



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



STUDENT HANDBOOK **2023-2024**

School Administration

Margaret M. Widgren
Principal

Kathleen Tobia
Assistant Principal

School Counseling Department

Sofie Clark
Sixth Grade Counselor

Jennifer Vicente-Mora
Eighth Grade Counselor

Sara DeGeorge
Seventh Grade Counselor

Karen Roccisano
Student Assistance Counselor

Important Phone Numbers

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

School Nurse, Elizabeth Conley - Press Option 2
Child Study Team - Press Option 3
School Counseling Dept. - Press Option 4
Main Office - Press Option 5

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Stacey Poulas - President
Adele Wildermuth - Vice President
Amy Gould
Jamie Grater
Christopher Natale
Diane Perez
Jill Small
Michael Stewart
Dyaa Terpstra

JEFFERSON TOWNSHIP CENTRAL OFFICE

Jeanne Howe-Superintendent
Roger Jinks, Jr.-Assistant Superintendent
Rita Oroho-Giacchi-Business Administrator and Board Secretary
Juceyka Figueroa-Director of Special Services
William Koch-Director of Health, Physical Education, and Athletics
Robert Fleming-Technology Coordinator

JEFFERSON TOWNSHIP DISTRICT SUPERVISORS

- Conor Devine-Fine and Related Arts, Industrial Arts and Technology, Social Studies
- Maria Dunbar-Business, Instructional Technology, and Media
- Christopher Hiben-Mathematics 6-12 and Science
- Josephine Ramirez-Student Personnel Services
- Jodi Reinstein-Special Education
- Derek Sica-Family and Consumer Science, ESL, Gifted and Talented, Music, and World Languages
- Jennifer Wnuk-Language Arts and Mathematics K-5

JTMS Mission Statement

Jefferson Township Middle School strives to provide our students with relevant, rigorous, and diverse learning opportunities aimed at promoting high standards of personal and academic growth. Students are regarded as stewards of the school and are accountable in advocating for a positive school environment.

JTMS Vision Statement

Jefferson Township Middle School will provide a safe, inclusive, stigma-free learning environment that cultivates high levels of academic achievement, inspires students to become positive and productive citizens, and encourages students to seek personal fulfillment.

JTMS MARKING PERIOD SCHEDULE

Marking Period	Dates	Mid-Point
1	September 6, 2023 – November 14, 2023	October 10, 2023
2	November 15, 2023 – January 31, 2024	December 19, 2023
3	February 1, 2024 – April 16, 2024	March 5, 2024
4	April 17, 2024– June 21, 2024	May 17, 2024

Jefferson Township Middle School
Bell Schedules
2023-2024

Middle School Regular Day Bell Schedule

Homeroom: Time for attendance, turning in notes, check-ins, a mindful minute, and morning announcements.

Period Time	Grade 6 Core Classes Rotate	Grade 7 Core Classes Rotate	Grade 8 Core Classes do NOT Rotate
Homeroom 7:35 - 7:43	Homeroom	Homeroom	Homeroom
Period 1 7:43 - 8:32	Core 1 Double Period	PE/Elective	Core 1
Period 2 8:32 - 9:21		Core 1 Double Period	Core 2
Period 3 9:21 - 10:10	PE/Cycle		Core 3
Period 4A 10:10 - 10:34	Core 2	7 Lunch 7 Chorus/LAMP	PE/Elective
Period 4B 10:35 - 10:59		7 Lunch 7 - Band/LAMP	
Period 5A 10:59 - 11:23	6 Lunch 6 Chorus/LAMP	Core 2	Core 4
Period 5B 11:24 - 11:48	6 Lunch 6 - Band/LAMP		
Period 6A 11:48 - 12:12	Core 3	PE/Elective	Lunch/LAMP
Period 6B 12:13 - 12:37			Lunch/LAMP
Period 7 12:37 - 1:26	PE/Cycle	Core 3	Core 5
Period 8 1:26 - 2:15	Core 4	Core 4	PE/Elective

Sixth Grade Schedule: Rotating Schedule for Core Class Periods

Time	A - Day	B - Day	C - Day	D - Day
Homeroom 7:35 - 7:43	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 7:43 - 8:32	Core 1 Double Period	Core 4 Double Period	Core 3 Double Period	Core 2 Double Period
Period 2 8:32 - 9:21				
Period 3 9:21 - 10:10	PE/Cycle	PE/Cycle	PE/Cycle	PE/Cycle
Period 4A 10:10 - 10:34	Core 2	Core 1	Core 4	Core 3
Period 4B 10:35 - 10:59				
Period 5A 10:59 - 11:23	6 Lunch 6 Chorus/LAMP	6 Lunch 6 Chorus/LAMP	6 Lunch 6 Chorus/LAMP	6 Lunch 6 Chorus/LAMP
Period 5B 11:24 - 11:48	6 Lunch 6 - Band/LAMP	6 Lunch 6 - Band/LAMP	6 Lunch 6 - Band/LAMP	6 Lunch 6 - Band/LAMP
Period 6A 11:48 - 12:12	Core 3	Core 2	Core 1	Core 4
Period 6B 12:13 - 12:37				
Period 7 12:37 - 1:26	PE/Cycle	PE/Cycle	PE/Cycle	PE/Cycle
Period 8 1:26 - 2:15	Core 4	Core 3	Core 2	Core 1

