

JEFFERSON TOWNSHIP HIGH SCHOOL

2018-2019

STUDENT HANDBOOK



“You can’t hide from Falcon pride”

Dr. Timothy Plotts, Principal

Mrs. Vicki Nadler, Assistant Principal, Academic Leadership

Mrs. Michelle Papa, Assistant Principal, Student Leadership

JTHS Mission Statement

The mission of Jefferson Township High School is to encourage all students to reach their potential as self-directed and creative individuals who act responsibly in dealing with intellectual, social/emotional, technical, environmental, ethical, and fiscal decisions.

This mission will be accomplished through a shared commitment to excellence in teaching and learning, enhanced by active partnerships, mutual respect, and communication between the school, students' families and the greater community.

PRINCIPAL'S MESSAGE

Welcome back to school! At JTHS we have many opportunities for you to grow academically, emotionally, and socially and hope that you choose to take advantages of all of the programs that our high school has to offer. The benefits that you can receive from your high school education are only limited by your willingness to actively participate in classes, sports, and clubs.

This year we welcome the JTHS Class of 2022 and wish each member of our Freshman Class the best as you begin your high school years. Please read this handbook carefully so that you become familiar with high school policies, procedures and expectations. This will help you to have a smooth transition to high school.

As a student at JTHS, I expect that you will commit to being a good citizen both in and out of school. This starts with arriving to school and classes on time, being prepared with assignments and materials requested by your teacher, and exhibiting the pride of being a Jefferson Township High School student **every day**. As you may know, the state of New Jersey has laws in place that address bullying. In our school, I expect no less than caring and civil behavior from each student. I have no tolerance for words or actions that demean other students or diminish their ability to learn and feel safe in our school. I am sure that by working together, we can make the school environment at JTHS the best it possibly can be.

Please read the guidelines in this handbook in order to understand the expectations that we have for you. It is important that you familiarize yourself with the acceptable standards for behavior and attendance before we discuss them together.

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

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

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

Timothy Plotts
Principal

BOARD OF EDUCATION

Mrs. Jill VanNess – President
Mr. Matthew Millar – Vice President
Mrs. Amy Gould Mr. James Martorelli Mr. Stacey Poulas
Mrs. Melissa Senatore Mrs. Jill Small Mr. Michael Stewart Mrs. Adele Wildermuth

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Mrs. Jeanne Howe, Superintendent

BUSINESS ADMINISTRATOR/BOARD SECRETARY

Ms. Dora E. Zeno

HIGH SCHOOL ADMINISTRATION

Dr. Timothy Plotts, Principal
Mrs. Vickki Nadler, Assistant Principal, Academic Leadership
Mrs. Michelle Papa, Assistant Principal, Student Leadership

DIRECTORS/COORDINATORS

Mrs. Margaret Widgren, Director of Student Personnel Services
Mrs. Patricia Hovey, Director of Special Services
Mr. William Koch, Director of Physical Education and Athletics
Ms. Vanessa Sanchez, Coordinator of Transportation
Mr. Robert Fleming, Technology Coordinator
Mr. Richard Gherardi, Network Administrator

SUPERVISORS

Mr. Christopher Hiben, Science, Family & Consumer Science, Gifted & Talented
Mr. Robert Starita, Mathematics
Mr. Derek Sica, World Languages, Music & ESL
Ms. Theresa Fritzky, Special Ed., Special Ed. Aides, & Speech
Mr. Daniel Papa, Social Studies, Visual Arts, Related Arts
Ms. Kelly Villa, Instructional Technology, Business, & Media
Ms. Jennifer Wnuk, English Language Arts

**JEFFERSON TOWNSHIP HIGH SCHOOL
FACULTY/STAFF**

BUSINESS

Joyce Hulbert
Dominick Pisciotto
Melissa Kwiecinski

CHILD STUDY TEAM

Kira Arnold
Philip Guarraia
Susan Tordoff

ENGLISH

Stephen Barbato
Nancy Boyle
Maria Clarizio
Alice Daken
Sonja Gutwerk
Colleen Maxwell
Amy Musibay (Joseph Olean)
Christina Russo
Cara Schwimer
Patricia Vandigriff
Sara Voorhees

FAMILY CONSUMER

SCIENCE

Candace Ross (Jennifer Borealo)
Marybeth Lapszynski

GUIDANCE

Kayla Alkon (Frank Devone)
Kevin Flatierre
Barbara Francavilla, SAC
Robin Montegari
Karen Staples
Tara Torkos

MATHEMATICS

Laura Ajaj
Ernest Fisher
Tanya Hartig
Hong Hu
Ann Loftus
Erica Pelusio
Rhonda Powell

Molly Sauer

Kimberly Serzan
William Stager
Bertha Todd

MEDIA CENTER

Wendy Towers

MUSIC

Richard Barrieries
Chad Flynn
Daniel Gugger

NURSE

Jennifer Kraljevich
MaryAnn Sauer

PHYSICAL EDUCATION

Michael Fernandes, Athletic
Trainer
Katelyn Cannarozzi
Shannon Chapman
Melissa Hall
Jason Kalish
Lori Kircher
Matthew Moscatello
Brian Silipena

