

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

**STUDENT AGENDA BOOK  
2008-2009**

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**Administration**

**Mr. Kevin Lipton  
Assistant Principal**

**Mrs. Jeanne Howe  
Principal**

**Mrs. Peggy Widgren  
Assistant Principal**

**Guidance**

**Mrs. Jeri Doherty  
Guidance Counselor**

**Mrs. Claire Giblin  
Guidance Counselor**

**Mrs. Karen Staples  
Guidance 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 \_\_\_\_\_ Advisory \_\_\_\_\_**

**Address \_\_\_\_\_**

**Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_**

**Locker Number \_\_\_\_\_**

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Mrs. Donna Sanders, Treasurer

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## 2008-2009 SCHOOL CALENDAR

September 3	First Day of School for Students
September 30	Rosh Hashanah/Schools Closed
October 9	Yom Kipper/Schools Closed
October 13	Columbus Day/Schools Closed- Staff Development
November 6-7	NJEA Convention/Schools Closed
November 26	Early Dismissal
November 27-28	Thanksgiving Recess/Schools Closed
December 24-30	Winter Recess Days/Schools Closed
December 31	New Year's Eve/Schools Closed
January 1-2	New Year's Day/Schools Closed
January 19	Martin Luther King, Jr./Schools Closed- Staff Development
February 16	Presidents' Day/School Closed
April 6-10	Spring Break-Good Friday/Schools Closed
May 25	Memorial Day/Schools Closed
June 18	Grade 8 Promotion Ceremony
June 19	Last Day of School (Tentative)

Emergency closing days may be made up as follows:

1<sup>st</sup> - April 6<sup>th</sup> – 9<sup>th</sup>, beginning with 9<sup>th</sup>, 8<sup>th</sup>, etc.

2<sup>nd</sup> - June 22<sup>nd</sup> – 30<sup>th</sup>, beginning with 22<sup>nd</sup>, 23<sup>rd</sup>, etc.

### JTMS MARKING PERIOD SCHEDULE

#### Marking Period

1	September 3, 2008 to November 5, 2008
2	November 10, 2008 to January 30, 2009
3	February 2, 2009 to April 3, 2009
4	April 13, 2009 to June 19, 2009

#### Midpoint

October 8, 2008
December 5, 2008
March 10, 2009
May 12, 2009

### JTMS DAILY SCHEDULE

PERIOD	STANDARD DAY	DELAYED OPENING	EARLY DISSMISSAL
1/HR	7:38 – 8:23	9:23 – 9:55	7:38 – 8:10
2	8:27 – 9:07	9:59 – 10:27	8:14 – 8:42
3	9:11 – 9:51	10:31 – 10:59	8:46 – 9:14
4	9:55 – 10:35	11:03 – 11:32	9:18 – 9:47
5	10:39 – 11:19	11:36 – 12:05	9:51 – 10:20
6	11:23 – 12:03	12:09 – 12:38	10:24 – 10:53
7	12:07 – 12:47	12:42 – 1:11	10:57 – 11:26
8	12:51 - 1:31	1:15 – 1:43	11:30 – 11:58
9	1:35 – 2:15	1:47 – 2:15	12:02 – 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.

### **Core Academic Teams**

Our middle school is designed for instructional delivery via grade level core academic teams comprised of language arts, social studies, math, and science. Each academic team consists of certified teachers in the core academic subject areas, as well as a special education teacher to provide additional classroom support.

### **Exploratory and Elective Program**

Our middle school provides a comprehensive exploratory program at all grade levels. Classes are offered in art, general music, band, chorus, world languages, family & consumer sciences, technology, and computer literacy.

### **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 letter grades in any combination 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 reinforce and practice learned skills.
- To acquire home study techniques.
- To develop the skills for independent work.
- To provide a means of “making-up” work missed due to absence.
- To ensure extra study in those areas where a pupil is having difficulty.

### **Amount of Homework**

- The variety of homework assignments is within the teacher’s scope of responsibility.
- All students should have homework experiences during each school week.
- This guideline does not attempt to limit the teacher’s responsibility to challenge his/her students’ academic capacity and ability.