Academic Core Courses: Language Arts, Math, Science, and Social Studies

Sixth and Seventh Grade Exploratory Cycle Rotation: Students will have one marking period of each of the following courses during Sixth or Seventh grade: Art, Financial Literacy, Media Studies, Music, Robotics, Spanish 6, Spanish 7, and STEM

Seventh Grade Schedule: Rotating Schedule for Core Class Periods

Time	A - Day	B - Day	C - Day	D - Day
Homeroom 7:35 - 7:43	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 7:43 - 8:32	PE/Elective	PE/Elective	PE/Elective	PE/Elective
Period 2 8:32 - 9:21	Core 1 Double Period	Core 4 Double Period	Core 3 Double Period	Core 2 Double Period
Period 3 9:21 - 10:10				
Period 4A 10:10 - 10:34	7 Lunch 7 Chorus/LAMP	7 Lunch 7 Chorus/LAMP	7 Lunch 7 Chorus/LAMP	7 Lunch 7 Chorus/LAMP
Period 4B 10:35 - 10:59	7 Lunch 7 - Band/LAMP	7 Lunch 7 - Band/LAMP	7 Lunch 7 - Band/LAMP	7 Lunch 7 - Band/LAMP
Period 5A 10:59 - 11:23	Core 2	Core 1	Core 4	Core 3
Period 5B 11:24 - 11:48				
Period 6A 11:48 - 12:12	PE/Elective	PE/Elective	PE/Elective	PE/Elective
Period 6B 12:13 - 12:37				
Period 7 12:37 - 1:26	Core 3	Core 2	Core 1	Core 4
Period 8 1:26 - 2:15	Core 4	Core 3	Core 2	Core 1

Academic Core Courses: Language Arts, Math, Science, and Social Studies

Sixth and Seventh Grade Exploratory Cycle Rotation: Students will have one marking period of each of the following courses during Sixth or Seventh grade: Art, Financial Literacy, Media Studies, Music, Robotics, Spanish 6, Spanish 7, and STEM

Eighth Grade Schedule: Does NOT Rotate

Time	A - Day	B - Day	C - Day 3	D - Day
Homeroom 7:35 - 7:43	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 7:43 - 8:32	Core 1	Core 1	Core 1	Core 1
Period 2 8:32 - 9:21	Core 2	Core 2	Core 2	Core 2
Period 3 9:21 - 10:10	Core 3	Core 3	Core 3	Core 3
Period 4A 10:10 - 10:34 Period 4B 10:35 - 10:59	PE/Elective	PE/Elective	PE/Elective	PE/Elective
Period 5A 10:59 - 11:23 Period 5B 11:24 - 11:48	Core 4	Core 4	Core 4	Core 4
Period 6A 11:48 - 12:12 Period 6B 12:13 - 12:37	Lunch/LAMP <hr/>	Lunch/LAMP <hr/>	Lunch/LAMP <hr/>	Lunch/LAMP <hr/>
Period 7 12:37 - 1:26	Core 5	Core 5	Core 5	Core 5
Period 8 1:26 - 2:15	PE/Elective	PE/Elective	PE/Elective	PE/Elective

Academic Core courses: Language Arts, Mathematics, Science, Social Studies and World Language. Eighth graders are not assigned a team and meet each of the core classes for one class period each day. The Eighth grade schedule does not rotate.

The Elective period includes a choice of two of the following electives: Art, Band*, Chorus*, Computer Science Discoveries, Forensics, Robotics and STEM

***Band is a full-year elective and Chorus may be taken as a full-year or half-year elective.**

Delayed Opening Schedule

Time	Grade 6 Core Classes Rotate	Grade 7 Core Classes Rotate	Grade 8 Core Classes do NOT Rotate
Homeroom 9:35 - 9:40	Homeroom	Homeroom	Homeroom
Period 1 9:40 - 10:11	Core 1 Double Period	PE/Elective	Core 1
Period 2 10:11 - 10:42		Core 1 Double Period	Core 2
Period 3 10:42 - 11:13	PE/Cycle		Core 3
Period 4A 11:13 - 11:33	Core 2	7 Lunch 7 Chorus/LAMP	PE/Elective
Period 4B 11:33-11:53		7 Lunch 7 - Band/LAMP	
Period 5A 11:53 - 12:13	6 Lunch 6 Chorus/LAMP	Core 2	Core 4
Period 5B 12:13-12:33			
Period 6A 12:33 -12:53	Core 3	PE/Elective	Lunch/LAMP
Period 6B 12:53-1:13			Lunch/LAMP
Period 7 1:13 - 1:44	PE/Cycle	Core 3	Core 5
Period 8 1:44 - 2:15	Core 4	Core 4	PE/Elective

