



JEFFERSON TOWNSHIP MIDDLE SCHOOL
1000 Weldon Road
Oak Ridge, New Jersey 07438
www.jefftwp.org



STUDENT HANDBOOK
2020-2021

School Administration

Margaret M. Widgren
Principal

Kathleen Tobia
Assistant Principal

School Counseling Department

Siobhan Carroll
6th Grade Counselor

Kari Ellingsen
8th Grade Counselor

Oksana LaCatena
7th Grade Counselor

Joanne Martino
Student Assistance Counselor

Important Phone Numbers

Main Office Number (973) 697-1980
Fax: (973) 697-1348

To Report a Student Absence - Press Option 1
School Nurse, Elizabeth Conley - Press Option 2
Child Study Team - Press Option 3
School Counseling Dept. - Press Option 4
Main Office - Press Option 5

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Jennifer Wnuk, Language Arts
Daniel Papa, Social Studies and Fine and Related Arts
Laura Kasa, Business and Mathematics
Josephine Ramirez, Supervisor of Student Personnel Services
Derek Sica, ESL, Music, and World Language
Kelly Villa, Instructional Technology and Media

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Executive Board

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Dina Troha, Vice-President of High School
Jenn Schorr, Vice-President of Middle School
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Please Note: All of the information in italicised print will be implemented once students return to school full-time.

JTMS MARKING PERIOD SCHEDULE

Marking Period

Midpoint

1	September 2, 2020 – November 10, 2020	October 5, 2020
2	November 11, 2020 – January 27, 2021	December 15, 2020
3	January 28, 2021 – April 12, 2021	March 16, 2021
4	April 13, 2021– June 18, 2021	May 13, 2021

GRADE 6 EXPLORATORY SCHEDULE

Term/Cycle	Dates	Mid-Point
1	September 2, 2020 – October 16, 2020	September 23, 2020
2	October 19, 2020 – December 4, 2020	November 10, 2020
3	December 7, 2020– January 27, 2020	January 5, 2021
4	January 28, 2021- March 12, 2021	February 18, 2021
5	March 15, 2021 – May 4, 2021	April 12, 2021
6	May 5, 2021 – June 18, 2021	May 25, 2021

JTMS SCHEDULE

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. During the Covid-19 pandemic a team of middle school stakeholders made-up of administration, faculty, staff, and parents have worked to create a schedule to address the educational needs of students who are following either the Hybrid model or the 100% Remote model. These daily schedules take into account the unique situations and educational needs of each student at JTMS. The goal of both schedules is to focus on the continuity and progression of learning for each student in each of their classes. In order to implement requirements for social distancing in schools, students are broken up into one of four groups for each of the grade levels. The groups are as follows: 6/7/8 Blue Falcons, 6/7/8 Blue Jeffersons, 6/7/8 Gold Falcons, or 6/7/8 Gold Jeffersons.

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Falcons 100% remote	...will take part in synchronous learning with assigned remote learning teachers according to the daily schedule.	...will be responsible for completing tasks asynchronously from their assigned teacher. All assignments must be submitted by 9:00 pm in order to receive credit.	All remote Electives and Health synchronous. Core classes asynchronous.	...will take part in synchronous learning with assigned remote learning teachers according to the daily schedule.	...will be responsible for completing tasks asynchronously from their assigned teacher. All assignments must be submitted by 9:00 pm in order to receive credit.
Falcons Hybrid	...will attend brick and mortar school according to the daily schedule with their teachers of record.	...will be responsible for completing tasks asynchronously from their assigned teacher. All assignments must be submitted by 9:00 pm in order to receive credit	All remote Electives and Health synchronous. Core classes asynchronous.	...will attend brick and mortar school according to the daily schedule with their teachers of record.	...will be responsible for completing tasks asynchronously from their assigned teacher. All assignments must be submitted by 9:00 pm in order to receive credit
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Detailed descriptions of the activities are shown in color in the next pages

Wednesday's all remote learning

The Synchronous and In Person Daily Schedule

The Asynchronous Remote Schedule

Synchronous Remote and In School Daily Schedule

Synchronous learning takes place in real-time either face-to-face or through a video platform like **Google Meet or Zoom**. When in person, daily attendance will be taken at the start of Period A. Students who are learning from home must have their attendance submitted by their parent/guardian through a Google Form by 8:00 AM.

