

# FAMILY GUIDE & SCHOOL CALENDAR



JEFFERSON TOWNSHIP PUBLIC SCHOOLS

2018-2019

# Home of the Falcons & Falcon Pride

## A Message From the Superintendent of Schools

Dear Falcon Family:

On behalf of the members of the Board of Education, administration, and staff, I would like to take this opportunity to welcome the Class of 2032, families who are new to Jefferson Township and welcome back all returning members of our Falcon family.

Our district is providing information on the opening of the new school year to all parents through our parent portal. On the link for your child's school, you will find a principal's letter, required forms and information. For parents who do not have regular access to a computer at home, computers are available at the Jefferson Township Public Library and in our schools. If you plan to use a school computer, please call the school your child is attending for assistance. It is important that parents call first to make these arrangements.

I strongly encourage you to attend the back-to-school night at your child's school to hear all of the innovative programs that will be offered to your child in the upcoming school year. Please visit our district home page to view the electronic version of the district calendar. The calendar will be updated throughout the school year, as needed. Also, district policies and regulations can be accessed by clicking on to the following link:

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=55e3ccab64024ba7bd17865ea135505c>

Student achievement is the constant focus of the district. The district is committed to providing an enriching curricula to all of our students and working to ensure that our students gain essential knowledge and skills for lifelong success. The Board of Education is committed to providing our teaching staff with continual professional development. With the implementation of three new curricula, we are adding 8 early student dismissal days to the calendar to provide our instructional staff the necessary professional development required for these programs. Please review the calendar for these dates.

I welcome your comments, questions and concerns at any time. I urge you to communicate with your child's teacher, principal and my administrative team when you have a concern. Together we will work to help assure that your child has a successful and enriching school year.

Jeanne Howe

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Jefferson Township High School  
1010 Weldon Road, Oak Ridge, NJ 07438  
(973) 697-3535  
Principal – Dr. Timothy Plotts  
Assistant Principals - Mrs. Vickki Nadler  
& Mrs. Michelle Papa



Milton School  
52 Schoolhouse Road, Oak Ridge, NJ 07438  
(973) 697-4742  
Principal – Mr. Karl Mundi  
School Hours: 8:30-11:10 AM, 12:10-2:50 PM



Ellen T. Briggs School  
K-2  
One Jefferson Drive, Lake Hopatcong, NJ 07849  
(973) 663-0900  
Principal – Dr. Michael Valenti  
School Hours: 8:35-2:55



Jefferson Township Middle School  
Grades 6 - 8  
1000 Weldon Road, Oak Ridge, NJ 07438  
(973) 697-1980  
Principal – Dr. Kelly Cooke  
Assistant Principals – Mr. Robert Hayzler  
& Mrs. Kathleen Tobia



Cozy Lake School  
Grades 1 - 2  
205 Cozy Lake Road, Oak Ridge, NJ 07438  
(973) 697-4777  
Principal – Mr. Karl Mundi  
School Hours: 8:30-2:50



Arthur T. Stanlick School  
Grades 3 - 5  
121B East Shawnee Trail, Wharton, NJ 07885  
(973) 663-0520  
Principal – Mr. Kevin Lipton  
School Hours: 8:35-2:55

### Board of Education Administrative Offices

31 Route 181, Lake Hopatcong, NJ 07849  
(973) 663-5780

Superintendent of Schools – Mrs. Jeanne Howe  
Business Administrator/Board Secretary – Ms. Dora Zeno  
Assistant Business Administrator – Mrs. Rita Giacchi  
Director of Special Services – Mrs. Patricia Hovey  
Director of Student Personnel Services – Ms. Margaret Widgren  
Athletic Director – Mr. William Koch



White Rock School  
Grades 5 - 8  
2 Francine Place, Oak Ridge, NJ 07438  
(973) 697-2414  
Principal – Mrs. Randi DeBrito  
School Hours: 8:30-2:50

## Technology in Our Schools

### Mission Statement

The Jefferson Township School District acknowledges its responsibility to deploy technology across all subject areas and grade levels, to align to the instructional goals and objectives of the NJ Student Learning Standards and to commit to preparing the students to utilize technology in solving real-world problems as informed and productive members of a global society.

In order to prepare our students for their future world, a world of constant change, the district developed a long-range technology plan. It will continue to foster technology rich learning environments in which our investment in technology and training is equal to our students' educational needs, supports our curriculum, and prepares our students to be knowledgeable and productive users of technology. Each of the identified goals for technology is interdependent and requires faculty/administrative, student and community support in order to be successful.

- Prioritized access to technology in order to improve student learning.
- Train students and staff in the practical application of technology.
- Offer access to an array of resources as well as time.

### Philosophy

Technology at Jefferson Township School District strives to support the curricular and administrative needs of the schools and to enable students to employ technology and new learning paradigms in order to enhance and advance their educational experiences during their years in Jefferson.

Jefferson Township School District will continue to maintain the technology infrastructure and technology tools for management, communication, and successful technology integration into classroom instruction. The district will strive to increase access to communication tools and digital information for students, teachers and administrators, both in our schools and in the community to promote 21<sup>st</sup> century skills. The district will ensure that educators will attain the skills and knowledge necessary to effectively use educational technology to assist students to meet the NJ Student Learning Standards, develop higher order thinking skills, foster 21<sup>st</sup> century skills, and positively impacting student learning.

The Jefferson Township School District provides access to desktops, wireless laptops, iPads, interactive whiteboards, and a variety of software, Internet desktops and online textbooks. The purpose of providing technology resources is to promote the integration of technology into the classroom to allow for the students to use critical thinking skills, collaboration techniques, and exercise their creativity.

The student is responsible for appropriate behavior while using technology-related resources. During school, teachers of younger students will monitor activities while online for appropriateness and instructional relevance while the older students will have more responsibility for locating appropriate materials. Access to technology is given only to students who agree to act in a respectful and responsible manner as well as the student's guardian has given permission.

**Please read Policy #2361 ACCEPTABLE USE POLICY for more information.** As outlined in the Board policy and procedures on student rights and responsibilities, the following are not permitted: (Copies available in School Offices)

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

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

## Transportation

### SCHOOL BUS SAFETY & PUPIL RESPONSIBILITY

Safety on the school bus is not solely the responsibility of the school administration and the bus driver. Safety is a matter of teamwork and requires the constant support and attention of the pupils and the parents as well as the personnel at the school.

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

Although we prefer that parents of younger children be present at their bus stop, we realize that it is not always possible. Please teach your children where to go in the event you are not at the bus stop. Thank you for your cooperation.

### STUDENT MEDICAL ALERT

In a continuing effort to safeguard our students, procedures have been established for students who are at risk for anaphylaxis, seizures or other serious medical conditions. On a yearly basis and upon completion of the student medical emergency form by parent or guardian, the school nurse will advise the Transportation Supervisor of students who potentially could experience a life threatening medical emergency. Drivers are informed of this confidential information and at the parent's request may move the student(s) closer to the front of the bus, so that they may be aware of any difficulties the child may experience. All drivers have been trained in confidentiality and emergency procedures, which are strictly followed.

### PARENT RESPONSIBILITY

Parents should familiarize themselves with the list of transportation regulations. At the same time, the importance of observing those regulations should be stressed to the pupil, not only for his/her own safety, but to protect the lives of all students riding the school bus.

Help the driver maintain his/her schedule by making sure that pupils are ready on time. Bus schedules are planned with sufficient time for pupil loading at each stop, but no time has been allotted for tardy pupils. Please do not have the driver stop at places other than the regular bus stop. He/she is not permitted to do so, except by proper authorization from a school official. Be sure you thoroughly understand and obey all traffic laws, rules and regulations pertaining to school buses. Assume responsibility in training your child to cooperate with school officials. Insist on habits of punctuality and correct behavior in waiting for and riding the school bus. Accompany very young pupils to the bus stop each morning and meet the bus in the afternoon for the purpose of supervising conduct and early training in safety practices.