Early Dismissal Schedule

Time	Grade 6 Core Classes Rotate	Grade 7 Core Classes Rotate	Grade 8 Core Classes do NOT Rotate
Homeroom 7:35 - 7:40	Homeroom	Homeroom	Homeroom
Period 1 7:40 - 8:14	Core 1 Double Period	PE/Elective	Core 1
Period 2 8:14 - 8:48		Core 1 Double Period	Core 2
Period 3 8:48 - 9:22	PE/Cycle		Core 3
Period 4A 9:22 - 9:42	Core 2	7 Lunch 7 Chorus/LAMP	PE/Elective
Period 4B 9:42-10:02		7 Lunch 7 - Band/LAMP	
Period 5A 10:02 - 10:22	6 Lunch 6 Chorus/LAMP	Core 2	Core 4
Period 5B 10:22-10:42			
Period 6A 10:42 - 11:02	Core 3	PE/Elective	Lunch/LAMP
Period 6B 11:02-11:22			Lunch/LAMP
Period 7 11:22 -11:56	PE/Cycle	Core 3	Core 5
Period 8 11:56 - 12:30	Core 4	Core 4	PE/Elective

JTMS PROGRAM OF STUDIES

Course of Study

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

- Core Academic Teams (Blue or Gold): Sixth and seventh grade students are assigned to a core academic team where they receive instruction in Language Arts, Math, Science, and Social Studies. For each core class, students will have a double period each day over the four-day rotating schedule (A, B, C, D). (See grade level schedule in the previous section.)
- Eighth grade students have five core academic courses: Language Arts, Mathematics, Science, Social Studies and World Language. Eighth grade students are not assigned to a team and will attend their core classes for one class period each day. This schedule does not rotate.
- Physical Education/Health: Students are assigned three marking periods of Physical Education and one marking period of Health.
- World Language: Students in eighth grade will take a full year of either Spanish or French. In sixth and seventh grade, students will take a marking period of Spanish as part of their Exploratory Cycle.
- Exploratory and Elective Courses: Sixth and Seventh grade students will have one marking period each of the following courses: Art, Financial Literacy Media Studies, Music, Robotics, Spanish 6, Spanish 7, and STEM. Sixth and seventh grade students may choose to take Band and/or Chorus each day during their LAMP period. Eighth grade students can choose Two Half-Year/Semester Electives or One Full-Year Elective.
 - Half-Year electives include: Art, Forensics, Computer Science Discoveries, STEM, Robotics, and Chorus*
 - Full Year: Band and Chorus* Please note: *Chorus may be taken as a full-year or half-year elective.
- LAMP “Literature and Music Program”: All students will have LAMP opposite their lunch period. Sixth and seventh grade Band and Chorus students will meet at this time. The sixth, seventh and eighth grade students not participating in Band or Chorus will have a 25 minute quiet reading period. In addition, teachers may use this time to schedule extra help sessions with students on an as needed basis.

Grading System

The JTMS grading system is as follows:

A+ 100-97	B+ 89-87	C+ 79-77	D 69-65	P Passing
A 96-94	B 86-84	C 76-74	F 64-0	I Incomplete
A- 93-90	B- 83-80	C- 73-70	H Health Class	F Failing

A letter grade of “I” indicates an incomplete. All incomplete work is required to be made up within two weeks from the end of the marking period. In order to pass a course for the year a student must receive a final letter grade of “D” or better.

Honor Rolls

Students are recognized for academic excellence as follows:

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

Report Cards and Student Academic Progress

- At the end of each marking period report cards will be available in the Realtime parent/student portals.
- Parents/guardians are encouraged to monitor their child’s academic progress throughout the school year through the Realtime Parent Portal.

Assignments and Homework (JTBOE Policy 2330)

- Homework is assigned each evening in order for students to complete assignments/projects to prepare for assessments, to reinforce skills and or prepare for the following day's lesson.
- Student’s may check each of their teacher’s assignments and homework that they miss due to absences.
- If there are any concerns regarding homework assignments, it is important to communicate with your child’s content area teacher. Students should anticipate 90 minutes of sustained, independent homework, including reading each evening.

Student Promotion and Retention

Promotion and Retention Policy (JTBOE 5410)

Promotion and Retention Regulation (JTBOE 5410)

Promotion from Eighth Grade Policy (JTBOE 5411)

Students must meet the following requirements in order to be promoted to the next grade level.

Students who do not meet the requirements to move on to the next grade level, may be retained in their current grade level.

- Student attendance meets district/state guidelines. If a student is absent for a total (unexcused and excused) absences of thirty or more school days they may be retained at their current grade level. Please refer to [JTBOE Regulation 5200 F.3](#) for absences that do not count towards the thirty absences and the exceptions where a student may be promoted to their next grade level.
- Student achieves a final grade of a 65 or higher in all academic courses of study. These courses of study include: Language Arts, Math, Science, Social Studies, and Physical Education/Health.

Extra Help and Assistance

If a student is having difficulty, extra help and assistance is provided by the subject-area teacher. Time should be arranged between the student and teacher to address the student’s difficulty as soon as possible. Extra help and assistance can be provided before, during, and after school depending upon the availability of the teacher.