Period	6th Grade	7th Grade	8th Grade
Arrival - Covid Screening and Morning Announcements 7:20 - 7:57	To Period A	To Period A	To Period A
A 7:57 - 8:36	Team Curriculum Enrichment Cycle	Core	Core WL - Blue
B 8:36 - 9:15	PE	Core WL - Gold	Core
C 9:15 - 9:54	Core	Snack/Flex	Core WL - Gold
D 9:54 - 10:33	Snack/Flex	Core WL - Blue	Core
E 10:33 - 11:12	Core	PE	Snack/Flex
F 11:12 - 11:51	Core	Core	PE
G 11:51 - 12:30	Core	Core	Core

All Remote **Wednesday** Schedule

- Parents/Guardians must submit their child’s attendance by 8:00 am through a Google Form.
- 6th grade exploratory cycle and 7th and 8th grade electives class sessions will take place on Wednesdays.
- Students will participate in either synchronous or asynchronous learning activities from 7:30 am to 12:30 pm.
- Teachers will be available throughout the day to respond to emails and questions.
- All assignments for asynchronous learning will need to be submitted by 9:00 pm.

All Remote Wednesday

6th	7th	8th
7:30 - 8:30: Synchronous session with elective cycle teacher.	7:30 - 8:30: Synchronous session with health teacher.	Flexible student organization and assignment completion time.
8:30 - 9:30: Synchronous session health teacher.	Flexible student organization and assignment completion time.	8:30 - 9:30: Synchronous session with elective teacher.
9:30 - 10:30: Flexible student organization and assignment completion time.	9:30 - 10:30: Synchronous session with elective teacher.	9:30 - 10:30: Synchronous session with health teacher.
10:30 - 10:54: Band and Chorus Elective - Synchronous	10:30 - 10:54: World Language - Asynchronous	10:30 - 10:54: World Language - Asynchronous
10:54 - 11:18: English - Asynchronous	10:54 - 11:18: English - Asynchronous	10:54 - 11:18: English - Asynchronous
11:18 - 11:42: Math - Asynchronous	11:18 - 11:42: Math - Asynchronous	11:18 - 11:42: Math - Asynchronous
11:42 - 12:06: Science - Asynchronous	11:42 - 12:06: Science - Asynchronous	11:42 - 12:06: Science - Asynchronous
12:06 - 12:30: Social Studies - Asynchronous	12:06 - 12:30: Social Studies - Asynchronous	12:06 - 12:30: Social Studies - Asynchronous

Asynchronous/Remote Days (recommended/sample schedule)

Asynchronous learning takes place through a variety of online options or can be done offline. Students will complete work on their own, occasionally using pre-recorded lessons or videos. This schedule is flexible based on student and parent preferences. During this day parents/guardians must submit their child's attendance by 8:00 am through a Google Form. Students are expected to turn in their assignments by 9:00 pm.

Sample schedule -Asynchronous Days

7:30 - 8:00	Logon to your google classroom and scan over the daily work assigned to you. Make sure you have breakfast.
8:00 - 8:30	Create a task sheet of your daily goals of work that needs to be completed. (Put up a white board or post a schedule somewhere by your work space.)
8:30 - 9:15	Language Arts
9:15 - 10:00	Math
10:00 - 10:45	World Language (7/8) Math/Language Arts Practice (6)
10:45 - 11:00	Snack/stretch/restroom/etc.
11:00 -11:45	Science
11:45 - 12:30	Social Studies
12:30 - 2:30	Lunch Check in with teachers during office hours. Check Google Classroom for Elective and PE Teachers Complete any additional assignments or Lessons

During the asynchronous/ remote days, teachers will hold office hours so they are able to assist these students with that day's lesson or assignment.

Teacher office hours will be as follows:

- 12:45 - 1:00: ELA
- 1:00 - 1:15: Math
- 1:15 - 1:30: Science
- 1:45 - 2:00: Social Studies
- 2:00 - 2:15: World Language
- 2:15 - 2:30: Electives/Health

