

JEFFERSON TOWNSHIP HIGH SCHOOL

2020-2021

STUDENT HANDBOOK



“You can’t hide from Falcon pride”

Kevin Lipton, Principal

Mrs. Vicki Nadler, Assistant Principal, Academic Leadership

Mrs. Michelle Papa, Assistant Principal, Student Leadership

JTHS Mission Statement

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

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

PRINCIPAL'S MESSAGE

Without a doubt, this has been a crazy last six months in education all around the world. As we prepare to reopen JTHS, I want to reassure everyone that even though the district is still implementing a hybrid system (partial in-school learning and partial virtual learning); we are and always will be here for you. Your academic, social, and emotional needs are of the utmost importance to us. If you are struggling in any way, please make sure you reach out to one of your teachers, counselors, administrators, or friends. We will always strive to be a united community.

To all of our new students, whether you are freshman or have just transferred from another school- **welcome!** We are excited to have you join us. To all of our students, please make sure you read this handbook and the appropriate documents on the parent portal. By doing this, you will become more familiar with all of our policies and procedures. You will know and understand the high school's expectations of learning and behavior. In short, we expect you to be great high school and community citizens and lead others by your great examples of hard work and decision making. We expect you to take pride in your work and accomplishments.

By now, everyone is very familiar with the laws, policies, and procedures on bullying type behavior. In short, it is expected that no one will engage in behavior that seeks to intentionally harm another person. That type of behavior has no place in our school or in our greater community. We will always look to include and not alienate other people.

As we begin our year with our hybrid model I want to call attention to a few differences that you will notice this year as opposed to the way we ended last year. First for students- your attendance in virtual classes is mandatory. That is, if your teacher has an online session during your normal period (as per your assigned cohort), you must attend that session. If you do not attend, you will be marked absent. This absence will count just like if we were in school full time. All assigned work must be completed and submitted as per the announced due date. I am asking you for the sake of consistency, habit, and routine, to follow your normal daily school schedule whether you are reporting in-person or working from home. For your expectations of teachers- teachers have been given specific guidelines and schedules as to when they will teach in class and online. These schedules also include expectations of when they will be available to assist you virtually and when they will be able to assist you through email.

This year will present unique challenges as far as extracurricular and co-curricular activities go. With us starting the year on an early dismissal schedule and not being allowed to have students meet after school these activities will present difficulties in running. We want you to stay as involved as possible. Some activities will run and some may not. My advice to you is to make sure that you are paying attention to announcements so that you know if there is an activity coming up that interests you.

I look forward to meeting everyone in person as soon as possible. I wish all of you a safe, productive, and successful school year.

Kevin Lipton
Principal

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Mr. Richard Gherardi, Network Administrator
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JEFFERSON TOWNSHIP HIGH SCHOOL

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Marybeth Lapszynski

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Kayla Alkon
Kevin Flatierre
Robin Montegari
Amy Robinson, SAC
Tara Torkos

MATHEMATICS

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Ernest Fisher
Tanya Hartig
Hong Hu
Aleyna Mannerberg
Molly Neral
Rhonda Powell
Kimberly Serzan
Serina Signorello

William Stager

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MEDIA CENTER

Michelle Aluotto

MUSIC

Chad Flynn
Daniel Gugger

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Katelyn Cannarozzi
Shannon Chapman
Jason Kalish
Lori Kircher
Matthew Moscatello
Katelyn Oller
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Mark Feinsinger
Nancy FitzGerald
Marc Gaydos
Joseph Guziewicz
Mary Johnston
Jane Kirshenbaum
Kathryn Kula
Sarah Montgomery
Gino Rose
Anthony Szwartz

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Christopher Eastman
Kasey Farris
Brian Hough
Matthew Levine
Marguerite Moya
Marcus Thompson

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Kaitlyn Brueno
Joshua Cacella
Shery Cella
Joseph DiGennaro
Ashley Dispenziere
Carrie Hutchinson
Elizabeth Jermyn
Karen Kosco
Karen Mason
Amy Pearce
Megan Piazza
Nicole Wildermuth

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Tyler Morris
Jason Nicholas
Marilyn Sawicki

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Amy Garcia
Meg Gray
Kimberly Moss
Marybeth Neuschatz
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Sean Quinn
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Tom Ray
 Ron Squires
 Anthony Vicidomini

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 Geoff Miller
 Michael Stevens

