



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



STUDENT HANDBOOK **2019-2020**

School Administration

Mr. Robert Hayzler
Assistant Principal

Dr. Kelly J. Cooke
Principal

Mrs. Kathleen Tobia
Assistant Principal

School Counseling Department

Ms. Oksana Rusynko
6^h Grade Counselor

Mrs. Siobhan Carroll
8^h Grade Counselor

Ms. Kari Ellingsen
7th Grade Counselor

Ms. Joanne Martino
Student Assistance Counselor

Important Phone Numbers

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

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

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Mr. Robert Fleming, Technology Coordinator
Ms. Margaret Widgren, Director of Student Personnel Services

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Ms. Jennifer Wnuk, Language Arts
Mr. Daniel Papa, Social Studies and Fine and Related Arts
_____, Business and Mathematics
Mrs. Theresa Fritzky, Special Education
Mr. Derek Sica, ESL, Music, and World Language
Ms. Kelly Villa, Instructional Technology and Media

***JEFFERSON TOWNSHIP MIDDLE SCHOOL
PARENT TEACHER ASSOCIATION***

Jennifer Schorr, President
Antonella DaSilva, Vice President
Nancy Mooney- Secretary
Vicki Christie, Treasurer
Jennifer Bell, Membership Chairperson
Lauren Edge, Website/Media Chairperson

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2019 - 2020 SCHOOL CALENDAR

August 27 and 28	New Staff Orientation
September 2	Labor Day - Schools Closed
September 3, 4	All Staff Orientation and Staff Professional Development
September 5	First Day of School
September 30	Rosh Hashanah - Schools Closed
October 9	Yom Kippur - Schools Closed
October 14	Columbus Day - Schools Closed. Staff Professional Development
October 22	Early Dismissal - Staff Professional Development
November 7-8	NJEA Convention - Schools Closed
November 27	Early Dismissal Staff and Students
November 28-29	Thanksgiving Recess - Schools Closed
December 20	Early Dismissal
December 23-31	Winter Recess - Schools Closed
January 1	Winter Recess - Schools Closed
January 2	School Reopens
January 20	Martin Luther King Day - Schools Closed
February 4	Early Dismissal - Staff Professional Development
February 17	President's Day - School Closed
March 10	Early Dismissal - Staff Professional Development
April 6-10	Spring Break - Schools Closed
May 5	Early Dismissal - Staff Professional Development
May 25	Memorial Day - Schools Closed
June 22	Middle School Promotion Ceremony
June 23	Last Day of School (Tentative)

Emergency closing days may be made up as follows:

1st: Nov. - Teachers' Convention (when cancelled)

2nd: April 6-10, beginning with the 6th

3rd: June 24 -30, beginning with the 24th.

JTMS MARKING PERIOD SCHEDULE

<u>Marking Period</u>	<u>Midpoint</u>
1 September 5, 2019 – November 12, 2019	October 7, 2019
2 November 13, 2019 – January 29, 2020	December 11, 2019
3 January 30, 2020 – April 3, 2020	March 3, 2020
4 April 13, 2020 – June 23, 2020	May 15, 2020

GRADE 6 EXPLORATORY SCHEDULE

Term/Cycle	Dates	Mid-Point
1	September 5, 2019 – October 18 2019	September 28, 2019
2	October 21, 2019 – December 6, 2019	November 11, 2019
3	December 9, 2019– January 29, 2020	January 7, 2020
4	January 30, 2020- March 13, 2020	February 19, 2020
5	March 16, 2020 – May 6, 2020	April 8, 2020
6	May 7 2020 – June 23, 2020	May 29, 2020

JTMS DAILY SCHEDULE

Regular Day:	Start Time – 7:35 a.m.	Dismissal – 2:15 p.m.
Delayed Opening:	Start Time – 9:35 a.m.	Dismissal – 2:15 p.m.
Early Dismissal:	Start Time – 7:35 a.m.	Dismissal – 12:30 p.m.

JTMS PROGRAM OF STUDIES

Jefferson Township Middle School is committed to young adolescents and academic achievement. JTMS provides quality instruction with the guidance and leadership necessary to prepare our students for success and life-long skills.

Course of Study

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

- Core Academic Teams: Students are assigned to a Core Academic Team where they receive instruction in Language Arts, Math, Science, and Social Studies.
- Physical Education/Health: Students are assigned three marking periods of Physical Education and one marking period of Health.
- World Language: Students choose either Spanish or French to study for their three years at JTMS.
- Exploratory and Elective Courses: Sixth grade students rotate through six exploratory classes. Seventh and eighth grade students choose two one-semester courses or one full-year course.

Grading System

The JTMS grading system is as follows: A = 90-100 points; B = 80-89 points; C = 70-79 points; D = 65-69 points; F = 64 or lower points. A letter grade of “I” indicates incomplete. All incomplete work is required to be made up within two weeks of notification. In order to pass a course for the year a student must receive a final letter grade of “D” or better. All class assignments, including projects, labs, presentations, and reports must be completed according to the teacher’s timeline and specifications.

