School Suspension (OSS)

OSS is the most severe form of disciplinary action. The period of out-of-school suspension varies depending on the severity of the offense. The student is not permitted to participate in any before, during, after school, or evening activities during the OSS dates. Any and all work assigned by the student's teachers must be completed and given to the teacher upon return the next school day. Assignments not completed or done will be graded accordingly by the teacher. If there is an emergency school closing (inclement weather, etc) during an OSS, the suspension continues to the next scheduled school day.

13. Smoking

a) Use or Possession of Tobacco/Tobacco Products

b) Students are not permitted to use or possess tobacco/tobacco products at any time when on school buses, school grounds, in school buildings, or at any school functions.

c) Penalties will be as follows:

- (1) First Offense: Assigned, three (3) day ISS and a complaint will be filed with the local police department. If found guilty, the student may be fined \$125 or more.
- (2) Second Offense: Assigned two (2) day OSS and a complaint will be filed with the local police department. If found guilty, the student may be fined \$200. A student may be required to attend and complete an outpatient anti-smoking program approved by the Board of Education.
- (3) Third Offense: Assigned three (3) day OSS and a complaint will be filed with the local police department. If found guilty, the student may be fined \$300. A student may be required to attend and complete an outpatient anti-smoking program approved by the Board of Education. In addition, a hearing may be recommended to the Superintendent of Schools to address the student's continued willful disobedience.

14. Possession, Distribution, and/or Use of Other Tobacco/Tobacco Related Products
- a) Students are not permitted to use, distribute, or possess other tobacco products or tobacco-related products.
 - b) Products such as matches, lighters, or any other flame-producing product at any time when on school buses, school grounds, in school buildings, or at any school functions.
 - c) Penalties will be as follows:
 - (1) First Offense: Assigned a one (1) day ISS and a complaint filed with the local police department.
 - (2) Second Offense: Assigned a (2) day ISS and a complaint filed with the local police department.
 - (3) Third Offense: Assigned a three (3) day ISS and a complaint filed with the local police department.

Severe Misconduct (JTBOE R5600J)

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

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

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

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

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

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

1. Severe Offense Grades 6-12

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

- b) Students may be referred to the Superintendent of Schools based on the seriousness of the behavior and/or past history at the discretion of the principal.
2. Recommended Procedures
- a) When a student commits a severe offense a parent/guardian must be contacted immediately, and in addition, a written letter will be sent to the parent/guardian explaining the rights of the family as well as all possible ramifications of the violation and district procedures.
 - b) Non-classified students may undergo an evaluation by the Child Study Team or outside service provider to determine if the student has a disability in cases of a recommendation for expulsion.
 - c) Classified student should be referred to the CST for the purpose of coordination of further evaluation, manifestation determination and/or alternative placements in cases that receive such recommendation from the Administration.
 - d) The parent/guardian may waive their right to a hearing if they so desire and must indicate this desire in writing to the Superintendent of Schools.
3. Hearing
- a) The parent/guardian has the right to view any evidence being presented by the Administration and has the right to an attorney at their expense. The Superintendent and/or Board of Education have the right, at their discretion, to take such steps, as they deem necessary, for the protection of victims and/or witnesses.
 - b) The Superintendent and /or Board of Education, after hearing all the evidence and any additional information that may be provided by the student or parent/guardian, will make a determination in the case. They may accept the recommendation of the administration, modify the recommendation, or present a different recommendation.
 - c) In the case of a student being recommended for expulsion, long-term suspension, or an alternative placement, the Superintendent and/or Board of Education will have access to any required evaluations prior to making a determination in the case.
 - d) The Superintendent and/or Board may elect to place a student on homebound instruction pending an out-of-district or alternative-school placement
4. Discipline
- a) In addition to expulsion or suspension, disciplinary action shall include the withholding of privileges to participate in after school activities, extracurricular activities, and after school events (e.g. sports, graduation, proms, National Honor Society, drama, etc.) as follows:
 - 1st Offense: loss of co-curricular, athletic, and parking privileges for 30 school days.
 - 2nd Offense: loss of co-curricular, athletic, and parking privileges for 60 school days.
 - 3rd Offense: loss of co-curricular, athletic, and parking privileges for the remainder of the school year.

**HARASSMENT, INTIMIDATION AND BULLYING
(JTBOE Policy 5512.01)**

Policy Statement

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe and disciplined environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

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

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

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

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

Expected Behavior

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

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

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

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

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

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures – Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act and take action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures – Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;

11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

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

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

Investigation

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

Response to Incident of Harassment, Intimidation or Bullying

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

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

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

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including but not limited to school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences for False Accusation

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

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

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

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation and Bullying Prevention Program

Pursuant to N.J.S.A. 18A:37-17.(f)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required annually to review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the Board.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required annually to review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the Board and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the Board.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

CYBER-BULLYING (JTBOE P5512.02)

Definitions

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

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

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

Discipline and Consequences

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

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

SEXUAL HARASSMENT (JTBOE 5751)

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.