Academic Interventions

- Parents/Guardians will be informed in writing of their child being at-risk for failing at the end of the second marking period. If the child becomes at-risk for failing during marking periods three and four, parents/guardians will be made aware in writing.
- Students who struggle academically will be assisted through the Response to Intervention (RTI) process.
- Students who continue to fail will be referred to the Intervention and Referral Services (I&RS) Committee.
- If a student is at risk for retention, a recognized summer school program will be advised by the grade level school counselor. Parents/Guardians should contact their child's school counselor or case manager for details.
- The student's school counselor, teachers, and parent/guardian will work together to monitor the progress of students who are at-risk for retention.
- Students who receive a final letter grade of "F" or a 64 or lower in two or more core academic subjects including physical education/health may be retained in their grade.

Physical Education and Health

New Jersey State law requires all students to participate in physical education and health unless excused by the school nurse or doctor. Students must have a change of clothes and athletic footwear appropriate for athletic activity. Clothing must follow school dress code standards. Students' grades will be adversely affected if they are not prepared to participate.

Medical Excuse from Physical Education

If your child needs to be excused from or limited to certain activity in Physical Education class, a physician's excusal note is required. If you feel your child may not be able to fully participate in Physical Education for 1-2 days due to a minor injury or illness, and you send in a note, your child will be requested to get dressed for Physical Education and will be encouraged to walk during Physical Education class. Students may also be a Physical Education assistant during class. If a student is unable to remain in the gym area or walk to the activity area, (for example, the track) the student will be given a long-term assignment/project in order to receive credit for participating in Physical Education.

Physical Education Lockers

The lockers in the locker-rooms are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable suspicion that there has been a violation of the law or school rules. Students may not share gym lockers and should keep items locked in their gym locker during the gym period. Students are issued a lock. Students are responsible for the lock, ensuring it is returned at the end of the school year. Students are responsible for reimbursement if the lock is lost or damaged.

ATTENDANCE

Attendance Policy (JTBOE 5200)

Attendance Regulation (JTBOE 5200)

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school may subject a student to consequences that may include the denial of a student's participation in co-curricular activities. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction.

MEDICAL OFFICE AND PROCEDURES

The School Nurse

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

Illness and Injury

A student who becomes ill or has been injured will obtain a pass from a staff member and report to the nurse immediately. The school nurse will contact the student's parents/guardian for situations that require further medical treatment or attention. The absence of a student sent home by the nurse or main office is recorded as excused. If the school nurse does not require the student to be sent home, the absence is considered unexcused unless the student returns with an excuse note from a physician.

STUDENT SERVICES

School Counseling Services

We believe that all students have the potential to develop attitudes, skills and behaviors that will enable them to achieve their goals. Toward this end, our school counselors and Student Assistance Counselor teach decision-making, communication and problem-solving skills. The individual and group counseling services focus on areas such as academic planning, career exploration, personal and interpersonal counseling, peer relationships, and classroom performance. As important members of the educational team, school counselors consult and collaborate with teachers, administrators, and families

to assist students in their academic and social-emotional development. Above all, our school counselors are student advocates who are empowered to work cooperatively with individuals and agencies to promote the development of their students.

[Student Assistance Counselor \(SAC\)](#)

The role of the Student Assistance Counselor (SAC) is to offer support and advocacy to all students within Jefferson Township Middle School by providing education, prevention measures, interventions and referral services. The SAC aims to help students address any social or emotional issues that may be disruptive to their school day and/or interfere with their school performance. Major responsibilities of the SAC role include crisis intervention, substance use concerns, as well as addressing harassment, intimidation and bullying (HIB). Since all of these can impact the educational life of students and interfere with their ability to reach their maximum potential, the SAC is here to provide support and information to both the student and their families.

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

[Media Center/Library \(JTBOE Policy 2362\)](#)

The media center is located in the Upper B-wing. The media specialist is available to assist students with selecting books to read, projects in the Makerspace, and other academic purposes. Students are permitted to check out books from the media center, with permission and a pass from their homeroom teacher prior to and during homeroom. For more information regarding the media center please visit the following Google Site: [JTMS Media Center](#).

Films and Videos

Only approved educational materials or products rated “G” or “PG” are shown in school or school related situations. Periodically, teachers will select a commercial film or video rated “PG-13.” In such cases, a parent/guardian permission form will be provided to allow their child to view the film or video. Under no circumstances will a film or video rated “R” or “NC-17” be shown.

MIDDLE SCHOOL PROCEDURES

Water Bottles

- All water bottles must contain only water. Flavored water or added flavors are not permitted.
- Water bottles that are made of glass **are not permitted** in the building.
- Teachers may ask students to leave water bottles in their lockers if they are doing an activity in the classroom where the water bottle might interfere with the lesson or activity.
- Students should not leave class to refill their water bottle. They can refill their water bottle between classes.