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Ed Gatsch
 Charles Robinson
 Dave Sorber

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 Kathryn Cook
 William Garcia
 Leslie Heller
 Grace Knape
 Laura Mahoney

CUSTODIANS

Jeff Erbs
 Marithza Gil
 Robert Leppard
 Robert Luongo
 Michael Pucio

MAINTENANCE

Daniel Faber
 Rick Sanchez

Pandemic Response

Students and parents, please realize that the ongoing covid pandemic will continue to have an impact on many things that we do at JTHS. Many of the impacts have been indicated in this handbook. However, it is impossible to account for everything and additional impacts may need to be announced on an ongoing basis. Thank you for both your support and understanding.

Important- please remember that as part of our reopening plan, there are certain protocols that are **mandatory** and non-negotiable. This includes the **wearing of masks at all times** (other than PE and while eating a snack- both of these when directed by your teacher). Students who refuse to wear masks properly (covering both nose and mouth) will be directed to comply. Continued refusal to wear masks properly or refusal to wear them at all will result in the student being sent home. Students are also reminded to make sure that they are practicing proper **distancing protocols** at all times.

JEFFERSON TOWNSHIP PUBLIC SCHOOLS

2020-2021 School Calendar

September 1-3	All Staff Orientation and Meetings for Faculty and Staff
September 7	Labor Day (Schools Closed)
September 8	First Day of School – All Students
October 23	Staff PD (Early Dismissal)
November 5-6	NJEA Convention (Schools Closed)
November 25	Early Dismissal
November 26-27	Thanksgiving Recess (Schools Closed)
December 23	Early Dismissal
December 24-31	Winter Recess (Schools Closed)
January 1	New Year’s Day (School Closed)
February 12	Staff PD (Early Dismissal)
February 15	President’s Weekend (Schools Closed)
March 12	Staff PD (Early Dismissal)
April 2-9	Spring Break (Schools Closed)
May 31	Memorial Day (Schools Closed)
June 14-17	Early Dismissal (HS and MS only)
June 18	HS Graduation and Last Day for Students (Early Dismissal)- Tent.

Emergency closing days may be made up as follows:

- 1st November – Teachers’ Convention (when cancelled)
- 2nd April 5-9, beginning with 9th.
- 3rd June, beginning with the 21st

Cohort Schedule for September

Sunday Saturday	Monday	Tuesday	Wednesday	Thursday	Friday	
	M & Th: Falcon Cohort Only	T & F: Jefferson Cohort Only	Wednesday: Both Cohorts Meet Virtually			
		1	2	3	4	5
6	7	8 Jefferson Cohort	9 All Virtual	10 Falcon Cohort	11 Jefferson Cohort	12
13	14 Falcon Cohort	15 Jefferson Cohort	16 All Virtual	17 Falcon Cohort	18 Jefferson Cohort	19
20	21 Falcon Cohort	22 Jefferson Cohort	23 All Virtual	24 Falcon Cohort	25 Jefferson Cohort	26
27	28 Falcon Cohort	29 Jefferson Cohort	30 All Virtual			

Bell Schedule During Hybrid Learning

Periods for 8 pd/day	Early Dismissal ALL CLASSES MEET	VIRTUAL
	7:15	
	7:20	
	Screening 7:20-8:10 (51)	
	Upon arrival to school all students report to Block A	
1	8:11-8:38 (27)	7:35-8:05 (30)
2	8:42-9:09 (27)	8:09-8:39 (30)
3	9:13-9:40 (27)	8:43-9:13 (30)
4		
	Snack	
5	10:30-10:57 (27)	10:18-10:48 (30)
6	11:01-11:28 (27)	10:52-11:22 (30)
7	11:32-11:59 (27)	11:26-11:56 (30)
8		
Dismissal	12:30	
Dismissal	12:37	

GOOD CITIZENS AND PILLARS OF THE COMMUNITY

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

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

STUDENT ATTENDANCE

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

The following absences are considered excused absences:

- Disabling illness (verified by a physician note) **
- Recovery from an accident **
- Sent home by school nurse
- Medical visit*; The school has the right to verify the validity of a medical note
- Driver's license exam*
- Required court attendance*
- Death or serious illness in the family
- Religious observance NJSA 18A:36-14-6
- College visitations /interviews* (limited to a maximum of three days per year for 11th & 12th graders)
- Employment interviews*
- Good cause acceptable to the principal
- Suspension

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

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

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

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

- At the tenth cumulative late arrival to school per marking period, two office detentions will be assigned and each lateness thereafter (10-15).
- At the sixteenth cumulative late arrival to school per marking period, an in-school suspension will be assigned and other appropriate actions.
- **Students attending the prom who are absent from school on the Monday following the prom and who are unable to submit acceptable documentation for an excused absence will face disciplinary consequences.**

The Following Absences Are Considered Unexcused Absences:

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

Late to Class: Students must arrive to class on time.