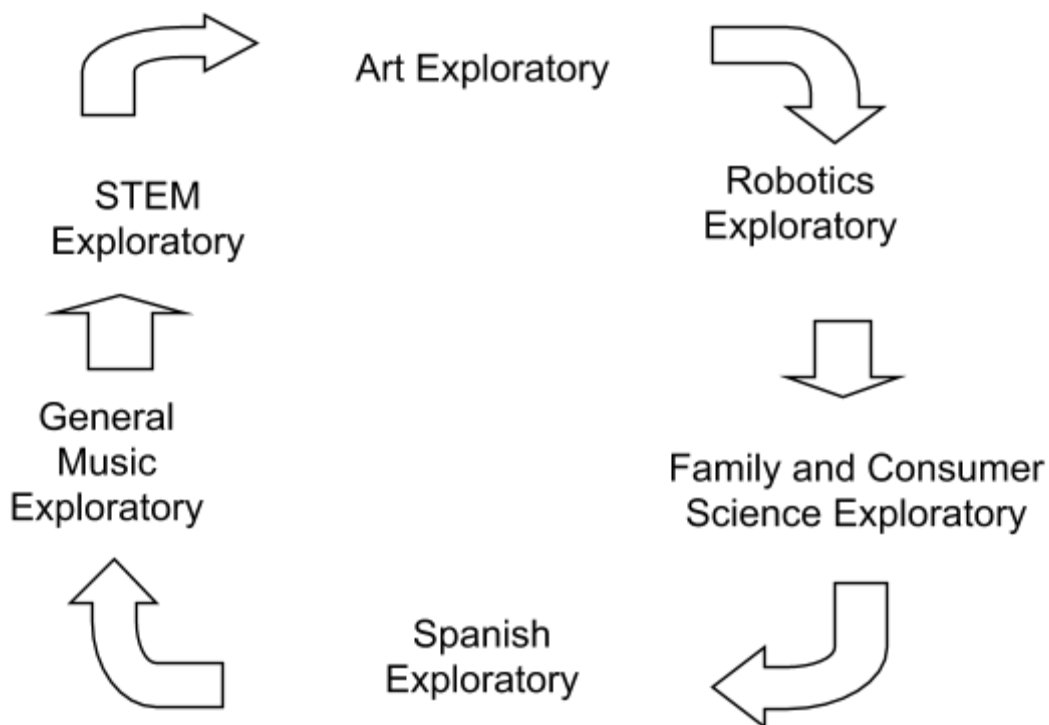
JTMS PROGRAM OF STUDIES

Course of Study

The following is an explanation of the Middle School course of study:

- Core Academic Teams: Students are assigned to a Core Academic Team where they receive instruction in Language Arts, Math, Science, and Social Studies. Sixth grade students will have an additional core class each day, which will run on a four day rotating schedule.
- Physical Education/Health: Students are assigned three marking periods of Physical Education and one marking period of Health.
- World Language: Students in grades 7 and 8 will take either Spanish or French to study during their years at JTMS. Students in 6th grade will take Spanish as part of their sixth grade exploratory cycle.
- Exploratory and Elective Courses: Sixth grade students rotate through six exploratory classes. Each exploratory cycle is approximately six weeks long. Seventh and eighth grade students choose two one-semester courses or one full-year course. Full year courses consist of Band or Chorus.

Jefferson Township Middle School 6th Grade Exploratory Cycle 2020-2021



Grading System

The JTMS grading system is as follows: A+ 100-97, A 96-94, A- 93-90, B+ 89-87, B 86-84, B- 83-80, C+ 79-77, C 76-74, C- 73-70, D 65-69. 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

Students who make Honor Roll are announced after following the conclusion of each marking period. Students are recognized for academic excellence as follows:

- High Honor Roll: The student has earned a letter grade of “A” in all subject areas/classes.
- Honor Roll: The student has earned a letter grade of “A” and/or “B” in all subject areas/classes.

Report Cards and Student Academic Progress

- Report cards are issued after the conclusion of each marking period. Parents/guardians are expected to review their child’s report card on the Realtime Parent Portal. Letter and numerical grades, along with teacher comments are used to indicate academic progress.
- Parents/guardians are encouraged to monitor their child’s academic progress throughout the school year through the Realtime Parent Portal.

Homework

Purpose of Homework

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

Amount of Homework

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

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

Homework for Extended Absences

- 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.

Requesting Work for Student Absent Due to Illness

- If a child will be out sick for more than a day, the parent can request work by contacting Ms. Donna Taylor. Please make requests prior to 9:00 a.m.

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 from Eighth Grade (JTBOE Policy 5411)

Please refer to District Policy JTBOE Policy 5411 on our website, www.jefftwp.org.

Promotion and Retention Policy (JTBOE 5410)

Please refer to District Policy JTBOE Policy and Regulation 5410 on our website, www.jefftwp.org.

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 struggle academically will be assisted through the Response to Intervention (RTI) process.
- Students who continue to fail will be referred to the Intervention and Referral Services (I&RS) Committee.