SCIENCE

Amanda Brown
Darren Bruseo
Mark Feinsinger
Nancy FitzGerald
Marc Gaydos
Joseph Guziewicz
Mary Johnston
Jane Kirshenbaum
Kathryn Kula
Sarah Magnuson
Gino Rose
Anthony Szwartz

SOCIAL STUDIES

Jonathan Boyle
Rachel Brown
Christopher Eastman
Kasey Farris
Brian Hough
Matthew Levine
Marguerite Moya
Brianna Perna
Marcus Thompson
Kelly Turnbull

SPECIAL EDUCATION

Kristen Afflerbach
Carol Beier
Kaitlyn Brueno
Joshua Cacella
Jodie Ciaraffo
Joseph DiGennaro
Ashley Dispenziere
Carrie Hutchinson
Kimberly Kolodny
Karen Mason
Joseph Mattessich
Amy Pearce
Megan Seader
Nicole Wildermuth

TECHNOLOGY

Edward Bem
Thomas Januszkeski
Aladdin Kazanfer
Rolf Warncke

TECHNOLOGY SERVICES

Robert Fleming
John Casaleggio
Richard Gherardi
Alan Meacham

VISUAL ARTS

Karen Correia
David DeVries
Renee Simler

WORLD LANGUAGES

Marissa Chirico
Nanette Diaz
Amy Garcia
Merci Meneses
Kirsten Parra
Jean Rice
Sean Quinn
Kathleen VonEssen

ADMINISTRATIVE**ASSISTANTS**

Dawn Bublitz
Alice Cassara
Rebecca D'Alauro
Louise Gerosa
Michele Grieves
Linda Malloy
Kelly Miller
Tracy Orlandoni
Nancy Tasker
Sharon Vollmers

INSTRUCTIONAL AIDES

Mary Ann Cantwell
Alexandra Gibson
Anna Gould
Maria Gross
Monica Johnson
Laura Mahoney
Donna Matthews
Barbara McSorley
Virginia Paccioretti
Sheila Santiago
Donna Struck
Anthony Vasile
Arline Warncke
Mary Pat Vogel
Patty Young

CUSTODIANS

Marithza Gil
Edward Jaroz
Erik Jaroz
Robert Leppard
Robert Luongo

Michael Puco
Ron Squires
Anthony Vicidomini
Denis Zaimaj

GROUNDNS

Mark Mason
Geoff Miller
Michael Stevens

HALL MONITORS

Ed Gatsch
Charles Robinson
Dave Sorber

MAINTENANCE

Daniel Faber
Rick Sanchez

JEFFERSON TOWNSHIP PUBLIC SCHOOLS

2018 - 2019 School Calendar

Aug. 29-30	New Staff Orientation
September 3	Labor Day (Schools Closed)
September 4-5	All Staff Orientation
September 6	First Day of School – All Students
September 10	Rosh Hashanah (Schools Closed)
September 19	Yom Kippur (Schools Closed)
October 8	Columbus Day (Schools Closed; PD Staff)
October 16	Staff PD (Early Dismissal)
November 8-9	NJEA Convention (Schools Closed)
November 13	Staff PD (Early Dismissal)
November 21	Early Dismissal
November 22-23	Thanksgiving Recess (Schools Closed)
December 21	Staff PD (Early Dismissal)
December 22-31	Winter Recess (Schools Closed)
January 1	New Year’s Day (School Closed)
January 8	Staff PD (Early Dismissal)
January 21	M. L. King, (School Closed)
February 12	Staff PD (Early Dismissal)
February 15 & 18	President’s Weekend (Schools Closed)
March 11	Staff PD (Early Dismissal)
March 25	Staff PD (Early Dismissal)
April 9	Staff PD (Early Dismissal)
April 15-19	Spring Break (Schools Closed)
May 14	Staff PD (Early Dismissal)
May 27	Memorial Day (Schools Closed)
June 25	Last Day for Students TENTATIVE

Emergency closing days may be made up as follows:

- 1st November – Teachers’ Convention (when cancelled)
- 2nd April 15-16, beginning with 15th.
- 3rd June, beginning with the 26th

ADVISORY:

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

September 6-7, 11-12, 27	October 1-5, 25	November 1, 15	December 6
January 10, 24	February 7, 21	March 7, 21	April 11, 25
May 2, 16	June 6		