Cafeteria

- Students are expected to display appropriate behavior in the cafeteria and comply with directives from the cafeteria staff. Students may be assigned seats at the discretion of the cafeteria security personnel, teachers in the cafeteria and/or administration.
- Students may only bring the items they need for lunch. All other items: Chromebook, books, binders, clothes for physical education, etc. must be placed in their locker.
- Students will have lunch in the cafeteria and at the same table each day, unless they receive permission to move.
- Students will remain at their assigned cafeteria table during the lunch period, unless they are purchasing food or throwing out their garbage.
- For student accountability purposes, students must ask permission to leave the cafeteria to use the restrooms, go to the main office, or other purposes. A sign-out book is located at the wooden counter in the back of the cafeteria.
- Due to allergens in certain foods, students may only bring in food/snack items for themselves.
- Students are discouraged from sharing or trading, food, drinks, straws, or utensils.
- Parents/Guardians are encouraged to monitor student purchases and to discuss with their children appropriate amounts of snacks that they purchase. Monitoring can be done via the Realtime parent portal.
- Students are not permitted to consume or bring in caffeine enhanced beverages (i.e. energy drinks such as Monster Amp, Red Bull, Jolt, etc.)

Cell Phone/Telephone Use/Chromebook/Computer Use within the schools

[Use of Electronic Communication and Recording Devices \(JTBOE Policy 5516\)](#)

[Student Use of Privately-Owned Technology \(JTBOE 2363\)](#)

[Acceptable Use of Computer Networks/Computer and Resources \(JTBOE Policy 2361\)](#)

[Acceptable Use of Computer Networks/Computer and Resources \(JTBOE Regulation 2361\)](#)

[School District Provided Technology Devices to Students \(JTBOE Policy 7523\)](#)

Upon arrival at school, students must turn off and place their cell phones, smart watches, tablets, air pods, Bluetooth headphones, and all other personal electronic devices in their locker. Students who need to call their parent/guardian, with a pass provided by a staff member, may go to the main office to make their phone call. Students should call their parent-guardian prior to the start of school, during homeroom, during lunch, or after school. Students should not miss instructional time in the classroom to call home. If a parent/guardian needs to contact their child, they must contact the main office and the message will be given to the student. A student using a personal electronic device without staff permission during school hours will be asked to bring their item to the assistant principal. The student will receive a warning or disciplinary consequence depending on the circumstance.

All students will be issued a school Chromebook and charger, which they are encouraged to carry in a small bag. Students are expected to utilize their Chromebook for educational purposes and only during times when permission is granted from a staff member. Throughout the course of a school day students may need to use wired earbuds for assignments. Students should bring them in a labeled Ziploc bag to leave/store at school. Students using electronic devices, other than those approved or using an electronic device without the permission of a staff member will turn them over to the assistant principal. The student may also receive disciplinary consequences.

Any student who violates the Acceptable Use Policy (AUP) may receive disciplinary consequences for not adhering to the middle school's code of conduct regarding electronic devices. Students are not permitted to use programs, software, social media or games unless assigned by a staff member.

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

All students receive a locker to store their Chromebooks, books, materials, backpacks, book bags, shoulder bags, headwear, jackets & coats. These items are to be stored in their locker during the school day, unless specified by a teacher or staff member. Students may not wear hats, jackets, or coats to any class unless permitted by your teacher. Students may use a small laptop bag, carrier or sleeve to carry their Chromebook and charger. Students may not use backpacks on wheels.

Lockers

- All students receive a locker to store their Chromebook, books, clothing/jackets, and book bags/backpacks.
- Student lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable suspicion that there has been a violation of the law, district policy, or school rules and regulations.
- Students should keep the locker locked at all times.
- Students should keep the locker combination private.
- Students are not permitted to share lockers.
- If a locker will not open the student should avoid forcing the lock, handle, or door, please seek assistance from a staff member.
- Improperly working lockers should be reported to the main office.

Lost and Found Items

Any item found in the middle school should be taken directly to the main office. Most lost and found items are stored in the cafeteria or main office. There is also a lost and found located in the locker rooms for items left in the gymnasium or locker room during physical education classes.

Proper Care of Money or Valuables

Money and valuable items should not be brought to school. Students should not store money or valuable items in school or any locker. The school is not responsible for replacing missing or broken personal items.

Proper Care of District Provided Materials

[Care of School Property \(JTBOE Policy 5513\)](#)

[Care of School Property \(JTBOE Regulation 5513\)](#)

[School District Provided Technology Devices to Students \(JTBOE Policy 7523\)](#)

The Chromebooks, chargers and equipment, which includes certain materials and supplies used by students are property of the Jefferson Township Board of Education. District issued Chromebooks must have their accompanying cover on it at all times Textbooks that are issued must also be covered at all times. Students are responsible for the proper care of these items. Lost or damaged Chromebooks, textbooks, equipment, materials, or supplies due to improper care, neglect, or misuse must be replaced

and paid within a reasonable timeframe. Allowing for reasonable wear and use, all books, equipment, materials, and supplies must be returned at the end of the course in the same condition as received.

Fines and Money Owed to School

Outstanding balances owed to Pomptonian Food Services or fines for Chromebooks, chargers, damaged/lost books or restitution for theft or damage to school property, etc. must be paid prior to the end of the school year. Students who have outstanding balances or fines will have their Realtime portal closed until this obligation is fulfilled. In addition, students will be excluded from participating in trips, team/grade level events, activity nights, picnics, and clubs/activities if they have outstanding fines or food balances. This includes the Promotion Ceremony, field trips, dances, and activities for eighth grade students.