- Students that receive a final letter grade of “F” in two or more core academic 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 school counselor. Parents/Guardians should contact their child’s school counselor or case manager for details.
- The student’s school counselor, teachers, and parent/guardian are expected to monitor the progress of students who are at-risk for retention.

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. Students will be required to wear masks, except during physical activity.*

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. Students may not share gym lockers and should keep items locked in their gym locker during the gym period. Students are issued a lock. Students are responsible for the lock, ensuring it is returned at the end of the school year. Students are responsible for reimbursement if the lock is lost or damaged.

ATTENDANCE POLICY AND REGULATIONS (JTBOE 5200)

Attendance

Students learn best when they are in school, whether it is in person or through distance learning. If your child is feeling under the weather when they wake up, please assess the symptoms before sending them into school that day. Daily attendance is taken at the start of each school day. On days when students are learning from home, including virtual Wednesdays, parents/guardians must log-in and submit a Google Form by 8:00 a.m. each day. The attendance form will be posted on each school’s homepage and their

teacher's Google Classroom. Parents must complete one form for each child. Only doctor notes can excuse a student from school. Students who reach 4, 7-9, or 10 unexcused absences will receive a phone call and a letter from either the school counselor or assistant principal outlining the Attendance policy. This phone call and letter will also outline a plan to assist the student with coming to school. In the case where a student reaches 10 unexcused absences, a truancy complaint may be filed with the municipal court.

Please refer to District Policy JTBOE Policy and Regulation 5200 on our website, www.jefftwp.org.

Late to School

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

MEDICAL OFFICE AND PROCEDURES

The School Nurse

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

Illness and Injury

A student who becomes ill or injured themselves will obtain a pass from a staff member and report to the nurse immediately. If a student presents with symptoms of COVID-19, he or she will be taken to the school's isolation room and will be evaluated by the school nurse. In either situation, if the nurse believes that the student should go home, the student's parent/guardian will be contacted. Students are not permitted to call home or text home to be excused for an illness. The absence of a student sent home by the nurse or main office is recorded as excused.

STUDENT SERVICES

School Counseling Services

We believe that all students have the potential to develop attitudes, skills and behaviors that will enable them proactively to achieve their goals. Toward this end, our school counselors and Student Assistance Counselor teach decision-making, communication and problem-solving skills within an approved K-12 curriculum. Individual and group counseling services involve areas such as academic advisement, career exploration, personal and interpersonal counseling, peer relationships, student-teacher issues and classroom performance. As important members of the educational team, school counselors consult and collaborate with teachers, administrators, and families to assist students however needed. Above all, our school counselors are student advocates who are empowered to work cooperatively with other individuals and agencies to promote the development of their advisees.

Student Assistance Counselor (SAC)

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

Parents/Guardians Conferences

Due to health concerns, visitors to the building will be limited and virtual meetings will be scheduled whenever possible. Visitors must complete a health questionnaire and wear a mask or cloth face covering at all times.

Media Center (JTBOE Policy 2362)

In an effort to follow social distancing guidelines, at the beginning of this school year students will be given directions using our online book search program called Destiny to search for a book. Once students choose a book on the Destiny program, the book will be delivered to their classroom. When the student is finished reading the book, they will return it to their classroom library shelf. Books will be collected and returned to the library where they will sit untouched for three days until they are put back into circulation.

Please refer to District Policy JTBOE Policy 2362 on our website, www.jefftwp.org.

Films and Videos

Only approved educational materials or products rated “G” or “PG” are shown in school or school related situations. Periodically, teachers will select a commercial film or video rated “PG-13.” In such cases, a parent/guardian 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” be shown.

MIDDLE SCHOOL PROCEDURES

Water Bottles

- All water bottles must contain only water: Flavored water or added flavors are not permitted.
- All bottles that contain glass will not be permitted in the building.
- *Students may not bring water bottles into the Library or Computer Labs.*
- *Teachers may ask students to leave water bottles in their lockers if they are doing something in the classroom where the water bottle might cause a problem, for example, using the mobile labs or doing a lab in Science.*
- *Allowing students to carry around a water bottle is a privilege. Misuse may lead to that student being unable to have a water bottle in class.*

Flex/Snack Period

Will take place in their assigned classroom.

- Before eating students may use the restroom
- Must sanitize hands
- Students may not begin eating until all students are in their assigned seats.
- No movement around the room when students are eating.
- Students must eat, clean up and sanitize their desk area and hands before leaving their seats.
- There is additional time built into the class period for students to catch up on assignments, use the restroom, or participate in a class activity.