Academic Legend									
A+	100-97	B+	80-87	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

Honor Rolls

Honor rolls are announced after each marking period. Students are recognized for academic excellence as follows:

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

Report Cards and Student Academic Progress

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

Homework

Purpose of Homework

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

Amount of Homework

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

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

Homework for Extended Absences

- Up to one week of homework assignments can be provided to the student before leaving.
- A student will receive these assignments on the last school day before the start of the absence.

- Since much of the work assigned will be new to the student, it is suggested that a study-buddy, parents, or older siblings assist the student as needed.
- Assignments are due on the first day of the student's return to school.
- Assignments returned late will receive a lower grade than if returned on time.
- If the absence is for more than one week, teachers will assign additional work upon the student's return.

Requesting Work for Student Absent Due to Illness

- If a child will be out sick for more than a day, the parent can request work through the School Counseling Office. Please make requests prior to 9:00 a.m.

Extra Help and Assistance

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

Promotion from Eighth Grade (JTBOE Policy 5411)

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

Promotion and Retention Policy (JTBOE 5410)

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

Students At-Risk for Failure and/or Retention

- Language Arts, Mathematics, Science, Social Studies, and Physical Education/Health are core academic subject areas. Students failing two or more core academic subjects in a marking period are considered at-risk for failure and possible retention.
- Parents will be informed in writing of their child being at-risk for failure no later than the second marking period or as soon as the failure becomes evident.
- Students who struggle academically will be assisted through the Response to Intervention (RTI) process.
- Students who continue to fail will be referred to the Intervention and Referral Services (I&RS) Committee.
- Students that receive a final letter grade of "F" in two or more core academic subjects including physical education/health may be retained in their grade.
- If a student is at risk for retention, a recognized summer school program will be advised by the grade level school counselor. Parents/Guardians should contact their child's school counselor or case manager for details.
- The student's school counselor, teachers, and parent/guardian are expected to monitor the progress of students who are at-risk for retention.

Physical Education and Health

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

Medical Excuse from Physical Education

- If a doctor requests that a student be excused from physical education, the doctor must specify in writing the reason(s) and approximate length of time for the student to be excused. Notes from parents will be reviewed by the school nurse. The doctor's excuse may be subject to review by the school doctor, according to New Jersey Statute.
- Based on interpretations of State law, no student is permitted to be medically excused from physical education class. Therefore, instructors have two choices when implementing medical excuse procedures: Students may remain in class (recommended for short term excuses) and either complete a written project or be a PE assistant in order to receive credit. Long term excuses may follow the same procedures as above except in cases where the student is incapacitated (unable to remain in the gym area or unable to walk to activity areas). In these cases, only, the student may be assigned a long term project and be assigned to the library to enable the student to receive credit for the class.

Gym Lockers

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

ATTENDANCE POLICY AND REGULATIONS (JTBOE 5200)

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

Late to School

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

MEDICAL OFFICE AND PROCEDURES

The School Nurse

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

Illness

A student who becomes ill is to obtain a pass from the teacher and report to the nurse immediately. If the nurse believes that the student should go home, the student's parent/guardian will be contacted by the nurse. If the nurse is not available, the student should report directly to the main office. Students are not permitted to call home or text home to be excused for an illness. The absence of a student sent home by the nurse or main office is recorded as excused.

STUDENT SERVICES

School Counseling Services

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

Student Assistance Counselor (SAC)

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

Parents/Guardians Conferences

Parents/guardians may request to meet with his/her child's academic team, school counselor, or individual teacher as needed during the school year. In turn, a student's academic team, teacher, or school counselor may also request a conference. Parents/Guardians may request a conference by contacting the team coordinator, teacher, or school counselor at 973-697-1980.

Media Center (JTBOE Policy 2362)

The media center is located in the Upper B-wing. The media specialist is available to assist students in selecting books to read for the Accelerated Reader program, and other academic purposes. Students are permitted to check out books from the media center before school and during the flex class. Students must have a pass from their teacher before reporting to the media center during flex class.

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

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

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

Films and Videos

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

MIDDLE SCHOOL PROCEDURES

Water Bottles

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

Cafeteria

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

Telephone Use

Students who need to call home should ask permission. Phone access is found in the School Counseling Office. It is encouraged that students use the phone during their lunch, before school, or after school. The use of cell phones is not permitted as per JTBOE Policy 5516. Cell phones should not be visible once school is in session. Cell phones should be turned off upon arrival and left in the student's locker. If a parent/guardian needs to contact a child, the parent may contact the main office and a message will be given

to the student. A student using a cell phone without staff permission during school hours will have their cell phone confiscated and the phone may be turned over to the parent or guardian. The student will also receive disciplinary consequences (office detention). During the school day, a teacher may give students the opportunity to utilize their cell phone for educational purposes, only. When permission is given from a staff member, cell phone use is acceptable.