Use of Metal Detectors (JTBOE Policy 7444)

“The Board of Education of Jefferson Township may use metal detecting devices in all school buildings, on school grounds, and at all school activities.”

Student Drop Off

Students who are driven to school will enter the building through the Blue Pass door located at the Weldon Road side of the building in the lower parking lot. Students may be dropped off between 7:20 and 7:35 a.m. The Blue Pass drop off area is locked at 7:35. Students dropped off after 7:35 a.m., must be signed in at the front entrance.

Tardy/Late to School

Tardiness (Late to School) (JTBOE Policy 5240)

Tardiness (Late to School) (JTBOE Regulation 5240)

All students must be in their homeroom by 7:35 a.m. Any students being dropped off after 7:35 a.m., must be signed into school by a parent or guardian. Upon arrival, please accompany your child to the front door of the middle school and ring the doorbell. A staff member will be there to assist you with signing in your child. Students will be issued a pass to their locker and then to the current class period. A detention will be issued for every third unexcused tardy in the same marking period.

Student Pick-Up

Students must have a parent note indicating that they are being picked up after school. The note must include the date, parent/guardian signature and the name of the person who is picking them up. Students will hand this note into their homeroom teacher and will be called up to the main office to receive their Blue Pass. At the end of the school day during wave-one dismissal, the student will meet the individual picking them up at the Blue Pass Door in the lower B parking lot. Parents/Guardians may opt to give their children a permanent Blue Pass which allows the student to meet the designated adult at the Blue Pass door every day. Please complete the Google Form regarding Blue Pass pick-up. If a parent/guardian forgets to send in a note with his/her child, a handwritten and signed note photographed and attached to an email will be accepted. Email of all main office secretaries: jgurlacz@jefftwp.org, pstahl@jefftwp.org, and smmcarthy@jefftwp.org.

Personal Transportation for MS Drop-Off/Pick-Up at HS

When a middle school student is riding to and/or from school with a high school sibling who drives to school or when a middle school student is being driven to and/or from school in the same vehicle as a high school student(s), the middle school student will be dropped off and/or picked up from the high school drop-off area in the B-Wing parking lot of the high school. Only middle school student(s) whose parent/guardian submitted the Personal Transportation form will be permitted to walk through the G-wing connector to and from the high school. For after school pick-up, the high school student(s) must meet their middle school sibling in the G-wing connector and escort them to their pick-up location or parking lot.

Parents/Guardians Pick-up: During the School Day

If a parent/guardian needs to pick up his/her child during the school day, they must send in a note with the time of pick-up. Students will give that note to their homeroom teacher in the morning. Your student will receive an early dismissal pass. Parents/guardians need to sign out their student(s) prior to 2:00 pm to avoid the buses in the parking lot during after school dismissal. Between 2:00 pm and 2:30 pm, there will be no student pick up in the main office. If someone other than the child's parent/guardian is picking up a child, the parent/guardian must provide a signed note granting permission to another adult to pick up his/her child on the specified date.

Late Bus

Students staying late must be supervised by an adult staff member. Students staying after must have written consent from their parent/guardian. The letter needs to state the child's name, reason for staying, and "granted permission to stay after". The note must be signed by the student's parent/guardian. Faxed and emailed letters are accepted. If sending an email, the parent must attach a picture of a hand-written letter. Homeroom teachers will have the late bus sign up form available on their Homeroom Google Classrooms. Students must sign up for a late bus before 12:45 p.m. if they wish to take the late bus home.

[Pupil Supervision After School Dismissal \(JTBOE Policy 8601\)](#)

Movement to the High School

- Students are not permitted to walk to the high school without supervision or administrative approval by both schools. Students with permission to walk to the high school will be issued a pass. Students entering the high school without permission will be subject to disciplinary action.
- Students are not permitted to stay after school to attend events at the high school, such as a sporting event. Students wanting to attend an after-school event at the high school must be taken there by a parent/guardian. Please follow and adhere to the guidelines for student pick-up.

Emergency Operations Procedures

In compliance with NJ state law, Jefferson Township Middle School is required to anticipate and prepare for emergency situations. As a result, security drills are conducted monthly. The purpose of these drills is to prepare the students and staff in the event of an emergency. Evacuation and lockdown plans have been developed in cooperation with the Jefferson Township Police Department and Morris County Sheriff's Department. During a drill or in an emergency, students and staff will be moved to a safe destination which may or may not be located on school grounds. In an emergency, parents/guardians

should not report to the school or an evacuation site, as students will not be allowed to be picked up or excused from school until the situation is deemed secure by the police authorities. In addition, we strongly request that in the event of an emergency, parents/guardians refrain from contacting their children via cell phone and calling the school, as these transmissions may interfere with the safe and efficient manner of the emergency response team. The police department or sheriff's office will release information as appropriate.

Parents/guardians, who have not enrolled in the Blackboard instant alert system, but wish to enroll, should contact the main office or www.jefftwp.org.