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

Early Dismissal Procedures:

1. Students **MUST** submit, in writing, a request from a parent (guardian) to the main office upon arrival to school.
2. Only written notes will be accepted for early dismissal. The office will **NOT** accept phone calls, emails, and/or facsimile transmissions (faxes) for early dismissals.
3. Students with approved dismissal requests will receive a pass to leave class.
4. The student reports to the main office for parental/guardian pick up and scans out of school on a laptop.
5. Classes will not be disturbed to call a student who did not submit a request to leave early.
6. Student drivers who leave school early without proper permission will lose campus parking and receive appropriate discipline.

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

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

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

1. Make a mandatory referral to the court program required by New Jersey Administrative Office of the Courts.
2. Make a reasonable attempt to notify the student's parent or guardian of the mandatory referral.
3. Continue to consult with the parent or guardian and the individual agencies to support the student's return to school.
4. Cooperate with law enforcement and other authorities and agencies, as appropriate.

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

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

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

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

Attendance for Co-Curricular Activities:

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

HEALTH OFFICE

The health office provides several services for JTHS students.

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

- Physical exam
- Blood pressure

- Scoliosis
- Vision
- Hearing
- Tuberculosis for students entering from out of state.

Medications: When possible, medication should be timed to be taken at home. The New Jersey State Department of Education and district policy and regulation (5330) **prohibits** students from carrying any medications on the bus or into the school. The only exceptions are medications approved for self-administration such as, but not limited to, inhalers and Epipens.

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

GUIDANCE AND COUNSELING

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

Guidelines:

- All students must sign the logbook upon entering guidance.
- In order to meet with a school counselor or a case manager, students should visit guidance before school, after school, or during their lunch/academic or study period. If the counselor or case manager is not available, the student is advised to complete a request for a conference form. The counselor will prepare a pass with the date and time of the scheduled visit and give it to the student’s homeroom teacher the following morning. If you have an emergency or are

in a crisis, please inform the secretary who will find an appropriate staff member for you to speak with immediately.

- Should a parent or student wish to contact a member of the Child Study Team, the student or parent should contact the case manager to schedule an appointment.
- Parents, guardians, and students seeking specific information regarding guidance center services should visit the guidance and counseling website.

Senior Final Exam Exemption:

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

1. Is the student a senior?
2. Does the student have an “A” average in the fourth marking period?
3. Does the student have an overall “A” average for the four marking periods. *Note: Seniors enrolled in the Seton Hall Project Acceleration program must complete the final exam in order to receive college credit from Seton Hall University. This may also apply to students wishing to receive concurrent credits with other colleges and universities.*

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

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

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

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

Project Acceleration: Since 1978, Project Acceleration, a concurrent enrollment program within the College of Arts and Sciences at Seton Hall University, has allowed high school students in New Jersey and New York to get a head start on their university careers. Over the course of their high school career, students can earn college credits from Seton Hall University for approved courses taken in their secondary schools. The college credits earned through Project Acceleration are accepted at more than 200 colleges and universities. There are currently 65 high schools offering Project Acceleration courses and approximately 2500 students participate each year. For information regarding this program, students should see their school counselor.

Military Release of Information: In accordance with proposed Board of Education policy, a Directory of Student Information consisting of names, addresses and phone numbers of all juniors and seniors will be established each school year. This information will be released upon request to educational, occupational and military recruiters unless the principal receives written instructions from a parent/guardian or an adult student advising us they wish to be excluded from this directory. The basis for this request is the **No Child Left Behind Act of 2001.** This act also

allows parents/guardians and secondary students the right to choose not to be included in such a directory. A letter explaining rights of exclusion is included in the information mailed home to the parents of junior and senior students at the start of school.