### **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 is 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 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 or legal guardian of a pupil who may be prevented from being promoted shall be so notified in advance. Every effort shall be made to remediate a pupil's deficiencies before promotion is denied.

The requirements for promotion 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 promotion 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**

A warning bell rings at 7:30 and 7:35AM. All students must be in their period one class by 7:38AM. Students reporting to school after 7:38AM 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 down the hall from 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 for an illness. The absence of a student sent home by the nurse or main office is recorded as excused.

### **Health Exams**

Vision, hearing, and scoliosis screenings are provided to all sixth and eighth grade students.

### **Medication** (See JTBOE 5330)

The school nurse must be notified if a student is under medication. All medication must be delivered to the school nurse by the parent/guardian. It must be registered and recorded by the school nurse. All medication will be dispensed according to the following procedures:

- Medication consent form is signed by the parent/guardian.
- Medication must be delivered in its original container.
- Medication must be accompanied by the original pharmacy label or a physician's note clearly stating the name of the student, type of medication, dosage, and time period.
- Inhalers and epi-pens must be registered with and recorded by the school nurse.

## **STUDENT SERVICES**

### **Guidance Services**

Students seeking the assistance of a school counselor should report to the Guidance Office and fill out a counselor appointment request slip. Counseling services are provided in many areas that can include: student orientation and placement, scheduling, requests for bedside or supplemental instruction, student-peer problems, student-teacher concerns, improvement in classroom performances, organization and interpretation of standardized testing, individual and/or group counseling, and transitions to the next grade level. The school counselor also serves as a liaison between the parents and teachers and attends parent-teacher conferences. In addition, our school counselors visit classrooms regularly to observe student performance. Our counselors facilitate the District's comprehensive K-12 guidance curriculum in the areas of bullying prevention, career exploration, character education, harassment, personal and social development, and study skills.

### **Student Assistance Counselor (SAC)**

The Student Assistance Counselor is located in the Guidance Office. Students may consult with the SAC in either individual or group settings to discuss social or personal topics. Students may be referred to the SAC via self-referral, staff members, other students, or parents. The SAC is considered the crisis counselor in our school.

### **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 and leaving a message at 973-697-1980.

### **Library** (JTBOE 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 Labs**

The purpose of our computer labs is to support and enrich curricula. Unless the computer lab is assigned for direct classroom instruction, priority is given to classes on a sign-up basis. If a

computer lab is available, students are invited to come in to work on school projects. Food or drink is not permitted in any computer labs. Students are responsible to adhere to the rules of appropriate use of equipment, software, and the Internet as listed in the district's Acceptable Use Policy. If there are any infractions, they will be dealt with according to school and district policy.

**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.

**A Guideline to the Terms and Conditions for Internet Use**

The Jefferson Township Public School District provides computer equipment, computer services, and Internet access to its students and staff for education purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of the Jefferson Township Public School District. They are the administrators of the computer system, and as such, reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. Such guidelines are provided here, so that staff, student users, and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures of the students and/or parents on the District approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy. Students are responsible for good behavior when using school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege and not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers would be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them towards appropriate material. Older students will have more responsibility for locating appropriate materials.

As outlined in the Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

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

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

#### *Information Content and Uses of the System*

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law. Because Jefferson Township Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Jefferson Township Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials. Students knowingly bringing such materials into the school environment will be dealt with according to discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

#### *On-line Conduct and Expectations*

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is

strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Users and their parents/guardians specifically agree to indemnify the Jefferson Township Public School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user. Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

### **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 follow all cafeteria rules. Students may be assigned seats at the discretion of the administration.

- Books are to be placed at tables before proceeding to kitchen or lunch line.
- Aisles between tables are to be kept clear at all times to ensure safety
- The student is expected to maintain a clean cafeteria table after use; debris is expected to be cleared from the surrounding floor areas.
- Students will stand single file behind the designated line for the snack shack.
- The snack shack and vending machines will close five minutes before bell.
- The sign out sheet for bathrooms is at the school store. Lunch bathrooms are located near the gym.
- Students must remain at their table 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.