Sexual Harassment Policy and Regulation JTBOE 5751 are accessible on the district’s web-site.

SUBSTANCE ABUSE POLICY AND REGULATIONS (JTBOE P5530 and R5530)

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

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

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

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

Superintendent Responsibilities (JTBOE R5530A)

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

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

Terms used in the Policy are defined as follows: (JTBOE R5530B)

- **Substance** - means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4

and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

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

Admission of Use or Referrals: (JTBOE R5530C)

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

Core Team: (JTBOE R5530D)

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

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

Treatment: (JTBOE R5530E)

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

Under the Influence: (JTBOE R5530F)

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

1. The referring staff member reports his/her concern to the Principal, who notifies the school nurse.
2. The school nurse performs a physical assessment. At all times, the school nurse is to be involved in order to protect the health and safety of the student and not to justify the required medical exam by a doctor.
3. A non-invasive search (as defined in the New Jersey School Search Policy Manual) of the student, student's property and student's locker will be conducted.

4. Jefferson Township Police will be contacted and an assessment of the student will be made according to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (N.J.A.C. 6A:16-6.2(b)13-15).
5. The Principal will:
 - a) Notify the parent and require that he/she report immediately to the school;
 - b) Inform the parent of the district's legal obligation for the student to have an immediate medical examination for the purpose of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs other than anabolic steroids. If the medical exam is conducted by a physician selected by the parent, the exam shall be at the expense of the parent and shall not be at the expense of the Board.
 - c) Require that the parent sign a consent/release of information form and arrange for the results to be reported to the Principal.
6. If the parent or emergency contact cannot be reached, the student will be taken to the school physician or the emergency room of the nearest hospital for a medical exam, including a drug screen urinalysis. When the medical exam is conducted by the school physician or by a physician at the emergency room of the nearest hospital, such exam shall be at the expense of the district board of education.
7. The student will be permitted to return to school only with a signed physician's release form submitted to the Principal/SAC. The student will continue to attend school until the drug screen urinalysis results are received.
8. Non-compliance with the procedures outlined in Section F:1-4 will be treated as a positive screen; this will result in immediate suspension and procedures required for a positive screening will be implemented.
9. Negative Screening (unless student has admitted to being under the influence)
 - a) The SAC will determine if any further action should be taken (eg: CDE, Core Team referral, monitoring)
 - b) An administration of the SASSI may be scheduled
10. Positive Screening, Screens Tampered With or Adulterated Admission and/or Failure to Comply with the procedures:
 - a) Return student to the care of parent
 - b) Principal or designee notify the Superintendent of Schools
 - c) Complete the Violence, Vandalism and Substance Abuse Incident Report form
 - d) Require CDE (at parent expense) with results submitted to the SAC
 - e) Require a signed release form from the parent to allow the school and evaluating agency to exchange information
 - f) Review the clinician's/agency's written report on findings and therapeutic recommendations
 - g) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district
 - h) Follow disciplinary procedures as follows for students in Grades 6-8:
 - 1st Offense: 5-day Out-of-School Suspension, loss of co-curricular and athletic privileges for 30 days.
 - 2nd Offense: 5-day Out-of-School Suspension, loss of co-curricular and athletic privileges for 60 days.
 - 3rd Offense: 10-day Out-of-School Suspension, conference with central office, loss of co-curricular, athletic privileges for the remainder of the school year.
 - i) Continue educational program if the student is enrolled in an in-patient facility for diagnosed chemical dependency
 - j) Schedule a Re-Entry meeting for the student to return to school after the completion of all requirements and disciplinary consequences in section E-Treatment.

Anabolic Steroids: (Refer to JTBOE R5530G)

This regulation is available on the district webpage.

Possession or Distribution: (JTBOE R5530H)

When a student is found to be in possession of and/or distributing a substance or drug paraphernalia:

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

Memorandum of Agreement: (JTBOE R5530I)

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

1. When a student is determined to be under the influence of a substance or in possession of and/or distributing a substance or drug paraphernalia outside of school:
 - a) Require a CDE (at parent expense), with the results submitted to the SAC
 - b) Require a signed release form from the parent in order for the school and evaluating agency to exchange information
 - c) Review the clinician's/agency's written report on findings and therapeutic recommendations
 - d) Prohibit the student's re-entry to school until he/she enrolls in an approved treatment program if recommended by the evaluating clinician/agency; payment of any expenses relating to, and including, treatment will be the obligation of the parent and not the school district.

- e) The educational program will continue if the student is enrolled in an in-patient facility for diagnosed chemical dependency
- f) Schedule a re-entry meeting for the student to return to school after completion of all requirements and disciplinary consequences in Section E-Treatment.