STUDENT CITIZENSHIP

Schools that reflect a safe and positive climate have a favorable impact on student achievement and behavior. One of the keys to a healthy school climate is a positive self-management process that is reflective of positive behavior and personal accountability. Expectations for student conduct have been established in our school to protect the rights, safety, and well-being of all members of our middle school community. The success of any student code of conduct is the responsibility of the individual student. Student behavior that is in violation of civil law will be reported to the local police or appropriate law enforcement agency. Disciplinary action will be implemented by the administration and reported to the Superintendent of Schools, Board of Education, and Board Attorney as necessary.

[Dress and Grooming: \(JTBOE Policy 5511\)](#)

[Dress and Grooming: \(JTBOE Regulation 5511\)](#)

[Student Discipline/Code of Conduct: \(JTBOE Policy 5600\)](#)

[Student Discipline/Code of Conduct: \(JTBOE Regulation 5600\)](#)

[Dating Violence at School Policy: \(JTBOE 5519\)](#)

[Dating Violence at School Regulation: \(JTBOE 5519\)](#)

[Harassment, Intimidation and Bullying: \(JTBOE Policy 5512\)](#)

[Sexual Harassment of Pupils: \(JTBOE Policy 5751\)](#)

[Sexual Harassment of Pupils: \(JTBOE Regulation 5751\)](#)

GRADES 6-8 CHART OF CONDUCT

These behavioral expectations and responses from the middle school staff and administration include, but are not limited to what is listed below. Please note: All consequences will be at the discretion of school administration. Frequency and/or severity of the infraction will dictate the level of discipline issued.

INFRACTION	DISPOSITIONS					
	Staff Lunch or After School Detention	Office Lunch Detention	Office Detention	Multiple Detentions	In-School Suspension	Out of School Suspension Student will be pick-up from school on the day consequences are issued
All infractions will include an Administrative Conference and/or Teacher Conference and a warning recorded			@3			
Late to School (Arrival to 1st period after 7:35) Per Marking Period- every 3 lates to school student receives a detention						
Late to class: 5-9 minutes 1st offence warning	2nd offense		3rd offense	4th offense	5+ offense	
Cut Class: 10+ minutes				1st and 2nd	3rd+	
Cutting Detention				1 st offence (2 detentions)	2 nd offence (1 day) 3+ offences (2 days)	X
Insubordination	X	X	X	X	X	X
Disruption	X	X	X	X	X	X
Foul Language	X	X	X	X	X	X
Foul Language Towards Staff					X	X
Racial, biased, culturally insensitive names or comments: Minimum 1 day ISS depending on the situation					X	X
Instigation			X	X	X	X
Bus Misconduct (May also result in Loss of privileges- i.e. bus suspension)			X	X	X	X
Horseplay			X	X	X	X
Horseplay with Injury				X	X	X
Creating an unsafe environment	X	X	X	X	X	X
Physical Scuffle				X	X	X
Threats/Extortion				X	X	X
Fighting					X	X
Assault					X	X
Harassment/Intimidation/Bullying		X	X	X	X	X
Academic Dishonesty: i.e. Copying Homework, Forgery, Cheating on an Assessment, Plagiarism (Academic consequences possible)	X		X	X	X	X
Truancy (Skipping School)					X	
Littering			X	X	X	X
Cafeteria Misconduct (Behavior may result in removal from eating in the cafeteria)			X	X	X	X
Out of Area			X	X	X	X
Vandalism: Student will also owe Restitution				X	X	X
Gambling					X	X

INFRACTION	DISPOSITIONS					
All infractions will include an Administrative Conference and/or Teacher Conference and a warning recorded	Staff Lunch or After School Detention	Office Lunch Detention	Office Detention	Multiple Detentions	In-School Suspension	Out of School Suspension Student will be pick-up from school on the day consequences are issued
Dress Code Violation- 1st Offense Verbal Reprimand- Warning- Required change of inappropriate attire. Additional infractions may result in further consequences.			2nd	3rd	4th	
Unauthorized Use of Electronic Communication Recording Device			X	X	X	X
Use of Electronic Devices- Warning for 1 st offense			2 nd	3 rd	4+: Parent/ Guardian pick-up device from school too	
AUP Violation			X	X	X	X
Severe Misconduct	<p>Please see Regulation 5600 for more details</p>					
Smoking						
Possession of Tobacco/Tobacco Related Products						
Possession, distribution, and/or use of tobacco/tobacco related products						
Substance Abuse- Possession, distribution and/or under the influence (see 5530R Substance Abuse- Section E.10.J and Section L.4)						
<p>Please note: Frequency and/or severity of infractions dictate level of discipline</p>						

Consequences for Vaping and/or Having Vaping Products in School

As per district policies and regulations 5530, 5533, and/or 5600, students caught vaping or with drug and/or tobacco related products* in school (including on the school bus and or at school related events) will be required to go for a drug screen and will be issued an In-School-Suspension. If the drug screen’s results are positive for drugs, the student will be suspended from school for three days for the first offense, five days for the second offense, and ten days for all subsequent offenses. If there is a positive result in the drug screen, students must go for a chemical dependency evaluation and adhere to all recommendations from the evaluation.