2018-2019 Bell Schedule

JTHS 2018-2019 BELL SCHEDULES

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

10/30/2018

Schedule Rotation

September	October	November	December	January	February	March	April	May	June
9/6 1	10/1 4	11/1 1	12/3 3	1/1 OFF	2/1 2	3/1 4	4/1 1	5/1 2	6/3 4
9/7 2	10/2 1	11/2 2	12/4 4	1/2 2	2/4 3	3/4 1	4/2 2	5/2 3	6/4 1
9/10 OFF	10/3 2	11/5 3	12/5 1	1/3 3	2/5 4	3/5 2	4/3 3	5/3 4	6/5 2
9/11 3	10/4 3	11/6 4	12/6 2	1/4 4	2/6 1	3/6 3	4/4 4	5/6 1	6/6 3
9/12 4	10/5 4	11/7 1	12/7 3	1/7 1	2/7 2	3/7 4	4/5 1	5/7 2	6/7 4
9/13 1	10/8 OFF	11/8 OFF	12/10 4	1/8 2	2/8 3	3/8 1	4/8 2	5/8 3	6/10 1
9/14 2	10/9 1	11/9 OFF	12/11 1	1/9 3	2/11 4	3/11 2	4/9 3	5/9 4	6/11 2
9/17 3	10/10 PSAT	11/12 2	12/12 2	1/10 4	2/12 1	3/12 3	4/10 4	5/10 1	6/12 3
9/18 4	10/11 2	11/13 3	12/13 3	1/11 1	2/13 2	3/13 4	4/11 1	5/13 2	6/13 4
9/19 OFF	10/12 3	11/14 4	12/14 4	1/14 2	2/14 3	3/14 1	4/12 2	5/14 3	6/14 1
9/20 1	10/15 4	11/15 1	12/17 1	1/15 3	2/15 OFF	3/15 2	4/15 OFF	5/15 4	6/17 ALL
9/21 2	10/16 1	11/16 2	12/18 2	1/16 4	2/18 OFF	3/18 3	4/16 OFF	5/16 1	6/18 ALL
9/24 3	10/17 2	11/19 3	12/19 3	1/17 1	2/19 4	3/19 4	4/17 OFF	5/17 2	6/19 FINALS
9/25 4	10/18 3	11/20 4	12/20 4	1/18 2	2/20 1	3/20 1	4/18 OFF	5/20 3	6/20 FINALS
9/26 1	10/19 4	11/21 1	12/21 1	1/21 OFF	2/21 2	3/21 2	4/19 OFF	5/21 4	6/21 FINALS
9/27 2	10/22 1	11/22 OFF		1/22 3	2/22 3	3/22 3	4/22 3	5/22 1	6/24 FINALS
9/28 3	10/23 2	11/23 OFF		1/23 4	2/25 4	3/25 4	4/23 4	5/23 2	6/25 FINALS
	10/24 3	11/26 2		1/24 1	2/26 1	3/26 1	4/24 1	5/24 3	
	10/25 4	11/27 3		1/25 2	2/27 2	3/27 2	4/25 2	5/27 OFF	
	10/26 1	11/28 4		1/28 ALL	2/28 3	3/28 3	4/26 3	5/28 4	
	10/29 2	11/29 1		1/29 3		3/29 4	4/29 4	5/29 1	
	10/30 3	11/30 2		1/30 4			4/30 1	5/30 2	
	10/31 4			1/31 1				5/31 3	
** In the event of an emergency closing day, the schedule will continue as listed. Days will NOT be shifted.**									
*Updated 7/26									

GOOD CITIZENS AND PILLARS OF THE COMMUNITY

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

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

STUDENT ATTENDANCE

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

The following absences are considered excused absences:

- Disabling illness (verified by a physician note) **
- Recovery from an accident **
- Sent home by school nurse
- Medical visit *
- Driver's license exam*
- Required court attendance*
- Death or serious illness in the family
- Religious observance NJSA 18A:36-14-6
- College visitations /interviews*
- Employment interviews*
- Good cause acceptable to the principal
- Suspension

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

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

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

- At the sixth cumulative late arrival to school per marking period, an office detention will be assigned and each lateness thereafter (6-9).
- At the tenth cumulative late arrival to school per marking period, two office detentions will be assigned and each lateness thereafter (10-15).

- At the sixteenth cumulative late arrival to school per marking period, a Saturday detention will be assigned and other appropriate actions.
- **Students attending the prom who are absent from school on the Monday following the prom and who are unable to submit acceptable documentation for an excused absence will face disciplinary consequences.**

The Following Absences Are Considered Unexcused Absences:

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

Late to Class: Students must arrive to class on time. For every three occurrences of lateness a student will accumulate one unexcused absence.

- At the sixth cumulative late to class, an office detention will be assigned for each lateness (6-9)
- At the tenth cumulative late to class, two office detentions will be assigned for each lateness thereafter (10-15)
- At the sixteenth cumulative late to class, a Saturday detention will be assigned and other appropriate action.

Early Dismissal Procedures:

1. Students **MUST** submit, in writing, a request to the main office upon arrival to school.
2. Students with approved dismissal requests will receive a pass to leave class.
3. Student reports to main office for parental/guardian pick up.
4. Classes will not be disturbed to call a student who did not submit a request to leave early.
5. Student drivers who leave school early without proper permission will lose campus parking and receive appropriate discipline.

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

Truancy is a student's deliberate and willful absence from school. Charges will be filed with the police and/or the Division of Child Protection and Permanency.

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

1. Make a mandatory referral to the court program required by New Jersey Administrative Office of the Courts.
2. Make a reasonable attempt to notify the student's parent or guardian of the mandatory referral.

3. Continue to consult with the parent or guardian and the individual agencies to support the student's return to school.
4. Cooperate with law enforcement and other authorities and agencies, as appropriate.

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

Special Excuse from a Course of Study, Program, or Class: An adult student or parent/guardian of a student may find it necessary not to participate in an activity or portion of the curriculum because it is morally, conscientiously or religiously offensive. Students may be excused if they submit a request in writing to the superintendent of schools or designee. If warranted, an alternate study unit will be provided to the student.

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

Absence from Physical Education Classes: Medical notes from a physician must be submitted to the school nurse on the doctor's original letterhead stating the reason and length of time the student cannot participate in physical education classes. This note must be provided on the first day of the illness or injury. The nurse reviews the information and notifies the physical education supervisor/teacher. Students, unless told otherwise, should continue to report to their scheduled physical education class. Physical education teachers may assign different tasks, assignments or projects to make up for the lack of participation due to illness or injury.