Students Returning from Treatment: (JTBOE R5530J)

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

Search and Seizure: (JTBOE R5530K)

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

Civil Immunity: (JTBOE P5530)

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

STUDENT ACTIVITIES

After School Clubs Program

Our middle school offers a wide variety of after school clubs and activities throughout the school year. Students who participate in these activities take the 4:15PM bus home, unless other arrangements have been made pending teacher/advisor approval. The after school clubs program includes, but is not limited to: drama club, school musical, yearbook, literary magazine, student council, jazz band, select

chorus, select band, music showcase, and a variety of intramural recreational games and sports. A complete list is located on the middle school's web-site.

Late buses

Late buses will be available for use by all students participating in after school activities. All children are placed on the late bus by their teacher, coach, or advisor; unless prior arrangements have been made in writing by the parent/guardian personally to pick up their child. If arrangements are not made ahead of time to pick up a student, the student will be sent home on the designated late bus unless the parent signs their child out in the main office prior to the departure of the late buses. If someone other than the child's parent/guardian is picking up a child, the parent/guardian must provide a signed note granting permission to another adult to pick up their child on the specified date.

Student Council

The Student Council represents the student voice in the management of school affairs. Its purpose is to help make Jefferson Township Middle School a smooth running and efficient organization. However, it can operate effectively only if it has the full cooperation of every student in the school. Each advisory period is represented by an elected member who attends the regular meetings and reports on the latest developments. The officers of the student council are elected annually.

School Yearbook

The JTMS Yearbook is published annually at a reasonable cost to students.

Field Trips

- Each grade level schedules one local field trip during the school year as approved by the Board of Education. The Board of Education pays for the buses only. Other costs, such as admission fees, are paid by the parents/guardians. The destinations for these trips are selected by the teachers and vary from team to team and year to year.
- In some cases, monies cannot be refunded as determined by the vendor. Therefore, the parent/guardian assumes all risk for loss of payment due to a student's cancellation, absence, or disciplinary action taken by the school.
- Overnight field trips have included the seventh grade teams going to the NJ School of Conservation at Stokes State Forest; eighth grade teams going to a historic city within reasonable bus travel. Parents assume all costs.
- Students may be barred from any field trip for disciplinary or safety reasons. The school's demerit point system will be reviewed regarding field trip participation. Any student who is barred from a field trip may appeal his/her case to the teacher-trip coordinator or academic team coordinator. The decision of the trip coordinator or grade level vice principal is final.
- Students demonstrating violations of the school's student behavior code may be excluded from any field trip, including overnight field trips. In some cases, as determined by the grade level vice principal and appropriate staff members, a student who has demonstrated behavior violations may require the student's parent/guardian to attend the field trip to maintain close management.
- Students who register an irregular or unsatisfactory record of attendance may not be allowed to participate in field trips of any nature.

Grade 6 & 7 Student Activity Procedures:

Throughout the school year, 6th and 7th grade students will have the opportunity to participate in special events such as activity nights, dances, picnics, and class trips. In order to be eligible to attend such events, students may not accumulate 6 or more demerits between the dates of each event. For the first event, a student may not accumulate 6 or more demerits between the first day of school and the

date of the first event. If the nature of a student's infraction is at a serious level, the student may be excluded from an activity regardless of the number of demerits.

Grade 8 Promotion Activities Procedures:

1. Student attendance at the Grade 8 Promotion activities is a privilege, not a right.
2. A Grade 8 student who has demonstrated violations of the school's student behavior code may be excluded from any or all promotion activities. The number of demerits a student has accumulated will be used as a benchmark for activity denial.
3. The Grade 8 Promotion activities include promotion field trips (denial at 12 demerits), promotion dance (denial at 24 demerits), promotion team picnics (denial at 36 demerits), the all-school awards program on the last day of school (denial at 48 demerits), and promotion ceremony (denial at 60 demerits).
4. If the nature of a student's infraction is at a serious level, the student may be excluded from an activity regardless of the number of demerits.
5. A Grade 8 student may be barred from any or all promotion activities for disciplinary or safety infractions.
6. A Grade 8 student who is failing two or more core subjects and/or is at risk for retention may be excluded from any or all promotion activities.
7. A Grade 8 student who is being retained from promotion is excluded from any or all promotion activities.

Final Note

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

**PARENT/GUARDIAN and STUDENT
ACKNOWLEDGMENT FORM**

The signatures below indicate that the student and the student's parent(s)/guardian(s) have read, reviewed, and understand the information in this agenda book.

Knowledge of this information is a contributing factor to success in our middle school.

Please sign below and return this page to the student's team leader.

Student Name (print) _____

Student Signature _____

Date _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date _____