### AFTER SCHOOL TRANSPORTATION

Children are transported in one vehicle assigned to each side of the Township. When the student count is above the capacity of 54 students per bus, an additional bus will be added. Bus stops are limited to insure that all students are transported home in a timely manner, while the cost to the District is kept at a minimum.

***It is the parent's responsibility to select the stop closest to their residence and familiarize their child with this information in the event he/she needs to utilize after school transportation.***

A list of bus stops can be found at:

[www.jefftwp.org/transportation/page/331](http://www.jefftwp.org/transportation/page/331)

### PRIOR TO LOADING

1. Be on time at designated bus stop. The bus must keep to schedules to insure the safety of other pupils. Pupils should be at the bus stop 5 to 8 minutes prior to their scheduled time.
2. Pupils should never stand or play in the road while waiting for the bus. They should exhibit good behavior while waiting for the bus and stay off neighboring properties.
3. Pupils should remain in line at least five (5) feet from the bus when it stops to pick them up and should not move toward the bus until the door is opened.
4. Pupils must wait until the bus is completely motionless before boarding, must enter the bus without crowding or disturbing others and must occupy their seats immediately.

Parents must insist on habits of punctuality and correct behavior in waiting for and riding the school bus.

### STUDENT BELONGINGS

Items being carried on the school vehicle should be contained in a backpack, carry-all, etc. Items should not be larger than the child. It creates an unsafe condition for pupils to carry cumbersome items while entering and exiting the vehicle.

### ROLLING BACKPACKS

Students who use backpacks with wheels are not permitted to roll them up/down the stairs or aisle. Please teach your children to carry their backpacks on/off the bus. While in transit, backpacks should be on the student's lap, seat (if there is room) or under their seat. Be sure the aisle is not blocked.

### MUSICAL INSTRUMENTS ON SCHOOL VEHICLES

***All items must be of a size to be safely stowed under the bus seat or on the student's lap.***

Examples Allowed:  
Flute  
Clarinet  
Alto Saxophone  
Trumpet  
Piccolo

Examples Not Allowed:  
Trombone  
Baritone Horn  
Tenor & Baritone Saxophone  
Alto & Bass Clarinet  
Tuba  
French Horn  
Snare Drum



### WHILE ON THE BUS

1. Pupils must obey the driver. The driver is in full charge of the bus and pupils, and has the authority of a classroom teacher.
2. Go immediately to assigned seat and buckle seat belt. Pupils should remain seated until the bus reaches the school.
3. While the bus is in motion, pupils must remain seated.
4. Keep musical instruments, books and all other objects out of the aisle. Your life may depend on a clear passage to the emergency door.
5. Loud talking, laughter or undue commotion tends to divert the driver's attention.
6. Pupils may not call out to passers-by. Pupils must keep arms or other parts of their body inside the bus at all times after entering and until leaving the bus.
7. Never throw articles from the bus windows.
8. Smoking is not permitted on the bus.
9. Eating and drinking is not permitted on the bus.
10. Always enter and leave the bus through the front door. The rear door is for emergency use only. You will be instructed how to get off the bus quickly in case of an emergency.
11. Assist in keeping the bus safe and sanitary at all times. Remember, the bus and its equipment serves a purpose. Tampering with any part may result in serious injury to yourself or others.
12. Taking of pictures and or videos is not permitted.

Children who disregard these regulations will receive a Misconduct Report on Bus, issued by the driver. Continued disregard of regulations will lead to disciplinary action and quite possibly suspension from riding the bus. Should a child be suspended from bus privileges, his/her parents will have to find other means of transportation to and from school.

### AFTER LEAVING THE BUS

1. No pupil shall be allowed to enter/leave the bus at any place, other than his/her regularly assigned bus stop, without written consent from the principal, as requested in writing by a parent.
2. Pupils that need to cross a roadway must do so quickly. They should walk ten (10) feet in front of the bus and only after the driver signals them to do so.
3. Help look after the safety and comfort of smaller children.
4. Walk quickly, don't loiter, you may be holding up traffic. Go directly home after exiting the bus.
5. For more information please visit:  
[www.jefftwp.org/transportation/transportation.shtml](http://www.jefftwp.org/transportation/transportation.shtml)



**Transportation: Daycare**

Annually, the Jefferson Township Board of Education approves transportation services for the following day care center facilities:

- Alpine Montessori
- Country Day School
- Elements of Learning
- First Impressions Child Care Center
- Jefferson Child Care & Education Center
- Loving and Learning Child Care Center
- My School
- Quality Time Child Care Center

Priority is given to those students who go to and from a daycare, five days a week. Those with “other needs” (AM or PM 5 days per week) will be bussed only if seats are available. Transportation applications may be obtained from the respective day care center. Students using daycare centers relinquish a seat on their legal route. Switching back depends on seat availability. Applications must be filed annually.

**Private Sitters**

Students will be accommodated based on seat availability. Transportation applications can be picked up and dropped off at the elementary school the child will be attending and must be filed annually. Applications will be processed in chronological order. In August, the school secretary will notify these parents if the request can be accommodated. If a new student moves into the area where this will be their legal route, the last private sitter student will be bumped off. Students using sitters relinquish a seat on their legal route. Switching back depends on seat availability. There will be no changes 2 weeks prior to the start of school and 2 weeks after the start of school.

**Emergency closing days may be made up as follows:**

- November Teachers’ Convention (when cancelled)
- Spring Break: 4/15-4/19, beginning with 15<sup>th</sup>, 16<sup>th</sup>, etc.
- End of School Year: beginning with 26<sup>th</sup>, 27<sup>th</sup>, etc.

**Athletic cancellations: [www.jefftwp.org](http://www.jefftwp.org) (Athletics' section)**

**2 Hour Delayed Opening/Early Dismissal School Hours  
Unscheduled School Closings During the School Day**

<i>SCHOOL &amp; PHONE NUMBER</i>	<i>DELAYED OPENING</i>	<i>EARLY DISMISSAL Grades K-12</i>	<i>EARLY DISMISSAL Elementary Conferences</i>
JTHS 697-3535	9:35-2:15	7:35-12:30	-
JTMS 697-1980	9:35-2:15	7:35-12:30	-
Stanlick 663-0520	10:35-2:55	8:35-1:25	8:35-1:10
Briggs 663-0900	10:35-2:55	8:35-1:25	8:35-1:10
Milton 697-4742	Kindergarten: 10:30 2:50 No AM Pre-K Classes PM Pre-K: 12:10-2:50	Kindergarten: 8:30-1:20 AM Pre-K: 8:30-11:10 No PM Pre-K Classes	8:30-1:05 Kindergarten Only
Cozy Lake 697-4777	10:30-2:50	8:30-1:20	8:30-1:05
White Rock 697-2414	10:30-2:50	8:30-1:20	8:30-1:05

In case of a necessary early dismissal of students during the school day due to emergencies, the parents of students grades K-5 will be notified in the following manner: district emergency alert system; local radio and television stations listed below will announce early dismissals during the school day; posted on the district website [www.jefftwp.org](http://www.jefftwp.org).

**IMPORTANT: It is the responsibility of the parent/guardian to give their children detailed instructions in reference to where they are to go and what they are to do in the event of emergency school closings.**

**Inclement Weather-Emergency School Closing & Delayed Opening of Schools**

Please do not call the school or police department for information concerning school closings; wait for notification via district emergency alert system, check the district website at [www.jefftwp.org](http://www.jefftwp.org) or listen for an announcement from the television or radio stations listed below.