Attendance for Co-Curricular Activities:

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

HEALTH OFFICE

The health office provides several services for JTHS students.

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

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

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

- Parent/guardian must provide a written request for the administration of medication.
- Parent/guardian signs a self-administration form for those who need to use an inhaler or epipen.

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

GUIDANCE AND COUNSELING

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

Guidelines:

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

Senior Final Exam Exemption:

A student is exempt from his/her final exam if, and only if, the answers to **ALL** three questions are yes.

1. Is the student a senior?
2. Does the student have an "A" average in the fourth marking period?
3. Does the student have an overall "A" average for the four marking periods. *Note: Seniors enrolled in the Seton Hall Project Acceleration program must complete the final exam in order to receive college credit from Seton Hall University.*

Working Papers: Students seeking employment should pick up the state application form for employment in the main office.

- **Student** needs to complete **Section A:** Personal Information.
- **Employer** needs to complete **Section B:** Promise of Employment.
- **Parent/Guardian Signature** also required in **Section B.**
- **Physician** needs to complete **Section C:** Good Health.
- **Student** signs **Section G:** Signature of Minor

Return form with sections A, B, and C completed, as well as, signature of minor to the main office along with **proof of age.**

Morris County School of Technology: MCST is offered to all students in grades 11 and 12 on a shared time basis. Students are selected by the technical school administration through an application process that can include an interview, evaluation of academic records, standardized testing, and, in the case of commercial art, portfolio evaluation. In conjunction with the course selection process for the next school year, interested students should discuss the application process with their school counselor.

Project Acceleration: Since 1978, Project Acceleration, a concurrent enrollment program within the College of Arts and Sciences at Seton Hall University, has allowed high school students in New Jersey and New York to

get a head start on their university careers. Over the course of their high school career, students can earn college credits from Seton Hall University for approved courses taken in their secondary schools. The college credits earned through Project Acceleration are accepted at more than 200 colleges and universities. There are currently 65 high schools offering Project Acceleration courses and approximately 2500 students participate each year. For information regarding this program, students should see their school counselor.

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

Marking Period/Exam Schedule:

<u>Marking Period</u>	<u>Report Card Posted on Portal</u>
MP1: Sept. 6, 2018 - November 7, 2018	November 16, 2018
MP2: November 12, 2018 - January 25, 2019	February 1, 2019
MP3: January 28, 2019 – April 3, 2019	April 10, 2019
MP4: April 4, 2019 - June 25, 2019	June 28, 2019

Quarterly Exams: Marking Period 1: November 1, 2, 5, 6, 2018
Marking Period 2: January 18, 22, 23, 24, 2019

Final Exams*: June 19, 20, 21 & 24, 2019

***Note: Final Exams are early dismissal/half days for all high school students.**

Graduation Requirements: Jefferson Township High School is a comprehensive high school offering a variety of programs in both college preparation and vocational studies. Electives are also available in art, music, family and consumer science, and industrial arts. In order to receive credit for a course, a student must meet all course requirements, including attendance, course assignments, class participation, and successful achievement. Credits may be denied if a student fails to meet any or all of these requirements. **Extra help is extended in all subjects upon request.** Please refer to the JTHS Program of Studies for specific information regarding graduation requirements.

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

All course grading at JTHS are calculated as follows:

Full Year Courses: Each marking period = 20% of course grade
 Quarterly 1 (at the end of the first marking period) = 5% of course grade
 Quarterly 2 (at the end of the second marking period) = 5% of course grade
 Final exam = 10% of final grade

Semester Courses: Each marking period = 40% of course grade
 Final exam = 20% of course grade (can be two quarterlies during marking periods 1 & 2 each for 10% of the course grade)

The numerical equivalentents are as follows:

Grades and Quality Points

Grade	Range	Standard/CP	Honors	AP
A+	97-100	4.3	4.8	5.3
A	94-96	4.0	4.5	5.0
A-	90-93	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	84-86	3.0	3.5	4.0
B-	80-83	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	74-76	2.0	2.5	3.0
C-	70-73	1.7	2.2	2.7
D	65-69	1.0	1.5	2.0
F	Below 65	0	0	0
W/P				
P				
W/F				
LC		0	0	0

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

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

Honor Roll:

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

High Honors: a grade of "A-" or better in all subjects. (90% or better in all subjects)
Honors: a grade of "B-" or better in all subjects. (80% or better in all subjects)

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

SUMMA Award

Seniors who have a weighted GPA of 4.0 or higher are eligible for the SUMMA Award which is given by the Jefferson Township Board of Education. Student cumulative averages will be calculated at the end of the seventh semester.

President's Award for Outstanding Academic Achievement

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

Falcon Scholar with Distinction: Weighted GPA 4.25 and above

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

Falcon Scholar: Weighted GPA 4.00 and below 4.25

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

Loss of Course Credit/Failure:

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

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

LEVEL CHANGE, ADD/DROP and WITHDRAWAL PROCEDURES

Non-Honors and Non-AP Courses: Providing that space is available, students may change their non-AP/Honors electives until they receive their final schedules. Once final schedules are distributed, students must remain in their courses until the add/drop period; students may add a course in the place of a study hall only or correct scheduling errors only. During the second full week of a course, the add/drop period, students may drop or add elective courses without penalty. Courses dropped after the second week will be noted on the report card and transcript as either WF (withdraw fail) or WP (withdraw pass). No credit is awarded and WP/WF is not calculated into the overall GPA.