Marking Period/Exam Schedule:

<u>Marking Period</u>	<u>Report Card Posted on Portal</u>
<u>MP1:</u> Sept. 8, 2020 - November 10, 2020	November 14, 2020
<u>MP2:</u> November 11, 2020 - January 27, 2021	February 3, 2021
<u>MP3:</u> January 28, 2021 – April 12, 2021	April 16, 2021
<u>MP4:</u> April 13, 2021 - June 18, 2021	June 23, 2021
<u>Quarterly Exams:</u> Marking Period 1: TBA Marking Period 2: TBA	

Final Exams*: TBA

***Note: Final Exams are early dismissal/half days for all high school students. Attendance at all exams is required and students must stay in class for the entire examination period.**

All absences due to illness must be verified with a doctor's note.

Any absence from school will be unexcused unless verified by a doctor's note or defined as excused by policy 5200 (Attendance). Any unexcused absence will result in a grade of "0" on the final exam.

All makeup final exams will be TBA in the media center.

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

Grading System: Grades are recorded in an alpha-numeric, plus/minus system. Not only does this system give students and parents more accurate feedback on student progress, but it also

further delineates the performance of students based on a more rigorous schedule and within a grade category.

All course grading at JTHS are calculated as follows:

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

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

The numerical equivalents are as follows:

Grades and Quality Points

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

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

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

Honor Roll:

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

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

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

SUMMA Award

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

President's Award for Outstanding Academic Achievement

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

Falcon Scholar with Distinction: Weighted GPA 4.25 and above

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

Falcon Scholar: Weighted GPA 4.00 and below 4.25

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

Loss of Course Credit/Failure:

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

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

LEVEL CHANGE, ADD/DROP and WITHDRAWAL PROCEDURES

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

Honors and AP Courses: Students may not add or drop any honors or AP courses after June 1 and before the end of the first marking period. Students scheduled for an Honors or AP level

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

NOTES:

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

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

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

ONE-TO-ONE

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

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

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

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

MEDIA CENTER

The media center will be closed for students until further notice. Book check out will remain available. Directions on how to check out books will be announced when school opens.

Extra Assistance

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

Academic Study is provided for:

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

Self-Directed Period is provided for students in grades 10, 11, and 12 by administrative discretion. Students have the flexibility in how to manage their time.

Eligibility based on:

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

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

Criteria:

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

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

NATIONAL HONOR SOCIETY

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

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

1. All juniors and seniors who have achieved an **unweighted** cumulative grade point average of 3.55 or greater, or a **weighted** grade point average of 3.75 or greater are eligible for consideration. Students must have attended Jefferson Township High School for at least one semester prior to being considered for membership in the National Honor Society. If a student transfers to JTHS and is already a member of NHS, he or she will remain a member as long as good standing status is maintained.
2. Students who meet the scholastic requirements and wish to be considered for membership must submit the following:
 - Completed activity sheet including advisors' signatures where indicated
 - One letter of recommendation from a teacher, employer, or religious leader in support of the student's character
 - Letter from student outlining how he/she fulfills the attributes of character, service, and leadership as evidenced on the student's activity sheet
3. Students who submit the required information will be rated by the Jefferson Township High School staff in the areas of character, service, and leadership as follows:
 - Character - honesty, cooperation, shows concern for others
 - Leadership - in the classroom, school activities; does more than required
 - Service - to school, to other students, to staff, to community
4. A five member faculty council will meet to review candidates' credentials. The National Honor Society advisor will serve as an ex-officio member of the faculty council. The council makes the final selection. Each student is discussed and a vote is taken. Any student receiving three favorable votes is offered membership in the National Honor Society.
5. Any candidate not offered membership may appeal to the principal in writing no later than one week following the selection. A committee consisting of the principal and the National Honor Society advisor hears all appeals.
6. National Honor Society members must remain in good standing and may be subject to dismissal from NHS for the following reasons:
 - Falls below the standards of scholarship, leadership, service, or character
 - Cumulative GPA falls below the NHS standard in effect when he or she was selected
 - Fails to perform any of the published obligations of membership
 - Violation of the school's code of conduct
 - Cheating of any kind
 - Posts on the Internet and/or social media of comments/material that is below the standards and qualities of character and leadership
 - A violation of the law or school regulations

The member will receive written notification indicating the reason for possible dismissal from the adviser or faculty council. The member and adviser can discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held. All proceeding will follow NHS chapter bylaws.