<p><b>Radio Stations:</b></p> <p>WNNJ: 1360AM &amp; 103.7FM                  WSUS: 102.3FM                  WJSE: 106.3 FM</p>	<p><b>TV Stations:</b></p> <p>News Channel 12 New Jersey                  WNYW: Channel 5                  WCBS: Channel 2                  WNBC: Channel 4                  WABC: Channel 7</p>
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### KINDERGARTEN REGISTRATION

Kindergarten registration is held in March (date TBA).  
Kindergarten requirements are:

- Original Birth Certificate - Child must be 5 years of age **prior** to October 1st.
- Complete immunization against D.P.T. - a series of four doses is required with one of the doses given on or after the fourth birthday, or any 5 doses.
- Complete immunization against Polio - a series of three Tri-valent doses with one of these doses given on or after the fourth birthday, or any 4 doses.
- Immunization against Measles-two doses given after one year of age or written laboratory evidence of immunity.
- Immunization against Rubella-after one year of age or written laboratory evidence of immunity.
- Immunization against Mumps-after one year or age or written laboratory evidence of immunity.
- Immunization against Hepatitis B (3-series) or laboratory evidence of immunity.
- Immunization against Varicella -vaccine given on or after the first birthday or proof of disease immunity with medical documentation.
- A current record of a physical exam (within the year) prior to entry into school.
- Doctor's or Health Department Certificate is required as written proof that the above were completed.

**NOTE: Proof of residence and child's birth certificate is required at the time of registration. Immunization record and current physical examination will be collected at the kindergarten assessment screening. State law prohibits the acceptance of any child who does not meet these requirements prior to the first day of school in September. These requirements are strictly enforced in our district.**

### STUDENT LEARNING STANDARDS(NJSLS)

- English Language Arts
- Mathematics
- Science
- Social Studies
- World Language
- Comprehensive Health and Physical Education
- Visual and Performing Arts
- Technology
- 21<sup>st</sup> Century Life and Careers

More information on the NJSLS can found on the New Jersey Department of Education website.

### CURRICULUM & INSTRUCTION OFFICE

Curriculum review and revision is an on-going process. During the 2017-18 school year the major revision projects focused on English Language Arts grades K-12.

Elementary Curriculum Councils continue for Language Arts, Mathematics, Science, Social Studies and Technology. These provide a forum for teachers of Kindergarten through grade five. Specifically, the task of each group is to articulate subject area curriculum among the grades, as detailed in our district curriculum. The councils address implementation issues and more importantly, serve as a conduit for good practices among elementary teachers.

Ongoing professional development in curriculum and instruction is provided at grade level and faculty meetings for elementary teachers. In the Middle School, teachers meet in teams, departments, grade levels and faculty meetings. High School teachers meet in departments and at faculty meetings. Professional Learning Communities (PLCs) are in place in each school.

District curricula are aligned to the 2017 NJSLS.

### STUDENT ASSESSMENT

Student assessment is part of the cycle of instruction on all grade levels. Components may be district tests, teacher tests or quizzes, projects, reports and research, writing and homework evaluation. These are based on the developmental level of students and the course content.

Administration of standards-based tests in Jefferson Township Public Schools adheres to the mandates of state and federal government. In particular, the federal government requires that all school districts test students at identified grade levels. The NJ DOE has a mandated student assessment program.

District-level tests are developed by supervisors and teachers at all grade levels. These tests are given to students throughout the course of the school year. Results are analyzed by the teaching staff to provide data on student achievement and curriculum implementation.

### NJ DEPARTMENT OF EDUCATION MANDATED TESTING PROGRAM

The New Jersey Department of Education administers several state-wide assessments in order to determine proficiency levels in meeting the New Jersey Student Learning Standards. All students in grades 3-11 are required to participate in the testing program.

**PARCC** – Partnership for Assessment Readiness for College and Careers. These computer-based exams measure proficiency in the State Standards for English Language Arts and Mathematics. They will be administered via a computer annually in the spring.

**NJ ASK** – New Jersey Assessment of Skills and Knowledge. Students in grades 4 and 8 will continue to take the NJ ASK Science exam to measure proficiency.

**NJBCT** – New Jersey Biology Competency Test. All students taking Biology at the high school level, regardless of their grade level, must take the NJBCT.

**DLM** – Dynamic Learning Maps. This is an alternate assessment for English Language Arts and Mathematics that is aligned to the Common Core State Standards.

### HOME INSTRUCTION

The Board of Education will provide home instruction to an enrolled pupil, Kindergarten through grade twelve, when the pupil is confined to the home or another out-of-school setting, due to a temporary or chronic health condition. Confinement for said health condition must be a minimum of ten consecutive or twenty cumulative days. The Board of Education will provide home instruction to any student suspended from school for disciplinary reasons for five or more days. For any reason other than disciplinary, a doctor's note, including the need for confinement and the dates of confinement, is required. In addition, a written request from the parent or guardian is required.

Requests for home instruction need to be made through the student's school counselor or their case manager. They will provide you with the necessary forms and information.

The Application for Home Instruction is completed by the school counselor or case manager and approved by the building Principal, District Director of Student Personnel Services, School Physician, and Superintendent of Schools.

Additional information regarding the Home Instruction policy can be obtained from the district's website at [www.jefftwp.org](http://www.jefftwp.org).

## SCHOOL HEALTH SERVICES

To learn effectively in school a child needs good health. The school health services of Jefferson Township promote this goal by:

1. Periodically appraising the health status of students, including health histories, blood pressure screenings, vision screening, audiometric screening and scoliosis screening.
2. Notifying parents of health problems or related illnesses and providing referrals to family physicians.
3. Providing emergency care for children who are injured or become ill while in school.
4. Keeping up-to-date health records on all students.
5. Utilizing the school nurse as a resource person in the teaching of health education.

### IMPORTANT HEALTH POLICIES

Every parent/guardian should review the list of policies relating to Health Services. All policies are **strictly enforced** and are listed on the school district website at [www.jefftwp.org](http://www.jefftwp.org).

- #5310-Health Services
- #5320-Immunization
- #5330-Administration of Medication
- #5331-Anaphylaxis to Food
- #8505-School Nutrition

### IMMUNIZATION SCHEDULE

- A current record of a physical examination within 30 days of enrollment into school.
- DPT immunization- A series of 4, with one dose after age 4 or any 5 doses. A Tdap booster entering 6<sup>th</sup> grade.
- Polio immunization-A series of 3, with one dose after age 4 or any 4 doses.
- MMR - Measles, Mumps, Rubella vaccine, two doses given on or after the first birthday. A second dose of measles containing vaccine (e.g. MMR, MR or measles) or laboratory evidence of immunity.
- Hepatitis B vaccine- Three doses of Hepatitis B vaccine containing Hepatitis B virus) or laboratory evidence of immunity.
- Varicella-Vaccine given on or after the first birthday or proof of disease immunity with medical documentation.
- Meningococcal-Students entering 6<sup>th</sup> grade must receive one dose on or after their 11<sup>th</sup> birthday.
- Pneumococcal (PCV) & Influenza-Preschool students' age 12 months through 5 years must have received one dose of PCV on or after their 1<sup>st</sup> birthday and an influenza vaccine annually between 9/1-12/31 each year.

### When to Keep Your Child Home From School

- Students **must** remain home for **24 hours** after the last episode of vomiting, diarrhea or temperature of 100 degrees or higher without the aid of Tylenol or Motrin.
- Students who have a scheduled physician appointment due to illness should not attend school on that day and must obtain a doctor's note in order to return to school. If a strep throat culture is necessary, your child is to remain at home until test results are available and written clearance from the physician is presented.
- Students suspected of a communicable disease (strep throat – **EXCLUSION UNTIL THROAT CULTURE RESULTS ARE AVAILABLE**, pink eye, chicken pox, productive continuous cough, or rash of unknown cause) are **to be kept home** until resolved or a physician's written release is provided.
- If medication (antibiotic) is prescribed for your child, they **must** have taken the medication for a **full 24 hours** before returning to school.
- If your child has an injury, surgery, or a diagnosis, a physician's clearance with noted restrictions **must be presented** to the health office of the school your child attends.
- Any student excused from Physical Education or a High School sport for longer than one week must have a note from their physician, clearing them to return.
- When the school nurse calls due to illness/temperature of 100 F or higher and it is necessary to pick up your child, please do so within a reasonable timeframe (1 hour). This will help the school to minimize cross infection and contamination. In addition, if your child has a temperature of 100 F or higher or is ill, they will not be allowed to take the bus home to avoid exposure to others on the bus.
- Students who are sent home by the school nurse (due to an illness), **are not to return** to school for 24 hours.
- Students who are absent (due to illness) for three days or more may return to school with a written clearance from his/her physician.
- Please list two local contacts on the RealTime Parent Portal and Emergency Medical Information Form. Any changes of telephone numbers or contacts, please notify the Main Office immediately.