In addition to those school-based consequences, as per [New Jersey law](#), a complaint will be filed with Jefferson Municipal court regardless of the outcome of the drug testing. The listed fines for these offenses are \$250 for the first offense, \$500 for the second offense, and \$1000 for the third and subsequent offenses.

*Tobacco related products include, but are not limited to, any form of tobacco, any product that is used to inhale nicotine or drugs, lighters, matches, rolling paper. Drug paraphernalia includes, but is not limited to, any equipment, product, or material of any kind which is intended or designed for use in manufacturing, compounding, converting, or otherwise introducing a controlled substance into the body. Any equipment or accessories that are commonly used with a controlled substance, including, but not limited to, pipes, bong, scales, plastic baggies, rolling papers, syringes, cutting agents, grinders, E-cigarettes, electronic smoking devices, or vapes (and their parts). As per the above video, tobacco and drug products also include any item whose purpose is to conceal or hide the above-mentioned products such as vaping hoodies, vaping backpacks, etc.

In addition to reinforcing the consequences for students that are caught vaping or with vaping products, we also ask you to help us be proactive in stopping our children from vaping.

[Pupil Smoking Policy: \(JTBOE 5533\)](#)

[Substance Abuse Policy \(JTBOE 5530\)](#)

[Substance Abuse Regulation \(JTBOE 5530\)](#)

STUDENT ACTIVITIES

After School Clubs and Activities

[Activity Participation Fee Program \(JTBOE Policy 2436\)](#)

[Activity Participation Fee Program \(JTBOE Regulation 2436\)](#)

The following is the schedule fees associated with participation in Middle School after school activities:

- \$50 per activity per student
- Annual cap per student is \$200
- Annual cap per family is \$400 (MS/HS combined)
- Fees will be waived for families that qualify for free meals. Families that qualify for reduced price meals will be charged 50% of the participation fees.

Evening Activities and Programs

Throughout the school year there are a variety of JTMS and JTEF sponsored evening activities and programs which middle school students are encouraged to participate in or attend. During these events, students are expected to adhere to school rules and procedures. In order for a student to attend an evening activity or program sponsored by the Middle School, the student must be present in school on the day of the activity or program, no exceptions.

Activities and Field Trips

Throughout the school year, students will have the opportunity to participate in JTMS and JTEF sponsored events during the school day such as picnics, Pep Rally's, and field trips. All field trips must be approved by the Board of Education. All costs, such as transportation, admission fees, are paid by the parents/guardians. The destinations for these trips are selected by the teachers and vary from year to year. Therefore, the parent/guardian assumes all risk for loss of payment due to a student's cancellation, absence, or disciplinary action taken by the school. In some cases, monies cannot be refunded as determined by the vendor. Students who register an unsatisfactory attendance record might not be allowed to participate in an activity or field trip that takes place during the school day.

Demerit Point System

If the nature of a student's discipline record is at a serious level, a student may be excluded from any special event due to the number of demerits accumulated at the time of the event. A demerit point system is included in a student's disciplinary record throughout the school year. Demerits are issued for a student's violation of the school's code of conduct. A student's demerit record can adversely affect their attendance on a field trip, or other upcoming school sponsored activities or events. A student must have a clean record of served detentions or suspensions in order to attend an upcoming school activity, event, or field trip. The demerit point system is recorded as follows: 1 point for a teacher, office, or lunch detention; 2 points for a bus suspension; 2 points for loss of privileges; 3 points for an ISS; 4 points for an OSS. Students who remain infraction free for one month will have a demerit removed from their record.

The school's demerit point system, which is part of the middle school's code of conduct will be reviewed with the staff and students at the beginning of the school year. Students who accumulate 6 demerits or more during the first and second marking period (Semester 1) or 6 demerits during the third and fourth marking period (Semester 2) or a total of 12 or more demerits during the school year will not be allowed to attend the planned activity or field trip. Any student barred from an activity or field trip may contact one of their teachers or staff members to schedule an appeal. An appeals committee will hear each student appeal and decide whether or not to grant the appeal. The decision of the appeals committee is final.

Grade Eight Promotion Activities

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

- Any eighth-grade student who has demonstrated violations of the school's student behavior code may be excluded from any or all promotion activities. The following number of demerits will be used as a benchmark to determine if a student is excluded from an activity: Promotion field trip (denial at 12 demerits); promotion dance (denial at 24 demerits); and promotion ceremony (denial at 36 demerits).
- If the nature of a student's infraction is at a serious level, the student may be excluded from an activity regardless of the number of demerits.
- An eighth grade student who is barred from Grade 8 Promotion Activities due to discipline may ask the advisor of the activity for an appeal hearing. An appeal committee will hear each student's appeal. The decision of the appeal committee is final.
- Due to the fact that these activities are meant to be part of the celebratory process and tied to the idea of promotion to high school, any student that is failing two or more of the core subjects (language arts, math, physical education, science, and social studies) for the year will not be permitted to participate.

Final Note: The procedures and policies stated in this document (other than those mandated by NJ Statute) are subject to change during the school year at the discretion of the Board of Education and/or the Middle School Administration. Thank you.

Revised 8/2/23