Suggested Snacks

Please send in snacks that are single serving snack packs, finger food, easy to clean up and little mess.

Other than the water bottle they bring from home, please do not send in additional drinks with your child.

Please do not send in yogurts, fruit cups, apple sauce, etc. We prefer that you refrain from bringing in foods with peanuts or tree nuts.

- Cheese sticks
- Cheeze-Its
- Goldfish
- Snack bar (Kind Bar, BelVita, etc.)
- Popcorn
- Baked chips
- Cut up fruit or veggies in a zip lock bag.

Cafeteria

- *Students are expected to display appropriate behavior in the cafeteria and comply with directives from the cafeteria staff. Students may be assigned seats at the discretion of the cafeteria security personnel, teachers in the cafeteria and/or administration.*
- *Seating will be two at a bench, eight (8) total students at a table.*
- *Students are expected to clean their table after use.*
- *Students must remain at their tables at all times, getting permission to leave the table if needed.*
- *Students are not permitted to bring in glass bottles.*
- *For student accountability purposes, students must ask permission to leave the cafeteria to use the restrooms, go to the main office, or other purposes. A sign-out book is located at the school store counter in the cafeteria.*
- *Due to allergens in certain foods, students may only bring in food/snack items for themselves.*
- *Students are discouraged from sharing or trading, food, drinks, straws, or utensils.*
- *Parents/Guardians are encouraged to monitor student purchases and to discuss with their children appropriate amounts of snacks that they purchase. Monitoring can be done via the parent portal.*

- *Students are not permitted to consume or bring in caffeine enhanced beverages (i.e. energy drinks such as Monster Amp, Red Bull, Jolt, etc.)*

Cell Phone/Laptop/Computer Use within the schools

In order for the Jefferson Township School District to prepare our students 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 take place in the classrooms and students will be using laptops supplied to them within classrooms throughout various settings.

Students using electronic devices, other than those approved or using an electronic device without the permission of a staff member, will have them confiscated and turned in to the assistant principal. The student will also receive disciplinary consequences. Cell phones should be turned off upon arrival and left in the student's backpack. All students will be issued district laptops to use during the school year. Students will be expected to utilize technology devices for educational purposes during times when permission is granted from a staff member, only. Please refer to the following link for any questions regarding Electronic Device Communications and Recording.

Use of Electronic Communications and Recording Devices (JTBOE Policy 5516) and Pupil Use of Privately-Owned Technology (JTBOE Policy 2363)

Please refer to District Policy JTBOE Policies 5516 and 2363 on our website, www.jefftwp.org.

Computer/Internet Acceptable Use Policy (JTBOE Policy and Regulation 2361)

Since district provided laptops will be issued, any student who violates the Acceptable Use Policy (AUP) will receive disciplinary consequences for not adhering to the middle school's code of conduct regarding electronic devices. During online live lessons, students are not permitted to video record any live online sessions with their teacher and classmates. Students are not permitted to use programs, software, social media or games unless assigned by their teacher.

Please refer to District Policy JTBOE Policy and Regulation 2361 on our website, www.jefftwp.org.

Telephone Use

Students who need to call home should ask permission. Phone access is found in the School Counseling Office. It is encouraged that students use the phone during their lunch, before school, or after school. The use of cell phones is not permitted as per JTBOE Policy 5516. Cell phones should not be visible once school is in session. Cell phones should be turned off upon arrival and left in the student's locker. If a parent/guardian needs to contact a child, the parent may contact the main office and a message will be given to the student. A student using a cell phone without staff permission during school hours will have their cell phone confiscated and the phone may be turned over to the parent or guardian. The student will also receive disciplinary consequences (office detention). During the school day, a teacher may give students the opportunity to utilize their cell phone for educational purposes, only. When permission is given from a staff member, cell phone use is acceptable.

School Supplies and Personal Items

Students will be responsible for carrying a backpack to school with all the supplies they need during their time in school. The student's backpack will stay at their assigned desk in their homeroom class. Students may not have backpacks that are on wheels, they must be carried.