### Health Forms

Forms can be obtained by clicking "Health Services" in the Quick links on the left side of the homepage at [www.jefftwp.org](http://www.jefftwp.org)

### Scoliosis Screening

Scoliosis is defined as a condition of the spine in which it may curve to the left or right. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is to recognize scoliosis in its earliest stages. The screening program is conducted on all pupils in grades 5 through 12 every two years as required by law.

Parents not wanting their child to take part in this program should notify the school in writing.

### Pediculosis

Pediculosis (head lice) is listed as a communicable nuisance disease. Parents should periodically check their children for head lice, especially after vacations, sleepovers, camping experiences, etc. Should you find head lice, please notify your school nurse. Students returning to school after an outbreak **must be escorted** by their parent/ guardian and will be evaluated by the school nurse.

General information letters regarding pediculosis can be found on the Parent Portal and on the district website under the Health Services link.

### Administration of Medication

For all students in grades K-12 (unless 18 years or older), all medication must be delivered to the school nurse by the parent or guardian only. No K-12 student is permitted to carry medication to school at any time. No medication, including "over-the-counter", i.e., cough drops, will be dispensed unless the following steps are followed:

1. Prescribed by physician and accompanied by a written doctor's order.
2. A permission form signed by the parent/guardian. Students in grades 6-12 may carry cough drops with written permission from the parent/guardian.
3. The medication must be in the original container and the container and dosage must be made available to the school. In the case of over the counter medication, a new unopened package is requested.
4. FIELD TRIP MEDICATIONS: Contact the school nurse prior to the trip date to ensure that the required medication in-school forms are on file.
5. Parents of students with severe allergies, asthma, diabetes or seizures, who require medications during hours, **MUST** contact the school nurse within the first week of school and submit an asthma action plan/seizure action plan/anaphylaxis/allergic reaction emergency health care plan – Forms may be obtained by visiting [www.jefftwp.org](http://www.jefftwp.org). Click on "Health Services" in the quick links on the left side of the homepage; then click on "forms and information."
6. Any medication not picked up by the last day of school will be discarded. Medications cannot be stored over the summer break.

According to state law, there are **NO** exceptions to the rules for administration of medication in school.





## SPECIAL PROGRAMS

### SECTION 504/ADA

Jefferson Township Public Schools are committed to providing services for those students qualified under Section 504 of the Rehabilitation Act. Section 504 of the Rehabilitation Act prohibits discrimination against handicapped individuals by school districts receiving federal funding.

A 504-accommodation plan is designed for students that possess a physical or mental impairment that substantially impacts a major life activity.

#### Notice of Parental Rights Under Section 504

1. Section 504 of the Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of one's disability.
2. It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
3. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide equal access to educational programs.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).
5. Parents or guardians disagreeing with the decisions reached by the school personnel for accommodations necessary for access to education programming and/or facilities may request a hearing before an impartial hearing officer by notifying the school principal.
6. The designated school district Section 504 Coordinator is: Ms. Margaret Widgren at the Jefferson Township High School.

### SPECIAL EDUCATION

The Jefferson Township School District Department of Special Services provides a range of special education programs and services, from preschool to grade 12, to students whose unique needs extend beyond the regular education program. We offer a full continuum of placement options and continue to stress student achievement and support the district's goal to create a caring and positive environment that encourages each student to develop his or her academic, physical, social, and emotional potential.

In compliance with Project Child Find, the district seeks to identify resident children, ages three through twenty one, who may have learning problems in the areas of cognition, communication, social/emotional and motor functioning. Evaluations are available at no cost to the parents. Children or adult students who are found eligible for special education and related services are entitled to a free and appropriate special education program.

For additional information, please contact the Office of Special Services at (973) 663-5780 ext. 5062

#### School-to-Work Transition

The purpose of transition in the high school is to provide classified high school students with career options that broaden their horizons and provide incentive for achievable goals for their future. Any questions concerning school-to-work transition may be directed to our Transition Coordinator, Ms. Nicole Wildermuth at (973) 697-3535 ext. 5829.



### JEFFERSON TOWNSHIP SPECIAL NEEDS ADVOCACY PARENTS (JTSNAP)

JTSNAP is a local group of parents dedicated to improving the educational environment for all students in Jefferson Township. Parents of special needs children and the general population are invited to attend meetings to help promote positive support and effective change within the district.

Our mission is to:

1. adopt an open form of communication as a means of breaking the existing barriers between the special education and the general education populations;
2. work with the parents, teachers, child study team members and administrators to develop effective educational plans for all students that promote individual needs and growth regardless of a student's abilities and;
3. empower parents so they may become active advocates for their child.

Our efforts are intended to focus on the premise that each child is entitled to a free and appropriate public education. We realize this can only happen when all members of the community and school district work together.

We welcome public dialogue at our meetings to effectively communicate the needs of our students and parents. This will enable us to facilitate a cooperative environment between parents and professionals.

Should you be interested in being a part of this group please contact Mrs. Patricia Hovey, Director of Special Services at (973) 663-5780 extension 5062.

**PHILOSOPHY OF DISCIPLINE K-12**

The Jefferson Township School District acknowledges its responsibility to provide a cooperative educational environment that promotes:

- positive self esteem
- respect for the rights and property of others
- regard for an individual’s dignity, uniqueness and cultural diversity.

**EXPECTATIONS FOR STUDENT BEHAVIOR**

Students, parents, school administrators and boards of education all agree that positive student commitment and behavior are essential to effective learning. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we, the students, parents, teachers, administrators, and the board of education of this school district, expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare themselves mentally and physically for the process of learning
- Demonstrate respect for people and property
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibilities when working as members of a group
- Meet the unique requirements of each class
- Monitor their own progress toward objectives
- Communicate with parents and school personnel about school-related matters

**SEARCH AND SEIZURE**

Student lockers, desks and other such property are owned by the school; therefore school officials are empowered to conduct reasonable searches and seizures in the interest of school safety, sanitation, discipline and enforcement of school regulations. A particular student’s effects also are subject to being searched by school officials. Effects may include automobiles located on school property.

**SEVERE MISCONDUCT**

The Board of Education has a Severe Misconduct Policy for serious offenses involving drugs, alcohol, weapons, vandalism and violence. When an incident is judged to be subject to this policy by the Principal and Superintendent, the individual accused is immediately suspended from school until the Board of Education conducts a closed hearing about the matter. Penalties for an individual determined to be guilty by the Board include lengthy out-of-school suspension, removal from regular classes to an alternate program for up to one year and expulsion. The Board reserves the right to also initiate criminal or civil legal action in such cases.

The Zero Tolerance For Guns Act provides for the immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm or assaulting a member of the school community with a weapon other than a firearm. Any pupil convicted of possessing a firearm on school property, on a school bus or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the school’s regular education program for a period of not less than one calendar year and placed in an alternative education school or program subject to approval by the Board of Education following a hearing.

**IMPORTANT DISCIPLINE POLICIES**

Every parent should review the list of policies relating to discipline. All policies are strictly enforced and are listed on the school district website at [www.jefftwp.org](http://www.jefftwp.org).

- #5512.01-Harassment, Intimidation & Bullying
- #5530-Substance Abuse
- #5533-Smoking
- #5600-Pupil Discipline/Code of Conduct
- #5610-Suspension
- #5611-Removal of Pupils From Regular Education Program for Weapons/Firearms Violation
- #5620-Expulsion

**REENTRY ADMINISTRATIVE PROCEDURE**

Each school in Jefferson Township will establish a Reentry Committee for the purpose of assisting a student who has been absent from school for an extended period of time due to disciplinary actions in compliance with district policy to make a smooth transition back into school. No student may return to school without a re-entry meeting.