### **Daily Announcements**

Daily announcements are broadcast at the beginning of period 1. If necessary, end of day announcements may be made at the end of period 9.

### **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, back packs/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.
- Back packs/book bags are stored in the student's lockers during the day. Backpacks may not be used or carried during the school day.
- Students are assigned their lockers and combinations at the beginning of the school year.
- 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.

### **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 calling system will be contacted by Global Connect. In an emergency lockdown, parents/guardians should not report to the school or an evacuation site, as students will not be allowed to be picked up or excused from school until the situation is deemed secure by the police. In addition, we strongly request that in the event of an emergency, parents/guardians refrain from contacting their children via cell phone, personal pager etc., as these transmissions may interfere with the safe and efficient manner of the emergency response team. Parents/guardians who have not enrolled in the Global Connect Calling System, but wish to enroll, should contact the main office or [www.jefftwp.org](http://www.jefftwp.org).

### **Pupil Supervision After School Dismissal (JTBOE P8601)**

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 to release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal

guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee.

The Form shall be made available

in the Main office of the school building or the location of the program.

on the school or school district website.

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

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

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

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

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

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

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

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

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

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

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

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

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

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and on

number of days allocated for weather or other emergencies or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, parent(s) or legal guardians will be notified to any changes to the school's calendar made during the school year.

## **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.

### **The Six Pillars of Character**

At JTMS we expect all students to be aware of and follow the Six Pillars of Character: *Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship.*

### **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 R5511)

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

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

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

- Very tight clothing that inhibits movement and/or causes a classroom distraction.
- Shoes which are unsafe and or cause excessive wear or damage to school property (heelies).
- 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 R5600)**

#### 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)

- a) 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. Out-Of-School Suspension (OSS)

- a) 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.

12. 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.
13. 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.
- a) 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.
- b) 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.
- c) 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:
  - 1<sup>st</sup> Offense: loss of co-curricular, athletic, and parking privileges for 30 school days.
  - 2<sup>nd</sup> Offense: loss of co-curricular, athletic, and parking privileges for 60 school days.
  - 3<sup>rd</sup> Offense: loss of co-curricular, athletic, and parking privileges for the remainder of the school year.

**HARASSMENT, INTIMIDATION AND BULLYING  
(JTBOE P5512.01)**

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

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

- 1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- 2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

#### Expected Behavior

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

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

The Board believes the best discipline is self-imposed and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff

members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

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

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

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

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

#### Reporting Procedure

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

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

#### Investigation

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

#### Response to Incident of Harassment, Intimidation or Bullying

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

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

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

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

#### Reprisal or Retaliation Prohibited

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

#### Consequences for False Accusation

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

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

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

### **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.

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

### **Definitions**

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

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

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

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

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate,

interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

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

### **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)**

1. The Superintendent will be responsible for the district's efforts to:
2. Encourage education and prevention in all areas of substance abuse;
3. Establish and maintain a realistic, meaningful substance abuse education program in accordance with the Chemical Health Guidelines of the New Jersey Department of Education;
4. Establish and maintain an ongoing faculty substance abuse education program

5. Develop procedures for the evaluation, intervention and referral to treatment of students who are affected by substance abuse problems;
6. Counsel students affected by substance abuse;
7. Cooperate with local, state, federal, and approved private agencies that are involved with student health;
8. Encourage and support student-run organizations and activities that will develop a positive peer influence in the area of substance abuse;
9. 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)**

**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.

### **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 by the parent/guardian to personally to pick up their child. If a parent/guardian arranges to pick up their child and does not arrive by the departure times of 3:25 PM or 4:15 PM, the student will be placed on the bus.

### **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, 6<sup>th</sup> and 7<sup>th</sup> 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 written below indicate that you, the student, and your parent/guardian have read, reviewed, and understood the information in this agenda book.**

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

**Please sign below. Cut along the dotted line and return the bottom half of this signature form to the advisory teacher during the first week of school.**

\*\*\*\*\*

**Student Name (print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Name (print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_