Honors and AP Courses: Students may not add or drop any honors or AP courses after June 1 and before the end of the first marking period. Students scheduled for an Honors or AP level class either through an initial course placement or through a change of level request form may drop the course at the end of the first marking period with no penalty. Students who petition into an Honors or AP level class without a teacher recommendation or approval, may drop the course at the end of the first marking period and will receive either WF (withdraw fail) or WP (withdraw pass) on the report card and transcript. No credit is awarded and WP/WF is not calculated into the overall GPA.

NOTES:

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

Changing Course Levels: Once students are placed by their teachers in the appropriate level, students may request a level change by their teacher if they are in disagreement with the level of placement. If the level change request is not approved, students may petition into the course. All level change requests and petitions must be completed by June 1. Students will need to meet with their school counselor to initiate the level change/petition process and to complete the appropriate form(s).

Plagiarism and Cheating: Our school recognizes that dishonesty, including cheating and plagiarism, is unacceptable. Any act of dishonesty reflects upon the individual and affects the entire school community. All work must be the student's own work and the student should develop the habits of academic integrity that involve acknowledging one's sources and assistance received. Dishonesty includes cheating in any form. Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. Plagiarism or cheating of any form is a serious offense and will result in an "F/0" for the work or project. Further discipline may be imposed at the discretion of the administration.

ONE-TO-ONE

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

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

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

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

MEDIA CENTER

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

The JTHS media center uses the Dewey Decimal System for classification of materials. Non-fiction books are shelved according to this system so that books on the same subject will be next to each other. Fiction books are arranged alphabetically by author; biographies are arranged alphabetically by the last name of the author. The Morris Automatic Information Network, M.A.I.N. provides JTHS students online access to all the public library collections in Morris County.

Guidelines:

- Food, drink, loud talking, and using a personal electronic device in violation of the Electronic Communication and Recording Device (ECRD) policy are **prohibited** in the media center.
- Students entering the media center must have a pass from their academic class or study hall teacher. In addition to the individual pass, **each student must sign in the computer with their student id number or swipe in with their identification card.**
- The media center is an academic setting and all students are expected to read and work quietly. Students must return all materials/books to their proper shelves, log off computers, and return chairs to proper position prior to leaving the media center.
- Makerspaces are creative, do it yourself spaces where students can gather to create, invent, and learn. There are 3D printers, software, electronics, craft and hardware supplies and tools, and more. Makerspace provides students hands-on opportunities to explore and develop STEAM under the supervision of staff.
- Students are expected to properly check out books. The borrowing period is three weeks. Books may be renewed for an additional three weeks. A fine for late materials will be charged. Prompt return of all media center materials is expected.
- Computers are primarily used for assigned academic research. Priority is given to scheduled classes. Students must use their own password and are expected to be fully aware of the **ACCEPTABLE USE POLICY [AUP]** regarding use of the Internet (Policy 2361). ***Each student and their parent/guardian must sign and submit the Internet Usage Contract. This form is legally binding.*** Network storage areas are treated the same as lockers and are covered by Search and Seizure Laws. Students are responsible for the computer equipment they use, and it is expected that no changes, deletions, or vandalism occurs to the software or hardware. Students may not load software programs or applications on any computer.
- Students who do not adhere to the media center rules/regulations will be disciplined depending on the severity and or frequency of the infraction. For example, failure to return books will result in loss of borrowing privileges; inappropriate use of computers will result in loss of internet privileges, as well as, a referral to the assistant principal.

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

Academic Study is provided for:

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

Self-Directed Period is provided for students in grades 10, 11, and 12 by administrative discretion. Students sign in and may study, relax, or socialize. Students may sign out to go to various areas of the building.

Eligibility based on:

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

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

Criteria:

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

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

NATIONAL HONOR SOCIETY

The NHS is a nationally founded honorary society designed to recognize outstanding achievements in academics, character, citizenship, leadership, and service. The organization is composed of junior and senior class members who meet the criteria as established for induction into the society.

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

1. All juniors and seniors who have achieved an **unweighted** cumulative grade point average of 3.55 or greater, OR a **weighted** grade point average of 3.75 or greater are eligible for consideration. Students must have attended Jefferson Township High School for at least one semester prior to being considered for membership in the National Honor Society. If a student transfers to JTHS and is already a member of NHS, he or she will remain a member as long as good standing status is maintained.
2. Students who meet the scholastic requirements and wish to be considered for membership must submit the following:
 - Completed activity sheet including advisors' signatures where indicated
 - One letter of recommendation from a teacher, employer, or religious leader in support of the student's character
 - Letter from student outlining how he/she fulfills the attributes of character, service, and leadership as evidenced on the student's activity sheet

3. Students who submit the required information will be rated by the Jefferson Township High School staff in the areas of character, service, and leadership as follows:
 - Character - honesty, cooperation, shows concern for others
 - Leadership - in the classroom, school activities; does more than required
 - Service - to school, to other students, to staff, to community
4. A five member faculty council will meet to review candidates' credentials. The National Honor Society advisor will serve as an ex-officio member of the faculty council. The council makes the final selection. Each student is discussed and a vote is taken. Any student receiving three favorable votes is offered membership in the National Honor Society.
5. Any candidate not offered membership may appeal to the principal, in writing, no later than one week following the selection. A committee consisting of the principal and the National Honor Society advisor hears all appeals.
6. National Honor Society members must remain in good standing and may be dismissed from NHS for the following reasons:
 - Two marking periods of grades below a 3.50
 - Plagiarism/cheating
 - Flagrant violation of school rules and/or civil laws
7. Any student in danger of being dismissed from NHS will be granted a hearing before a faculty committee. A unanimous vote is necessary for dismissal from NHS. Once dismissed, a student may never again be offered membership in NHS.