**OUTLINE OF PROCEDURES**

1. When the school learns of the pupil’s extended absence, the principal or his/her designee will call the parent/guardian to explain the procedure. The appropriate letter will be mailed to the pupil’s parent/guardian and the treating agency, if applicable, stating the role and requirements of the Re-Entry Committee.
2. A release form for the parent/guardian and the agency will accompany the letter when the pupil is referred to an outside agency.
3. The need for the school to be alerted prior to the time the pupil intends to return to school will be stressed as the responsibility of the parent/guardian so as not to delay the pupil’s re-entry into school.
4. It is the responsibility of the parent/guardian to obtain discharge recommendations and forward them to the school’s administrator or his/her designee.
5. Re-Entry Committee members will endeavor to collect any necessary additional information prior to the meeting.
6. During the Re-Entry Committee Meeting, the committee will draw up an action plan to assist with the re-entry process. All parties will receive a final copy that might include a contract to be signed by the pupil and parent/guardian.
7. Monitoring will be a part of the process. Updates will be offered to staff that have responsibility for the pupil.

**THE ANTI-BULLYING BILL OF RIGHTS ACT**

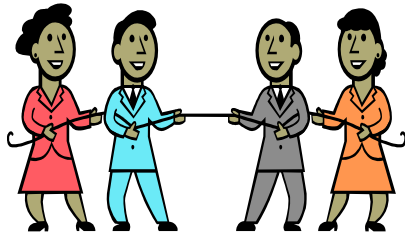
New Jersey’s Anti-Bullying Bill of Rights Act was signed into law on January 5, 2011. The law requires that every school district must adopt a harassment, intimidation and bullying policy that is in compliance with the law. Every school district must have an Anti-Bullying Coordinator and every school must have an Anti-Bullying Specialist and School Safety Team. Each of these has specific responsibilities under the law.

The Jefferson Township Public Schools have established policy and procedures to respond to this new legislation. Detailed information about the Anti-Bullying Bill of Rights can be found on the homepage of the Jefferson Township Schools website.

### Philosophy

The Jefferson Township Public Schools’ Counseling Department has developed an inclusive school counseling curriculum that is an essential and integral component of the educational program. The counselors provide a comprehensive counseling program that focuses on academic, career, and personal/social development and that is driven by student needs, data collection, and district goals. As student advocates, counselors recognize the uniqueness, dignity and personal worth of each individual. The school counseling program is delivered in a systemic manner through the implementation of classroom and group lessons, small group counseling, individual counseling and collaboration with stakeholders. This tiered system of services is inclusive to all students while being responsive to individual student needs. Counselors work collaboratively with students, parents, educators and community members to support each student’s ability to contribute at the highest level as productive members of society.

**CONFLICT MEDIATION HELPS  
REDUCE VIOLENCE, VANDALISM, CHRONIC  
ABSENCE AND SUSPENSION**



### Beliefs

The school counselors of Jefferson Township Schools are committed to providing counseling services with an unconditional positive regard for all students. The school counselors believe that:

- Every student has the potential and ability to achieve success on their personal journey.
- School counselors address the developmental needs of all students through the implementation of the comprehensive school counseling curriculum, responsive student services, and consultation and collaboration with resources.
  - The school counselor advocates for all students by collaborating with and educating stakeholders with regards to students’ needs.
- There are stakeholders in the community who provide valuable insight to the development of the counseling programs and support for their implementation.
- Gathering and analyzing data from a variety of sources is essential to the development of a comprehensive school counseling program.
- The ethical standards of the American School Counselor Association (ASCA) serve as a moral compass that guides school counselors in their professional responsibilities and interactions with students and stakeholders.
- All students’ ethnic, cultural, racial and sexual orientation differences as well as special needs are considered in the planning and implementation of the school counseling program in accordance with the American School Counselor Association and the Ethical Standards for School Counselors.
- All students should feel welcome and safe inside the school.
- Collaboration with parents, school administration, teachers, and community resources are vital to the development and achievement of each student.

### Enforcement of Drug-Free School Zones

The Jefferson Township Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities which shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General’s Executive Directive 1988-1.

**Jefferson Township Municipal Complex  
(973) 697-1500**

- Planning Board: 2<sup>nd</sup> Tuesday of the month at 7:30 P.M.
- Town Council: Usually meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month at 7:30 P.M, with the exception of the summer months. Call the clerk’s office to verify exact dates of meetings.
- Board of Adjustment: 2nd and 4th Monday of the month at 7:30 P.M.

<b>Jefferson Township Public Library</b>	
<b>(973) 208-6244</b>	
Monday through Friday	9:30 AM - 9:00 PM
Saturday	9:30 AM - 6:00 PM
Sunday	1:00 PM - 5:00 PM
Website: <a href="http://www.jeffersonlibrary.net">www.jeffersonlibrary.net</a>	

**Jefferson Township Municipal Alliance  
For a Drug Free Community**

The Municipal Alliance is a mayoral-appointed community group consisting of concerned citizens, law enforcement personnel and school officials. The Alliance works together to advance awareness and prevention of substance abuse in our community. We do this by providing various educational programs in our schools and within the community at large; developing recreational and social opportunities for our youth; and promoting positive self-esteem.

The Municipal Alliance offers the opportunity to take action, but it can only be successful with the active support of our community and that means you. So we hope you will get involved and support the Alliance.

For more information, meeting dates or to get involved please call: Officer Christopher Fabian at (973) 208-3628.

**POLICE/FIRE/EMERGENCY  
(973) 697-1300 or 9-1-1**

**Jefferson Township Police Department Services Bureau  
[www.jeffersonpolice.com](http://www.jeffersonpolice.com)**

The Jefferson Township Police Department is proud to be an important part in your child’s development and education. For more than two decades the Services Bureau has been an active part of the Jefferson Township Public Schools, by providing prevention and safety education programs throughout the district. The department works very closely with the Administration and Board of Education and has formed an excellent working relationship and partnership. Additionally, the school district and police department operate under the State Memorandum of Agreement between Education and Law Enforcement and are committed to a drug free school system. The department began the DARE program in 1990 and in 1999 assigned its first full-time school resource officer to the district.

Officer Christopher Fabian is assigned as the Jefferson Township Public Schools Resource Officer. Officer Fabian’s primary duties include being a resource to the staff and students of the school district; providing programs in the areas of safety and crime prevention and assisting in maintaining a positive school climate. Officer Fabian may be contacted either at his high school office at 973-697-3535 X5884 or at Police Headquarters at 973-208-3628.  
E-mail: [cfabian@jeffersonpolice.com](mailto:cfabian@jeffersonpolice.com)

Corporal Joseph Kratzel is the Jefferson Township Community Services Officer. He provides safety and prevention programs to all members of our community, from our pre-school children to our senior citizen population. Corporal Kratzel may be contacted at 973-208-6153.  
E-mail: [jkratzel@jeffersonpolice.com](mailto:jkratzel@jeffersonpolice.com).

Officer Rodger Davis is the Jefferson Township Traffic Officer and assists in presenting programs in the area of traffic safety and education. Officer Davis may be contacted at 973-208-6159.  
E-mail: [rdavis@jeffersonpolice.com](mailto:rdavis@jeffersonpolice.com)

For additional information on any other programs or services provided, please contact any of the above officers or the Services Bureau Supervisor, Corporal Kratzel at 973-208-6153 or Officer Fabian at 973-208-3628.  
E-mail: [jkratzel@jeffersonpolice.com](mailto:jkratzel@jeffersonpolice.com) or [cfabian@jeffersonpolice.com](mailto:cfabian@jeffersonpolice.com)

## Homework

### Grades K – 5

1. Acquire home study techniques and the ability to work independently
2. Make-up work due to absence
3. Work that can be done more effectively at home (projects, reports on special events, etc.)
4. Need for extra study in a subject area
5. Time allotments

It is not possible to dictate or pre-determine homework time allotments for given grades. The classroom teacher has the insight and knowledge to determine pupil needs. The nature and type of assignment is within the teacher's scope of responsibility.

All pupils beginning at the Kindergarten level should have homework experiences during each school week because homework is an integral part of the total school program. The following time allotments are suggested:

Grade K - Homework should be given occasionally and should not exceed 15 minutes daily.