Suggested list of supplies for students' backpacks includes:

- Charged school laptop/chromebook and charger (required)
- Calculator
- Pencils
- Pens
- Highlighters
- Spiral Notebook
- 5 Folders
- Water Bottle and Snack (finger food only single packet or ziplock bag)

Supply list for at home learning:

- Laptop/Chromebook and charger
- Calculator
- Paper Pens
- Colored Pencils and Markers
- Blank paper
- Other suggested supplies for elective teachers (will be sent via google classroom)
 - Health/PE
 - Art
 - Family & Consumer Science
 - STEM
 - Computer Science
 - Robotics
 - Music
 - Band
 - Chorus

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

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

Lockers

- *All students receive a locker to store books, clothing, book bags or backpacks as well as laptop cases/bags.*
- *Student lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable belief that there has been a violation of the law, district policy, or school rules and regulations.*

- *Students should keep the locker locked at all times. Rigging the locker so it will pop open when using the combination lock is not needed, is not advisable, nor permitted. Students may be held accountable for damages to the locker.*
- *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 from 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, or main office; however, there is also a lost and found location in the locker rooms which contains items left in the gymnasium or locker room during physical education classes. 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. Records will be held until item(s) is replaced or restitution made. Refer to JTBOE Policy/Regulation 5513 “Care of School Property Policy” and “Care of School Property Regulation” on our website, www.jefftwp.org. 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.

Fines and Money Owed to School

Money owed to school (i.e., Pomptonian Food Services, laptop/power adaptors, book fines for damaged/lost books, etc.) must be paid prior to the end of the school year as students’ school records through Realtime will be unavailable until this obligation is fulfilled. In addition, students will be excluded from participating in trips, team/grade level events, activity nights, picnics, and clubs/activities, etc. Furthermore, any eighth grade students who have not fulfilled their financial obligations will not be permitted to participate in the Promotion Ceremony and/or other Promotion activities.

Use of Metal Detectors (JTBOE Policy 7444)

Please refer to District Policy JTBOE Policy 7444 on our website, www.jefftwp.org.

C-Wing Shortcut

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

Parent Drop Off

Students who are driven to school will enter the building through the Blue Pass door located at the Weldon Road side of the building in the lower parking lot. Parents **may not** drop their students off prior to 7:20, because a staff member will not be available to screen the students or let them into the building until 7:20. Drop off time ends at 7:50. When waiting to drop off their students, parents must be mindful of where they are stopped in an effort to not block the entrance of the upper parking lot so that buses can continue their routes. Middle school students who are driven by a high school sibling will be permitted to enter the high school, with their sibling(s). This request must be made in writing and submitted to the middle school main office. The student will receive a pass which they will show upon entering the middle school from the high school after they go through the health screening at the high school. From there the student will then walk to their homeroom in the middle school.

Parent Pick Up

Students must have a parent note indicating that they are being picked up after school, the date, and the name of the person who is picking them up. Students will be given a Blue Pass by their first period teacher. Parents will wait at the Blue Pass door for the students. In order to expedite dismissal, parents will need to put the name of the student that they are picking up in the passenger side window so that it is visible to the staff member waiting at the door. Parents may opt to give their children a permanent Blue Pass that allows the student to meet the designated adult at the Blue Pass door every day. Students who are being driven home by their high school siblings must also have a blue pass. Middle school students will meet their sibling at B28 during Wave 1 dismissal in order to leave with them for the day.

Parents/Guardians Pick-up and Drop-off Procedures

Parents/guardians dropping off their children in the morning can do so between 7:20 a.m. and 7:35 a.m. at the parent drop-off location in the lower B parking lot on Weldon Road. This is also known as the Blue Pass Door. If a student is being dropped off after 7:35 a.m., the parent/guardian must come into the School Counseling Office to sign their child into school.

*If parents/guardians wish to pick up their child at the end of the school day, they must send in a note with their child stating the date and the name of the person picking up their child. The student will present this note to the Main Office staff either in the morning before homeroom or during lunch in order to get a Blue Pass. At the end of the school day during wave-one dismissal, the student will meet his/her parent at the Blue Pass Door in the lower B parking lot. A staff member will be present at the Blue Pass Door to monitor parent/guardian pick-up and to check the student passes. **If a parent happens to forget to send in a note with his/her child, a handwritten and signed note photographed and attached to an email will be accepted up until 12 noon the***

day of pick up. Email of all main office secretaries: (igurlacz@jefftwp.org, pstahl@jefftwp.org, and dtaylor@jefftwp.org).

If a parent/guardian wishes to pick up his/her child during the school day, they can send in a note with the time of pick-up. Students will bring that note to the main office in the morning to receive an early dismissal pass (White Pass). Parents/guardians wishing to sign their child out during the school day should do so prior to 2:00 p.m. to avoid the buses in the parking lot during after school dismissal.