STUDENT ACTIVITIES

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

Eligibility Requirements:

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

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

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

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

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

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

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

- Students should know their academic standing as it applies to participation in athletics and co-curricular/ extracurricular activities. When academic eligibility for a sport or co-curricular/ extracurricular activity is in doubt, students should contact their school

counselor. This should be done well in advance of the start date for the sport or co-curricular/ extracurricular activity.

- Students should contact their coaches and advisors when they are having difficulties during the season (marking period) and may need academic assistance. Coaches and advisors have been advised to keep close contact with members of their respective teams and organizations with regard to their academic standing. Each coach or advisor has the responsibility and obligation to help guide every student on his/her team or club academically and socially, especially those who may have difficulty maintaining eligibility.

JTHS Student Co-Curricular Activities*			
Academic Bowl	Drone Racing Club	National English Honor Society!	Stand Up To Cancer
A Cappella (pending)	Educators Rising	National Honor Soc. !	Student Council
American Red Cross	Environmental Club	PDP	Table Tennis
American Sign Language Honor Soc. !	Fall Drama	Project Kind	Talent Expo
Area/Reg/All-State/All Eastern Band	French Club	Project Stay Gold	Tri-M Music Honor Society!
Art Club	French Honor Society	REBEL	UNICEF
Biotechnology Research Club	Future Bus. Leaders America (FBLA)	Reg/All-State/All Eastern Chorus	Unified Track
Book Club	Gay Straight Alliance (GSA)	Rho Kappa Social Studies Honor Soc. !	Varsity Letterman's Club
Chamber Choir	Habitat for Humanity	Robotics	Video Game Club
Class Council	Jazz Band	SADD	Video Production Club
Computer Science	Madrigal	Science Leagues	Vocal Ensemble
Culinary Club	Marching Band!	Sci. Nat'l Honor Society!	Wind Ensemble
Debate	Math League	Spanish Club	Winter Guard
DECA	Mu Alpha Theta Math Honor Society!	Spanish Honor Society!	Yearbook!
Drama Club		Spring Musical	

* Due to the combination of current budget and the covid pandemic not all of the above activities will be running this year. Students should listen for announcements in order to stay informed. The activities that are listed above with "!" **are definitely scheduled to be run.**

Please realize that beginning this school year (2020-2021), the district has implemented a pay to play system for all co-curricular, extracurricular, and athletic activities. Please see previously disseminated information (or inquire at the main or athletic offices) for more information.

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

*Please be aware that the covid pandemic may impact some sports. Please see above regarding pay to play.

EDUCATIONAL ENVIRONMENT

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

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

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

Honors Pass: Students who have achieved honor roll or high honor roll and have demonstrated good citizenship will be awarded an honors pass at the beginning of the marking period. Good citizenship means that the student has exhibited outstanding behavior regarding expected JTHS behavior. He/she exhibits punctuality to school and classes and has a spotless disciplinary record for the marking period. An honors pass will be revoked should a student misrepresent themselves or abuse the use of the pass.

Care of School Property: Lockers, desks, tables, chairs, textbooks, laptops, school buses, etc. are supplied for student use by the taxpayers of Jefferson Township. Students are expected to

return the books and laptops in the same condition. Students are expected to use lockers, desks, tables and chairs, in a dignified manner. Students who damage, break, or inscribe on school equipment will be assessed with a replacement/cleaning fee.

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

Lockers: **Until further notice, due to the pandemic, school lockers will not be allowed to be utilized.**

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

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

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

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

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

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

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

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

Lunch: Students must have their lunch during the lunch period in approved areas of the building. Students may not leave school for lunch, eat in the parking lot, or on outside grounds without permission. Lunches may be purchased in the cafeteria and auxiliary gym or brought from home and students are expected to clean their area and dispose of all trash prior to the end of the period.

Students who do not abide by these expectations are subject to disciplinary action. Food delivery from outside establishments is not permitted during the school day.

Guidelines:

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

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

Senior Patio/Commons: This is an area for grade 12 students. This is a **senior privilege**.

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

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

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

related to the improper use of electronic communication and recording devices, particularly audio/video recordings will result in discipline.

Use of Electronic Devices: All students are issued a school laptop for instructional purposes. Any violation of AUP and ECRD policies must be reported to the administration.

Students should not be wearing ear pods, earbuds, and headphones in class without teacher permission.

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

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

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

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

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

Guidelines:

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

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

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

On the bus, students must:

- Sit in assigned seat, attach the seatbelt, and not extend head, arms, or objects out the window or into the aisle.