STUDENT ACTIVITIES

Co-curricular activities enhance the core curriculum program mandated by the State of New Jersey. JTHS offers over 50 clubs and activities that further assist in the growth and development of each student. There are at least 20 male, female, and co-ed sports offered at multiple levels. Students are encouraged to get involved in these activities that nurture and develop individual skills and talents.

Eligibility Requirements:

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

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

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

Probation – During the mid-season of the fall, winter, and spring seasons (mid-marking period for non-athletic co-curricular activities), an academic review will occur to determine students that are not in good standing. Any student failing any subject and/or obtaining two (2) or more “D” grades will be placed on probation and have a period of two (2) weeks to raise the grades in question. No restrictions will be placed on the student during the probation phase of the regulation.

“Red Shirt” Suspension – After the duration of the two week probationary phase any student on probation that does not raise his/her grade(s) above the standards described above will be “red shirted” for a period of one (1) week during which they will be permitted to attend and participate in practices and meetings but not compete in games, contests, and events.

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

Coaches and advisors will be provided a list of any students who were placed on academic probation during a previous season (marking period) and will immediately monitor the academic standing of that student.

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

JTHS Student Co-Curricular Activities			
Academic Bowl	Drama Club	National English Honor Society	Stand Up To Cancer
A Cappella (pending)	Drone Racing Club	National Honor Soc.	Student Council
American Red Cross	Educators Rising	PDP	Table Tennis
American Sign Language Honor Soc.	Environmental Club	Project Kind	Talent Expo
Area/Reg/All-State/All Eastern Band	Fall Drama	Project Stay Gold	Tri-M Music Honor Society
Art Club	French Club	REBEL	UNICEF
Biotechnology Research Club	French Honor Society	Reg/All-State/All Eastern Chorus	Unified Track (pending)
Book Club	Future Bus. Leaders America (FBLA)	Rho Kappa Social Studies Honor Soc.	Varsity Letterman's Club
Chamber Choir	Gay Straight Alliance (GSA)	Robotics	Video Game Club (pending)
Class Council	Habitat for Humanity	SADD	Vocal Ensemble

Computer Science	Jazz Band	Science Leagues	Wind Ensemble
Culinary Club	Madrigal	Sci. Nat'l Honor Society	Winter Guard
Dance Club	Marching Band	Spanish Club (pending)	Yearbook
Debate	Math League	Spanish Honor Society	
DECA	Mu Alpha Theta Math Honor Society	Spring Musical	

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

EDUCATIONAL ENVIRONMENT

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

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

Hallway/Lavatory Pass System: Students are expected to take full advantage of classroom time and instruction. In order to leave a class, study, or the cafeteria, students need permission and must use the approved pass. Students should provide their photo identification when requested. Certain areas of the building require students sign in/out such as cafeteria, study halls, media center, nurse, guidance, A-29, etc. Abuse of a pass will result in removal of the privilege to leave a class/study/cafeteria. Individual passes are issued each marking period in homeroom. Additional/replacement passes can be obtained at the sign-out disk in the underclassman cafeteria.

Honors Pass: Students who have achieved honor roll or high honor roll and have demonstrated good citizenship will be awarded an honors pass at the beginning of the marking period. Good citizenship means that the student has exhibited outstanding behavior regarding expected JTHS behavior. He/she exhibits punctuality

to school and classes and has a spotless disciplinary record for the marking period. An honors pass will be revoked should a student misrepresent themselves or abuse the use of the pass.

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

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

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

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

Student Obligations: Students are expected to meet all obligations including monetary fines. Failure to do so will result in forfeiture of all privileges and activities, including graduation.

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

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

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

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

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

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

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

Guidelines:

- Areas to purchase/eat lunch:
 - Both cafeterias
 - Auxiliary gymnasium
- Each student is responsible for their respective area. Trays are to be returned, plastic is recycled, and garbage is placed in the trash.
- You can go to a classroom that is under the supervision of a teacher.
- You can go to the media center, but you cannot bring food/beverage to the media center
- You cannot eat lunch/sit in the hallways
- Senior patio/commons is open for seniors

Grab and Go Breakfast: Homeroom begins at 7:35 a.m. and extends for 6 minutes. Students will have the opportunity upon arriving to school to go through the cafeteria line and pick up a “Grab & Go” breakfast that can be taken to homeroom to be eaten prior to their first period class. Please ensure that all trash is placed in the proper receptacle and that students eat neatly without leaving crumbs or spills in the classroom.