If someone other than the child's parent/guardian is picking up a child, the parent/guardian must provide a signed note granting permission to another adult to pick up his/her child on the specified date.

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 entering the high school without permission will be subject to disciplinary action.
- Students are not permitted to attend after-school events at the high school, such as athletics, without supervision in accordance with Blue Pass procedures.

Emergency Evacuation and Lockdown/ALICE Procedures

In compliance with NJ state law, Jefferson Township Middle School is required to anticipate and prepare for emergency situations. As a result, evacuation and lockdown drills are conducted, regularly. 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 an emergency “enhanced” 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 authorities. 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 Blackboard instant alert system, but wish to enroll, should contact the main office or www.jefftwp.org.

Pupil Supervision After School Dismissal (JTBOE Policy 8601)

Please refer to District Policy JTBOE Policy 8601 on our website, www.jefftwp.org.

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 necessary.

Student of the Month

Students who exemplify the Six Pillars of Character are nominated for Student of the Month. Each month the teams and departments select a student for Student of the Month based on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Positive Behavior Supports in School (PBSIS)

The Positive Behavior Supports in School (PBSIS) program was implemented in the 2012 school year. The JTMS community chose Respectful, Accountable, and Positive (RAPs) as our behavioral expectations for each middle school student. Throughout the building there are signs that outline these expected behaviors.

Standards for School Dress (JTBOE Regulation 5511)

Please refer to District Policy JTBOE Regulation 5511 on our website, www.jefftwp.org.

Pupil Discipline/Code of Conduct (JTBOE Regulation 5600)

Please refer to pages 20 and 21 of this manual for Grades 6-8 Chart of Conduct. Please also refer to District Policy JTBOE Regulation 5600 on our website, www.jefftwp.org.

GRADES 6-8 CHART OF CONDUCT

* These behavioral expectations and responses from the school administration include, but are not limited to what is listed below. Please note: All consequences will be at the discretion of school administration.

INFRACTION	Teacher Detention / Lunch Detention	DISPOSITIONS					REFER TO:			
		Lunch Det.	OFFICE DET.	MULTIPLE DET.	IN-SCHOOL SUSP.	OUT OF SCHOOL SUSP.	Prin. or Asst. Prin.	SAC/CST/ Guidance Counselor	JTPD	SUPT
<i>All infractions will include an Administrative Conference and/or Teacher Conference.</i>										
Late to School (Arrival to 1st period after 7:35) *Per Marking Period			@3	3+			X	X		
Late to class (Referred by teacher)	X		1st-2nd Offense 5+ min.	3			X			
Cut Class				1st	2nd, 3rd= 2 days		X	X		
Cutting Detention				1st	2nd, 3rd= 2 days	4+	X			
Insubordination	X	X	X	X	X	X	X			
Disruption	X	X	X	X	X	X	X			
Foul Language	X	X	X	X	X	X	X			
Foul Language Towards Staff					X	X	X			
Instigation		X	X	X	X	X	X			
Bus Misconduct (May also result in loss of privileges- i.e. bus susp.)		X	X	X	X	X	X			
Horseplay							X			
Horseplay with Injury				X	X	X	X			
Creating an unsafe environment	X	X	X	X	X	X	X			
Retaliating by pushing/hitting				X	X	X	X			
Physical Scuffle				X	X	X	X			
Threats/Extortion				X	X	X	X			
Fighting					X	X	X		X	X
Assault						X	X		X	X
Harassment/Intimidation/Bullying		X	X	X	X	X	X	X		X
Forgery (Academic consequences possible)				X	X	X	X			
Copying Homework (Academic consequences possible)	X		X				X			
Cheating on Test (Academic consequences possible)				X (3 Det.)	X		X			
Plagiarism (Academic consequences possible)				X (3 Det.)			X			
Truancy					X		X			
Dress Code Violation *		X	X	X	X		X			
AUP Violation							X			
Littering		X	X	X	X	X	X			
Out of Area			X	X	X	X	X		X	X
Vandalism				X			X			
Smoking					X	X	X		X	X

Possession of Tobacco/Tobacco Related Products- (1st Offense ISS; 2nd Offense- 2 Days OSS; 3rd Offense 3 Days OSS)					X	X	X	X	X	X
Possession, distribution, and/or use of other tobacco/tobacco related products (1 st Offense- 1 Day ISS; 2nd Offense- 2 Days ISS; 3rd Offense- 3 Days ISS)					X	X	X	X	X	X
Substance Abuse- Possession, distribution and/or under the influence (see 5530R Substance Abuse- Section E.10.J and Section L.4)						X	X	X	X	X
Gambling					X	X	X		X	X
Severe Misconduct (!0 Days OSS- Police Notification)						X	X	X	X	X
Electronic Communication Recording Device (Without Staff Permission)			X	X	X					
Use of Electronic Devices (Without Staff Permission)			X	X (Social Media/ Computer Use- Game Play)	X					
*Dress Code Violation- 1st Offense Verbal Reprimand- Warning- Required change of inappropriate attire. Additional infractions may result in further consequences.										