Grade 1-3 - Homework should not exceed one half hour per evening.

Grade 4 - Homework should not exceed three quarters of an hour per evening.

Grade 5 - Homework should not exceed one hour per evening.

These time allotments are not to be considered as maximum requirements. Some students may require more or less time. Guidelines do not attempt to limit in any way the teacher guided enrichment of the program.

Nature of assignments:

1. Assignments should involve only material on which the pupil can work independently.
2. Homework should not require teaching by parents, but may involve help from them.
3. Requirements must be clearly understood by all students.

### Middle School Grades 6 - 8

1. Purpose of homework
  - a. In order that a student may progressively acquire home study techniques, and develop ability for the type of independent work which becomes more and more essential as she/he progresses through the grades.
  - b. As a means of "making-up" work lost because of absence.
  - c. To permit work that can be done more effectively at home than at school.
  - d. To meet the need for extra study in an area where a student is having difficulty.

#### 2. Amount of homework

It is difficult to pre-determine time allotments for given grades, for only the classroom teacher has the insight and knowledge of the needs of his/her students.

It is anticipated that homework will be given a maximum of three times per week for one half hour in each content area, not to exceed 1 1/2 hours per night per team. Individual students may require more or less time. This guideline does not attempt to limit in any way the teacher-guided enrichment of the program.

#### 3. Extended Absence for Non-Medical Reasons

In the case of a planned extended absence, homework will be assigned only on material that has been taught. In the elementary and Middle School, teachers may suggest, in the event the student is absent because she/he is traveling, activities that are related to the reason for the absence. For example, a travel journal, or a series of letters based on the student's travel experiences might be appropriate.



### High School Grades 9 -12

Homework, as prescribed by the classroom teacher, is the foundation of the students' academic success. Homework is assigned to provide additional practice on a concept or skill, to help students extend their learning, or to serve as an informal assessment of students' progress.

Homework assignments may or may not be graded, depending upon the teacher's purpose for assigning the homework. However, all homework assignments are designed to be integrated into classroom instruction or to reinforce prior work.

Some homework assignments may contribute to a larger paper, project, or assessment. These assignments are crucial to ensure students are making adequate progress to meet course expectations.

The amount of time a student will spend on homework will vary widely based upon the number of courses in the daily schedule, the level of the curriculum, and the student's need for practice, review or reinforcement.

Students who are absent from school will have two days to submit missing homework for each day of absence.

Students who are aware of an upcoming absence may request homework assignments in advance from their teachers.



## ABSENCES AND EXCUSES PROCEDURES

It is essential that a pupil attends school regularly. Absence can be a major cause of failure. Requests to be excused during the school day are not permitted, except for emergencies. Medical, dental and non-urgent appointments should be made at times when school is not in session. Make-up work, while helpful, cannot match what has been missed. Moreover, habits of regular attendance emphasize the seriousness of the educational experience, while absence for minor reasons encourages an attitude of indifference to school. Parents are requested to call the school whenever their child is absent.

### Absences/Excuses Middle School/High School

Absences and Excuses Procedures for the Middle School/High School can be found in the respective student handbooks.

#### Excused Absences

- A. Pupil illness
- B. Recovery from accident
- C. Required court attendance
- D. Death in the family
- E. Religious observance
- F. Such good cause as may be acceptable to the Principal.

#### Attendance Policy

Every parent should review the Policy relating to student attendance. All policies are **strictly** enforced and are listed on the school district website at [www.jefftwp.org](http://www.jefftwp.org). #5200-Attendance



### Returning to School

Children returning from a period of illness are expected to resume their normal schedule, which includes outdoor play, gym, etc. Therefore, they should be prepared to participate and be adequately dressed for weather conditions. If the doctor does not feel the pupil is ready to resume a full program, a doctor's note must be provided indicating any restrictions so special arrangements can be made with the principal, teacher and or the school nurse.

#### Return-to-School Notes

When a pupil is returning to school from an illness, the notes for elementary students are to be given to the school's main office and the notes for Middle & High School students are to be given to the Guidance Office. All gym notes "No Gym" or "Return to Gym" are to be given to the school nurse.

#### Truancy

The Board of Education will report to the appropriate authorities, infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the pupil.

It shall be the policy of the Board of Education to consider the effectiveness and appropriateness of the educational program that is offered each pupil who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team for its recommendations.

### **Jefferson Township Nutrition Services**

Pomptonian Food Service is pleased to serve the Jefferson Township schools. As your school's nutrition provider, it is our goal to offer a program that meets not only the likes of the students, but also provides sound nutrition. The District will be participating in the National School Lunch Program and each week's menu will be designed to meet certain nutritional requirements. Lunch consists of five components, including: an entrée with bread, two servings of fruit and/or vegetable and an 8 oz. milk selection.

Students at all grade levels will be able to select from a variety of lunch selections each day. Each school features a farm stand, in which students have the opportunity to select their vegetable/fruit from a variety of options as part of the lunch program. We are also proud to feature in-season "Jersey Fresh" produce.

Each day, the High School cafeteria will feature seven changing specials. In addition, the students will be able to select from many popular items available daily, including assorted pre-made salads.

Middle School students will also enjoy a wide variety of hot menu selections daily, including an expansive number of changing specials.

The elementary school cafeterias will feature two hot meal selections, with alternate, salad platter selections, a sandwich selection (which changes weekly) or yogurt lunch meals for students each day.

All schools will be focusing on nutrition. The cafeterias will put an emphasis on featuring healthier dining choices that are popular with students and healthier snacks that will be in compliance with the District's wellness policy.

Parents and students are offered the convenience and security of putting cash/checks into their student's account to be used for cafeteria purchases, as well as through the Parent Portal using a debit or credit card. Checks are to be made payable to "Jefferson Township Nutrition Services". (Please put the student's name on the memo line.) Students can also put cash on their account as they make a purchase, by telling the cashier to leave the change on account.

Communication and feedback are important to the success of the Nutrition Program. We appreciate the valued input of parents and students. Please feel free to contact our Director of Food Services, Ms. Megan Pollard at (973) 697-3106 or email your comments or suggestions to [mpollard@jefftwp.org](mailto:mpollard@jefftwp.org).

### **Lockers**

Homeroom teachers will assign lockers and combinations to all members of the homeroom. Students should keep a record of the combination.

Keep your lockers locked at all times, especially when articles are left in them. Keep your combination private; don't allow anyone to look over your shoulder while working your combination. Students are not permitted to double up in lockers unless assigned by the office. Money and valuables should not be left in lockers. Hall and gymnasium lockers are school property and are, therefore, subject to inspection by school personnel at any time. Defacing of any locker is unacceptable and will result in a fine. The inside and outside of the lockers are to be clear of any writing.

### **Affirmative Action**

Each year federal law requires us to make available to parents the school district's policies on Affirmative Action. Affirmative Action refers to equal educational opportunities for all students and equal employment opportunities for staff. The Board of Education policies are listed below. The Affirmative Action Officer (AAO) for the Jefferson Township School District is Ms. Margaret Widgren.

### **Affirmative Action Plans**

The Affirmative Action Plans for the Jefferson Township schools are on file in the office of the Superintendent of Schools.

### **Statement of Non-Discrimination**

The Jefferson Township Board of Education affirms its responsibility to ensure all students in the public schools of Jefferson Township equal educational opportunity, and all employees equal employment opportunity, regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status, age or marital status.

### **Grievance Procedure**

Complaints will be brought to the attention of the Affirmative Action Officer, who will respond in writing, within ten school days. The response may be appealed to the Superintendent of Schools, who will conduct an informal hearing with a written decision rendered within ten days after the appeal is filed. The complainant may appeal the Superintendent's decision to the Board of Education, which will render a decision within ten days. At the end of each step the complainant will be notified by letter of the actions taken.

## Family Life Education

### A Responsible and Effective AIDS Education Program

#### Grades One and Two

Students will:

- Define what germs are.
- Explain what a virus is.
- Recognize that there are different kinds of viruses.
- Identify ways viruses can be spread.
- Recognize that the body has cells that fight germs.
- Describe how vaccines are used to fight germs.