Senior Patio/Commons: This is an area for grade 12 students. Those grade 12 students who wish to sit in the senior patio/commons must sign out of the cafeteria prior to going to the patio/commons. This is a **senior privilege**.

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

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings,

kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

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

Use of Electronic Devices: In an effort to limit distractions that interfere with the instructional environment and protect the privacy rights of pupils and school staff members the following policy is strictly enforced. Students are expected to turn off all electronic devices and place them away in a secure environment during the school day. This includes homeroom and class time.

During a student’s scheduled lunch time, a student is permitted to use his/her electronic device. However, a student may not use the device for recording purposes.

Students who need to call home should do so during their lunch, before school, or after school. A phone call any other time of the school day must be placed through the Main Office. The use of cell phones is not permitted as per JTBOE Policy 5516. If a parent/guardian needs to contact a child, the parent needs to contact the main office and a message will be given to the student between classes. Parents/guardians should not contact their child via cell phone during the school day. ***The school/district is not responsible for lost or stolen electronic devices.*** Not adhering to this policy will result in the following:

- 1st offense — Student is issued one office detention.
- 2nd offense — Student is issued two office detentions
- 3rd offense or greater — Saturday detention; student may be subject to additional consequences due to continued and willful disobedience. Parent conference required. Seniors – loss of driving privileges.

Campus Parking: Parking on campus is a **senior** privilege and is contingent upon available spaces. No underclassman or unregistered vehicle may park on campus (Policy 5514)

Bus Decorum: Transporting students to and from school necessitates adherence to strict guidelines to ensure the safety of all. Students are expected to follow safety guidelines and good behavior from the time they arrive at their bus stop. The driver is responsible for the safety and behavior of the students. Should a student not adhere to the guidelines, the driver will notify the principal/assistant principal who will appropriately discipline the student and if necessary exclude a student from riding the bus.

Guidelines:

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

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

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

On the bus, students must:

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

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

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

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

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

- Very tight or loose clothing that inhibits movement and/or causes a classroom distraction.
- Shoes which are unsafe (soft-soled, slippers, heeled) or ill-fitting. Flip flops and open sandals cannot be worn in lab or shop classes. Shoelaces need to be tied and not dragging.
- Tops, dresses and jumpsuits that are off-the-shoulder, one-shouldered, strapless, spaghetti straps, halters, tube tops, muscle shirts or have straps narrower than one inch.
- Undergarments must not be visible.
- Ultra-sheer, see-through clothing.
- 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).
- Dresses, skirts and shorts shorter than mid-thigh.
- Hats or cosmetic headdress, bandanas/kerchiefs, sweatbands, woven caps, stocking caps, hoods, or any other headwear not approved by the principal, excluding headwear for medical and or religious reasons.
- Outerwear coats/jackets during school hours.
- Sleepwear/loungewear.
- Beach wear/swim wear.

- 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 wrist/neck bands, belts, and gloves.
- Sunglasses without administrative approval.
- Any street gang apparel (Such as extra-long jerseys, shirts, T-shirts, A-line T-shirts, bandanas etc.)
- And other clothing or attire that the principal or designee determines to be contrary to the prohibitions set forth in Board of Education Policy 5511: Dress and Grooming.

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.

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

Guidelines:

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

Prohibited and/or Illegal Items: To ensure the safety and well-being of the entire JTHS community, the following items are prohibited at all times:

- **WEAPONS:** Guns, knives, laser pointers, metal detectors, spiked belts, thick chains, or any object that can reasonably be considered a weapon are prohibited.*
- **FIREWORKS/BOMBS/LIGHTERS/MATCHES:** The use or possession of any type of firework, lighters/matches, stink bomb or bomb is prohibited.*
- **SUBSTANCE:** means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes
- **DRUGS/TOBACCO:** The use, distribution or possession of tobacco products including chew/ sniff or electronic cigarettes is **prohibited**.* The use, distribution or possession of drugs, any chemical substance

(e.g. alcohol, marijuana, steroids, cocaine, inhalants, Valium, etc.) taken orally, intravenously, intramuscularly, smoked, or inhaled for the purpose of abuse, including any prescriptions, illicit drugs, and look-alikes. Also, any over-the-counter product including, but not limited to, diet pills, herbal supplements, caffeine pills, Tylenol, Advil, aspirin and performance-enhancing substances are **prohibited**.*

***Prohibited** in school, on school grounds or buses, or any school sanctioned activity or trip (Policy 5530).

Severe Misconduct: Our school reinforces the important community of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. Therefore severe action will be taken for the following severe offenses:

- Assaultive behavior directed toward a school staff member or a member of the school community.
- Possession or distribution of a weapon, a controlled dangerous substance (CDS), or alcoholic beverage

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

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

Voluntary Student Drug Testing: Students may participate in the district's voluntary random drug testing program with permission of both the student and parent. More information and the enrollment form can be found on the high school webpage under the "For Students" link.

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

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

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

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

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

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or

2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

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

Discipline and Consequences

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

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

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

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

Definitions

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

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

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

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

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

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

LEVELS OF DISCIPLINARY ACTION

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

Teacher Detention: A teacher detention will be assigned for any infraction of school rules and regulations within the classroom: i.e. misbehavior, lack of preparation or materials, no homework etc. Teacher detentions may only be rescheduled by the teacher prior to the start of the day. Failure to reschedule a detention as described above will result in a detention cut. Further disciplinary action will be taken for detention cuts. Teacher must call home to inform the parent the reason, date, and location of the detention.