Harassment, Intimidation and Bullying (JTBOE Policy and Regulation 5512)

Please refer to District Policy JTBOE Policy and Regulation 5512 on our website, www.jefftwp.org.

Sexual Harassment of Pupils (JTBOE 5751)

Please refer to District Policy JTBOE Policy 5751 on our website, www.jefftwp.org.

Pupil Smoking Policy and Regulation (JTBOE 5533)

Smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. This includes the use of e-cigarettes.

Please refer to District Policy JTBOE Policy and Regulation 5533 on our website, www.jefftwp.org.

Substance Abuse Policy and Regulation (JTBOE 5530)

Please refer to District Policy JTBOE Policy and Regulation 5530 on our website, www.jefftwp.org.

Dating Violence at School Policy and Regulation (JTBOE 5519)

Please refer to District Policy JTBOE Policy and Regulation 5519 on our website, www.jefftwp.org.

STUDENT ACTIVITIES

After School Clubs and Activities

Due to the COVID-19 crisis, the after school activities and clubs will take place after school and online.

Evening Activities and Programs

Throughout the school year there are a variety of evening activities and programs in which students participate. In order for a student to attend an evening activity or program sponsored by the Middle School, he or she must be present in school on the day of the activity or program.

Co-Curricular Activities Policy (JTBOE 2430)

Please refer to District Policy JTBOE Policy 2430 on our website, www.jefftwp.org.

Demerit Point System

Throughout the school year, students will have the opportunity to participate in special events such as activity nights, dances, picnics, and class trips. If the nature of a student's discipline record is at a serious level, a student may be excluded from any special event due to the number of demerits accumulated at the time of the event. 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 suspension; 2 points for deprivation of privileges; 3 points for an ISS; 4 points for an OSS. Students who remain infraction free for one month will have a demerit removed from their record.

School Yearbook

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

Field Trips

- *Field trips may be scheduled during the school year as approved by the Board of Education. All costs, such as transportation, admission fees, are paid by the parents/guardians. The destinations for these trips are selected by the teachers and vary from 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.*
- *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 barred from a field trip may appeal his/her case to the teacher/trip coordinator or academic team coordinator. Students who accumulate 5 demerits or more prior to the 2nd Semester (start of 3rd Marking Period) or 10 Demerits or more following that, may appeal. An appeal committee will hear each student's appeal. The decision of the appeal committee is final. In some cases, as determined by administration 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 Level Promotion

Promotion to the next grade level includes the following:

- Student attendance meets district/state guidelines.
- Final grade of a 65 or higher in all Academic Courses of Study.
 - Language Arts, Math, Science, Social Studies, and Physical Education
 - Summer school must be fulfilled and passed when a student has failed two of the previous mentioned courses for the year.

Grade 8 Promotion Activities Procedures

There are five end-of-the-year activities that are designed to celebrate the end of eighth grade. These activities are: promotion field trip, promotion dance, end-of-year picnic, all-school awards program, and the promotion ceremony. These are offered to the students as a privilege and reward for completing Middle School.

- *Any Grade 8 student who has demonstrated violations of the school's student behavior code may be excluded from any or all promotion activities. The following number of demerits will be used as a benchmark to determine if a student is excluded from an activity: Promotion field trip (denial at 10 demerits); promotion dance (denial at 20 demerits); promotion team picnics (denial at 24 demerits); the grade level awards program on the last day of school (denial at 30 demerits); and promotion ceremony (denial at 30 demerits).*
- *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.*
- *A Grade 8 student may be barred from any or all promotion activities for disciplinary or safety infractions.*
- *Due to the fact that these activities are meant to be part of the celebratory process and tied to the idea of promotion to high school, any student that is failing two or more of the core subjects (language arts, math, physical education, science, and social studies) for the year will not be permitted to participate.*

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. Thank you.

Revised: August 26, 2020