#### Grades Three and Four

Students will:

- Describe ways in which germs are spread.
- Describe how T-cells and antibodies help protect a person from illness.
- Explain why the AIDS virus is dangerous.
- Describe ways the AIDS virus is spread.
- Describe ways the AIDS virus is not spread.
- Describe what it is like to have AIDS.

#### Grades Five and Six

Students will:

- Discuss the role of the immune system in protecting against disease.
- Define AIDS and explain how infection with HIV breaks down the immune system.
- Explain how HIV is transmitted through sexual contact.
- Explain how HIV is transmitted through IV drug use.
- Explain how a pregnant female may infect her unborn child with HIV if she is infected with HIV.
- Discuss the signs and symptoms and progression of AIDS.
- Describe how a diagnosis of AIDS is made.
- Identify ways to never become infected with the AIDS virus.

### JTMS/JTHS

Students will:

- Define immunity and describe the role of body defenses in protecting the body against disease.
- Explain how HIV infection results in a breakdown of the immune system.
- Explain why opportunistic infections develop in persons with AIDS.
- Identify body fluids in which HIV is present in high concentrations.
- Discuss ways in which HIV can be transmitted during sexual contact and intravenous drug use.
- Explain why it is risky to be sexually active, have multiple sex partners or have sex with a prostitute.
- Discuss reasons why use of drugs such as alcohol, marijuana and cocaine may increase the chances of engaging in risky behaviors.
- Identify ways that HIV is not transmitted.
- Discuss why abstinence is a responsible choice for teens.
- Identify refusal skills for saying NO to sex and drugs.
- Discuss reasons why sexually active teens should change their behavior.
- Explain that a latex condom with nonoxynol-9 reduces the likelihood of infections with HIV, but is not 100% effective.
- Discuss testing procedures for HIV and the importance of early treatment.
- Conclude that a person who has HIV will always have it.
- Identify signs and symptoms of AIDS including characteristics of Kaposi's sarcoma, pneumocystis carinii pneumonia and AIDS dementia complex.
- Discuss drugs such as AZT and research into vaccines.
- Identify school policies for HIV/AIDS.
- Discuss the loss of loved ones with AIDS.
- Identify changes in health care due to AIDS.



## COMMUNITY INFORMATION

### PLAYGROUNDS & PARKS

#### **JEFFERSON SOUTH – Lake Hopatcong section**

Camp Jefferson – 81 Weldon Road

Child’s Park – 82 East Shore Road

Firemen’s Field – 750 Route 15 South

Lakeside Park – 15 Swan Lane

Prospect Point Park – 30 Florida Avenue

Schwarz Park – 81 Schwarz Boulevard

#### **JEFFERSON NORTH – Milton section**

Berkshire Valley Park – 5534 Berkshire Valley Road

Bicentennial Veterans’ Memorial Park – 1033 Weldon Road

Chamberlain Park – 48 Chamberlain Road

Creative Playground - 1033 Weldon Road

Dogwood Park – 2 Dogwood Drive

Jefferson Township Gazebo – 1033 Weldon Road

Johnson’s Pond – 237 Cozy Lake Road

Kennedy Field – 11 Apollo Drive

Legion Field – 28 Legion Road

Longwood Lake Park – 13 Longwood Lake Road

Ralph Ackerson Park – 151 Ridge Road

Water’s Edge Tot Lot – 17 Fox Chase Road

### CAMP JEFFERSON & SUMMER DAY CAMP

Located at 81 Weldon Road, 1/2 mile from Route 15, this 94-acre complex was purchased in 1999 by the Township. This facility is used 7 days a week by numerous recreational and civic groups for meetings, sign-ups, recreation and dinners. The Lakeland Senior Citizen Club also uses the Community Lodge as its base. The Lodge is available for rental (no alcohol and no smoking policy) for birthdays, anniversaries, graduation parties, etc. Contact the recreation office at (973) 663-8404 for additional information.

The Jefferson Township Recreation Department began its summer day camp program in 2003 and continues its efforts each summer to address the needs of the township residents and surrounding communities where parents are looking for an exciting and affordable full week of summer camp in the Jefferson Township area. The program is held in a safe and natural environment.

Camp Jefferson’s facilities include a spring-fed lake for boating and fishing open grass fields, an amphitheater, fire pit with seating, numerous themed cabins, main community lodge with full kitchen, a recreation hall, basketball courts, picnic pavilion, high and low ropes courses, a rock wall with zip line, archery range and a state-of-the-art playground.

A 5-day week or 3-day week from 9 AM to 3 PM is offered with special early bird registration prices. There’s a discount for campers who are Jefferson Township residents, as well as a discount for an additional sibling registered within the same 5-day program week. The program is open to all children 3 years old, as of the first day of camp and completely toilet trained, those children entering kindergarten through 6<sup>th</sup> grade that coming September, and a teen program for children entering 7<sup>th</sup> and 8<sup>th</sup> grades that September.

Before and/or after camp care, electives, sports clinics, special trips, lunches, off-site trips and morning-only bus transportation are all available options for an additional charge each week.

#### PRIVATE DAY-CARE FACILITIES

Alpine Montessori	(973) 697-4565
Country Day School	(973) 697-4734
Elements of Learning	(973) 545-2211
First Impressions Child Care Center	(973) 663-1880
Jefferson Child Care & Education Center	(973) 663-2704
Loving & Learning Child Care Center	(973) 208-8540
My School Creative Child Care	(973) 697-2211
Quality Time Child Care Center	(973) 697-6675

## District Anti-Bullying Specialists

Ellen T. Briggs: Mrs. Elizabeth West  
 Arthur Stanlick: Ms. Lyndsay LaConti  
 Milton/Cozy Lake: Mrs. Dana Williams  
 White Rock: Ms. Lauren Provost  
 JTMS: Ms. Joanne Martino  
 JTHS: Ms. Barbara Francavilla

### School Building & Administrative Offices Security Protocol

Storage bins have been placed outside of every district building. Please use the intercom to notify building staff that you have placed an item in the bin and be sure to have a name on the item. Staff will retrieve the item and deliver it in a timely manner. When visiting a building, you will be required to present photo identification. Do not hold the door open for other visitors; each visitor must ring the building for entry. All visitors are required to give their name, who they are visiting, purpose of the visit and if you were expected. Your cooperation is greatly appreciated.

# September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day	4	5	6 First Day of School	7	8 ACT Test Date
9	10 Rosh Hashanah- Schools Closed BOE Meeting – JTHS Media 7:30	11	12 E.T. Briggs Back to School 6:00 PM	13 Stanlick Back to School : Grades 3&4 6:30 Grade 5 7:15	14	15 Marching Band Competition JTHS 6-10:00 PM
16	17 Milton Back to School 6:00	18	19 Yom Kippur- Schools Closed	20 White Rock Back to School 6:00	21	22
23	24	25 Meet the College Reps. JTHS 6:30	26 JTHS Back to School 7:00	27 JTMS Back to School 6:30	28	29 Mr. Jefferson JTHS 7:00
30		Cozy Lake Back to School 6:00				

### ***District Anti-Bullying Specialists***

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 Arthur Stanlick: Ms. Lyndsay LaConti  
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 White Rock: Ms. Lauren Provost  
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# October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> <b>SAT Testing at JTHS</b>
<b>7</b>	<b>8</b> <b>Columbus Day – Schools Closed</b> <b>BOE Meeting – JTHS Media 7:30</b>	<b>9</b>	<b>10</b> <b>PSAT Testing Day</b>	<b>11</b> <b>Homecoming Bonfire –J.V. Baseball Field 7:00</b>	<b>12</b> <b>Homecoming Game versus Vernon 7:00</b>	<b>13</b> <b>Homecoming Dance JTHS 6-10:00</b>
<b>14</b>	<b>15</b>	<b>16</b> <b>Early Dismissal</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> <b>ACT Test Date</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