- Keep the aisles clear of items such as but not limited to books, bags, musical instruments etc.
- Large items may not be transported on the bus.
- Use appropriate language and speak softly.
- Follow all school rules such as no smoking or defacing the bus.

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

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

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

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

- Very tight or loose clothing that inhibits movement and/or causes a classroom distraction.
- Shoes which are unsafe (soft-soled, slippers, heeled) or ill-fitting. Flip flops and open sandals cannot be worn in lab or shop classes. Shoelaces need to be tied and not dragging.
- Tops, dresses and jumpsuits that are off-the-shoulder, one-shouldered, strapless, spaghetti straps, halters, tube tops, muscle shirts or have straps narrower than one inch.
- Undershirts/underwear worn without an outer shirt
- Ultra-sheer, see-through clothing.
- Shirts that expose the chest and/or abdominal area (s) of the body. Shirts must be buttoned and cover the abdomen and back at all times.
- Apparel or objects that contains any words or graphics that refer to sex, alcoholic beverages, tobacco products or drugs of any kind or have double meaning or advocate acts of violence and must not be marked with any obscene, lewd, vulgar, racist, or offensive slogans.
- Improper wearing or displaying of state or country flags and/or religious items (i.e., rosary beads as necklaces).
- Dresses, skirts and shorts shorter than mid-thigh.
- Hats or cosmetic headdress, bandanas/kerchiefs, sweatbands, woven caps, stocking caps, hoods, or any other headwear not approved by the principal, excluding headwear for medical and or religious reasons.
- Outerwear coats/jackets during school hours.
- Sleepwear/loungewear.
- Beach wear/swim wear.
- Pants or skirts worn below the waist exposing underwear and/or skin.
- Pants that drag on the floor inhibiting movement.

- Overalls not fastened properly.
- Facial jewelry that presents a safety hazard or causes disruption in the classroom.
- Dog chains, chains thicker than 1/8", as belts, chained wallet holders and/or chains as body jewelry.
- Spiked wrist/neck bands, belts, and gloves.
- Sunglasses without administrative approval.
- Any street gang apparel (Such as extra-long jerseys, shirts, T-shirts, A-line T-shirts, bandanas etc.)
- And other clothing or attire that the principal or designee determines to be contrary to the prohibitions set forth in Board of Education Policy 5511: Dress and Grooming.

Note: The building administrator(s) will address violations of the dress code with the student and parent/guardian.

Reasonable attempts will be made to correct any dress code violation(s) prior to withholding the student from walking the hallways and/or attending classes. Schoolwork missed due to time spent rectifying dress code violation(s) will be the responsibility of the student.

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

Guidelines:

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

Prohibited and/or Illegal Items: To ensure the safety and well-being of the entire JTHS community, the following items are prohibited at all times (on school grounds or buses, or any school sanctioned activity or trip; Policy 5530):

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

- **DRUGS/TOBACCO:** The use, distribution or possession of tobacco products including chew/ sniff or electronic cigarettes. The use, distribution or possession of drugs, any chemical substance (e.g. alcohol, marijuana, steroids, cocaine, inhalants, Valium, etc.) taken orally, intravenously, intramuscularly, smoked, or inhaled for the purpose of abuse, including any prescriptions, illicit drugs, and look-alikes. Also, any over-the-counter product including, but not limited to, diet pills, herbal supplements, caffeine pills, Tylenol, Advil, aspirin and performance-enhancing substances.

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

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

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

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

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

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

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

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

Cyber-Bullying: "Cyber-Bullying" is the use of electronic information and communication devices to include but not be limited to e-mail messages, instant messaging, text messaging,

cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that:

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

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

Discipline and Consequences

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

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

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

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

Definitions

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

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

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

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

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

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

LEVELS OF DISCIPLINARY ACTION

Please refer to table at the end of the handbook for a general guideline for disciplinary infractions.

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

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

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

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

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

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

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

In- School Suspension: In-School Suspension will be assigned by the principal or assistant principal for serious infractions or for continuous or willful disregard for school rules/regulations.

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

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

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

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

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

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

DISCIPLINARY ACTION CHART

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



Jefferson Township High School

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Principal

Mr. Kevin Lipton

Assistant Principals

Vickki Nadler

Michelle Papa

Student Handbook/Parental Sign-Off

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

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