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

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

Office/Administrative Detention: Office detentions will be assigned for violations of school policy. Illness is a legitimate reason for missing detention only when an excuse is obtained from the school nurse prior to the assigned detention. Detention assignments take precedence over extra help, student activities and personal obligations unless excused by the administration. Office detentions may only be reassigned by the assistant principal prior to 2:00 p.m. of the assigned detention day. Failure to reschedule a detention as described above will result in a detention cut. Further disciplinary action will be taken for detention cuts.

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

- Students should be seated in an alternating fashion, as they would be in a test-taking situation
- Complete silence must be maintained
- Students are required to bring schoolwork and must be engaged in doing that work
- Students are to remain in the detention for the entire period (2:30-3:30 pm)
- There is no sleeping, eating or drinking allowed in the detention room
- Students must adhere to the dress code policy during detention.
- Students must adhere to the electronic and communication recording device (ECRD) policy during detention.
- Students must remain seated at all times
- No visitors will be permitted

Saturday Detention: Saturday detention will be assigned by the principal or assistant principal for serious infractions or for continuous or willful disregard for school rules/regulations. An assigned Saturday detention may be rescheduled one time for just cause with the permission of the assistant principal. Similar to school excused absences; proper documentation must be presented prior to a scheduled Saturday detention so that the detention can be rescheduled. In the event an unforeseen emergency occurs the night before or the morning of the scheduled detention, call 973-697-3535. Please identify the student and the emergency. Documentation verifying the emergency must be brought to the assistant principal's office on Monday morning. Failure to attend an assigned Saturday detention will result in additional Saturday detentions and or out of school suspension in addition to serving the original Saturday detention. Not providing documentation will be considered as a failure to attend and result in additional Saturday detentions and or out of school suspension in addition to serving the original Saturday Detention.

Guidelines:

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

Saturday Detention Dates

September 29, 2018	February 2, 2019	April 27, 2019
October 20, 2018	February 9, 2019	May 4, 2019
November 17, 2018	February 23, 2019	May 11, 2019
December 8, 2018	March 9, 2019	May 18, 2019
January 5, 2019	March 23, 2019	June 1, 2019
January 19, 2019	April 13, 2019	June 15, 2019

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

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

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

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

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

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

DISCIPLINARY ACTION CHART

INFRACTION	DISPOSITION				REFER TO:			
	Office Detention	Multiple Detentions	Saturday Detention	OSS	Prin.	SAC	JTPD	Supt
<i>All infractions will include an Administrative Conference.</i>								
Late to School (per marking period)	6-9	10-15	16+		X			
Late to Class (3 infractions = 1 unexcused absence)	6-9	10-15	16+		X			
Cut Class/Study (per cut) (cuts are unexcused absences)	1 st	2 nd	3 rd +		X			
Truancy			X		X		X	
Leaving Class w/o Permission	X	X	2 nd	3 rd +	X			
Leaving Building or Grounds w/o Permission			X	X	X		X	
Hall Misconduct	X	X	X	X	X			
Inappropriate Behavior/Language	X	X	X	X	X			
Class/Assembly Disruption	X	X	X	X	X		X	
Failure to Identify			X	X	X			
Unauthorized Area		1 st	2 nd	3 rd +	X			
Physical Scuffle		X	X	X	X			
Fighting: Verbal/Physical			X	X	X		X	
Foul Language	X	X	X		X			
Foul Language at Staff Member	X	X	X	X	X			
Parking Violation (May result in loss of privileges.)					X			
Cut Detention (make-up original detention plus additional detention)		X	X	X	X			
Cut/Removed from Saturday Detention (serve make-up detention plus additional disposition)			1 st	2 nd +	X			
Use of Electronic Devices	1 st	2 nd	3 rd	4 th +	X			
Electronic Communication/Recording Device Violation				X	X			
Dress Code Violation (hats will be confiscated)	1 st	2 nd	3 rd	4 th +	X			
Acceptable Use Policy Violation (30 day loss of privileges per violation)	X	X	X	X	X		X	X
Vandalism/Defacement		X	X	X	X		X	X
Theft/Extortion (restitution for damages or theft will be required)	X	X	X	X	X		X	X
Weapons/Fireworks/Bombs/Lighting Instruments			X	X	X		X	X
Harassment, Intimidation & Bullying	X	X	X	X	X	X	X	X
Use of Tobacco Products (1 st = 2 Saturdays, 2 nd = 5 days OSS, 3 rd = 7 days OSS)			1 st	2 nd + 3 rd	X	X	X	X
Possession/Distribution of Tobacco Products			X	X	X	X	X	X
Drugs & Alcohol: Under the Influence (see 5530r Substance Abuse)					X	X	X	X
Drugs & Alcohol: Possession/Distribution					X	X	X	X
<i>Frequency and/or severity of infractions dictate level of discipline.</i>								



Jefferson Township High School

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Principal
Dr. Timothy Plotts

Assistant Principals
Vickki Nadler
Michelle Papa

Student Handbook/Parental Sign-Off

Your acknowledgment on the Realtime parent and student portals indicates that you have read this handbook and understand the contents within. If you have any questions, do not hesitate to call the appropriate administrator.

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