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# November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b>	<b>2</b>	<b>3</b> <b><i>SAT Test Date</i></b>
<b>4</b> <b><i>Daylight Savings Ends</i></b>	<b>5</b>	<b>6</b>	<b>7</b> <b><i>End of 1<sup>st</sup> Marking Period MS &amp; HS</i></b>	<b>8</b> <b><i>NJEA Convention – Schools Closed</i></b>	<b>9</b> <b><i>NJEA Convention – Schools Closed</i></b>	<b>10</b>
<b>11</b>	<b>12</b> <b><i>BOE Meeting – JTHS Media 7:30</i></b>	<b>13</b> <b><i>Early Dismissal</i></b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> <b><i>Early Dismissal</i></b>	<b>22</b> <b><i>Thanksgiving – Schools Closed</i></b>	<b>23</b> <b><i>Thanksgiving Break – Schools Closed</i></b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

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# December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <b>SAT Test Date</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> <b>ACT Test Date</b>
<b>9</b>	<b>10</b> <b>BOE Meeting –</b> <b>JTHS Media 7:30</b>	<b>11 End of 1<sup>st</sup></b> <b>Marking Period-</b> <b>Elementary</b>	<b>12</b>	<b>13</b>	<b>14</b> <b>Old English Feast</b> <b>JTHS 7:00</b>	<b>15</b> <b>Old English Feast</b> <b>JTHS 7:00</b>
<b>16</b> <b>Old English</b> <b>Feast JTHS 3:00</b>	<b>17</b>	<b>18</b> <b>JTMS Choral</b> <b>Concert 7:00</b> <b>(@ JTHS)</b>	<b>19</b> <b>JTHS Choral</b> <b>Concert 7:00</b>	<b>20</b>	<b>21</b> <b>Early Dismissal</b>	<b>22</b>
<b>23</b>	<b>24 Holiday Recess</b> <b>– Schools Closed</b>	<b>25</b> <b>Holiday Recess –</b> <b>Schools Closed</b>	<b>26</b> <b>Holiday Recess</b> <b>– Schools</b> <b>Closed</b>	<b>27</b> <b>Holiday Recess –</b> <b>Schools Closed</b>	<b>28</b> <b>Holiday Recess</b> <b>–</b> <b>Schools Closed</b>	<b>29</b>
<b>30</b>	<b>31 Holiday Recess</b> <b>– Schools Closed</b>					

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# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> <i>Holiday Recess – Schools Closed</i>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> <i>Early Dismissal</i>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> <i>MLK Day – Schools Closed</i>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <i>End of 2<sup>nd</sup> Marking Period MS &amp; HS</i>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

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# February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> <b><i>Jefferson Idol</i></b> <b><i>JTHS 7:00</i></b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> <b><i>ACT Test Date</i></b>
<b>10</b>	<b>11</b>	<b>12</b> <b><i>Early Dismissal</i></b>	<b>13</b>	<b>14</b>	<b>15</b> <b><i>Presidents' Day</i></b> <b><i>Weekend –</i></b> <b><i>Schools Closed</i></b>	<b>16</b>
<b>17</b>	<b>18</b> <b><i>Presidents' Day –</i></b> <b><i>Schools Closed</i></b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>		

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# March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> <b><i>Broadway Cabaret JTHS</i></b> <b>7-10:00</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> <b><i>SAT Test Date</i></b> <b><i>Winter Guard Competition 2:00</i></b>
<b>10</b> <b><i>Daylight Savings Begins</i></b>	<b>11</b> <b><i>Early Dismissal</i></b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> <b><i>End of 2<sup>nd</sup> Marking Period-Elementary</i></b>	<b>21</b>	<b>22</b> <b><i>JTHS Spring Musical 7:00</i></b>	<b>23</b> <b><i>JTHS Spring Musical 7:00</i></b>
<b>24</b> <b><i>JTHS Spring Musical 2:00</i></b>	<b>25</b> <b><i>Early Dismissal</i></b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						



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# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3 End of 3<sup>d</sup> Marking Period MS &amp; HS</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9 Early Dismissal</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13 ACT Test Date</b>
<b>14</b>	<b>15 Spring Break – Schools Closed</b>	<b>16 Spring Break – Schools Closed</b>	<b>17 Spring Break – Schools Closed</b>	<b>18 Spring Break – Schools Closed</b>	<b>19 Good Friday Spring Break – Schools Closed</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

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# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> <b>SAT Testing at JTHS</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> <b>Early Dismissal</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> <b>Memorial Day – Schools Closed</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

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# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <b><i>SAT Test Date</i></b>
<b>2</b>	<b>3</b>	<b>4</b> <b><i>Senior Awards Athletic Banquet Casa Bianca</i></b>	<b>5</b>	<b>6</b> <b><i>Senior Prom The Legacy Castle Pompton Plains</i></b>	<b>7</b>	<b>8</b> <b><i>ACT Test Date</i></b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> <b><i>JTMS Promotion 6:30 – Ennis Field</i></b>	<b>25</b> <b><i>Last Day of School – Early Dismissal All Grades **JTHS Graduation 6:30 – Ennis Field</i></b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						

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# July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> <b><i>Independence Day</i></b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <b><i>ACT Test Date</i></b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
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# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	

**Harassment, Intimidation and Bullying - Go to [www.jefftwp.org](http://www.jefftwp.org) to view the entire policy and other related policies and regulations in series 5000.**

**Policy Statement**

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

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

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

“Electronic communication” means communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer or pager. Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

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

**Expected Behavior**

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

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

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

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infraction of these rules and guidelines. The district prohibits active and passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

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

# JEFFERSON TOWNSHIP BOARD OF EDUCATION

**Mrs. Jill VanNess, President**  
**Mr. Matthew Millar, Vice President**

**Mrs. Amy Gould   Mr. James Martorelli**  
**Mrs. Stacey Poulas   Mrs. Melissa Senatore   Mrs. Jill Small**  
**Mr. Michael Stewart   Mrs. Adele Wildermuth**

<b>Main Number Administrative &amp; Supervisors (973) 663-5780</b>	<b>Jefferson Township Public Schools Robert F. Drummond Administrative Offices 31 State Route 181 Lake Hopatcong, New Jersey 07849</b>	<b>Main Number Business Office (973) 663-5782</b>
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<b>Mrs. Jeanne Howe Superintendent of Schools</b>	X 5094	<b>Mr. Christopher Hiben, Supervisor, Family Consumer Science, G&amp;T, STEM, &amp; Science</b>	X 5075	<b>Ms. Dora E. Zeno Business Administrator &amp; Board Secretary</b>	X 5010
<b>(TBD) Assistant Superintendent</b>	X 5089	<b>Mr. Daniel Papa, Supervisor, Fine &amp; Studio Art, Related Arts, &amp; Social Studies</b>	X 5072	<b>Mrs. Rita Giacchi Assistant Business Administrator</b>	X 5010
<b>Mrs. Donna Guarino Coordinator, Human Resources</b>	X 5045	<b>Mr. Robert Starita Business &amp; Mathematics</b>	X 5074	<b>Mr. Blake Vichengrad Supervisor, Buildings &amp; Grounds</b>	X 5017
<b>Mrs. Patricia Hovey Director, Special Services</b>	X 5062	<b>Mrs. Theresa Fritzky Special Education</b>	X 5078	<b>Mrs. Vanessa Sanchez Supervisor, Transportation</b>	X 5085
<b>Mr. William Koch (973) 697-3535 Director, Health, Physical Education, &amp; Athletics</b>	X 5863	<b>Mr. Derek Sica, Supervisor ESL, Music, &amp; World Language</b>	X 5073	<b>Mr. Robert Fleming (973) 697-3535 Coordinator, Technology</b>	X 5844
<b>Ms. Margaret Widgren (973) 697-3535 Director, Student Personnel Services</b>	X 5835	<b>Ms. Kelly Villa, Supervisor Instructional Technology</b>	X 5077	<b>Mr. Richard Gherardi (973) 697-3535 District Network Administrator</b>	X5844
		<b>Ms. Jennifer Wnuk, Supervisor Language Arts</b>	X 5076		