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

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

Lockers

- All students receive a locker to store books, clothing, book bags or backpacks as well as laptop cases/bags.
- Student lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable belief that there has been a violation of the law, district policy, or school rules and regulations.
- Students should keep the locker locked at all times. Rigging the locker so it will pop open where using the combination lock is not needed, is not advisable, nor permitted. Students may be held accountable for damages to the locker.
- Students should keep the locker combination private.
- Students are not permitted to share lockers.
- If a locker will not open the student should avoid forcing the lock, handle, or door. Instead the student should seek assistance of a staff member.
- Improperly working lockers should be reported to the main office.

Lost and Found Items

Any item found in the building should be taken directly to the main office. Lost and found items are stored in the cafeteria, or main office; however, there is also a lost and found location in the locker rooms which contains items left in the gymnasium or locker room during physical education classes. Found textbooks are given to a subject area teacher or are stored in the media center.

Proper Care of Money or Valuables

Money and valuable items should not be brought to school. Students should not store money or valuable items in school or any locker.

Use of Electronic Devices

Students using electronic devices, other than those approved or using an electronic device without the permission of a staff member, will have them confiscated and will be turned over to a parent/guardian. The student will also receive disciplinary consequences. As stated above, cell phones should not be visible once school is in session. Cell phones should be turned off upon arrival and left in the student's locker. Any parent needing to contact his/her child can contact the main office and any student needing to contact home can call from the school counseling office.

Laptop/Computer Use within the schools

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 take place in the classrooms and students will be using laptops supplied to them within classrooms throughout various settings. Laptops will remain in the classrooms so that they are available for student use when needed.

Students will be expected to utilize technology devices for educational purposes during times when permission is granted from a staff member, only. Please refer to the following link for any questions regarding Electronic Device Communications and Recording.

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

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

Proper Care of Textbooks, Equipment, Materials, and Supplies

Textbooks must be covered at all times. The cost of textbooks, equipment, materials, and supplies is provided by our Board of Education. Textbooks, equipment, materials, and supplies are the property of the Board of Education. Students are responsible for proper care of these items. Lost or damaged books, equipment, materials, or supplies must be replaced and paid by student/parent within a reasonable time. Records will be held until item(s) is replaced or restitution made. Refer to JTBOE Policy/Regulation 5513 “Care of School Property Policy” and “Care of School Property Regulation” on our website, www.jefftwp.org. Allowing for reasonable wear and use, all books, equipment, materials, and supplies must be returned at the end of the course in the same condition as received.

Fines and Money Owed to School

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

Use of Metal Detectors (JTBOE Policy 7444)

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

C-Wing Shortcut

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

Parents/Guardians Pick-up and Drop-off Procedures

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

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

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

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

Visitors

At JTMS, we understand that there are times when parents, guardians, and other individuals for a variety of reasons need to enter the Middle School. In order for this to run smoothly, we ask that all visitors observe the following visitation procedures:

- Ring the doorbell, which alerts an office staff member that there is a visitor at the front door.
- Office staff will gather information from you including name and reason for visit.
- If dropping off supplies for a child, visitors may be requested to leave the items in the bin located by the front entrance.
- If your visitation reason requires you to enter the building, please enter the main office and have a valid I.D. available. Visitors will be issued a visitor's sticker to wear, if necessary, after signing in. Upon completion of your visit, please sign out and return your sticker to an office staff member.

Movement to the High School

- Students are not permitted to walk to the high school without supervision or administrative approval by both schools. Students with permission to walk to the high school will be issued a pass. Students entering the high school without permission will be subject to disciplinary action.
- Students are not permitted to attend after-school events at the high school, such as athletics, without supervision in accordance with Blue Pass procedures.

Emergency Evacuation and Lockdown/ALICE Procedures

In compliance with NJ state law, Jefferson Township Middle School is required to anticipate and prepare for emergency situations. As a result, evacuation and lockdown drills are conducted, regularly. The purpose of these drills is to prepare the students and staff in the event of an emergency. Evacuation and lockdown plans have been developed in cooperation with the Jefferson Township and Morris County Police Departments.

During a drill or in an emergency, students and staff will be moved to a safe destination which may or may not be located on school grounds. In an emergency “enhanced” lockdown, parents/guardians should not report to the school or an evacuation site, as students will not be allowed to be picked up or excused from school until the situation is deemed secure by the police authorities. In addition, we strongly request that in the event of an emergency, parents/guardians refrain from contacting their children via cell phone, personal pager etc., as these transmissions may interfere with the safe and efficient manner of the emergency response team.

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

Pupil Supervision After School Dismissal (JTBOE Policy 8601)

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

STUDENT CITIZENSHIP

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

Student of the Month

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

Positive Behavior Supports in School (PBSIS)

The Positive Behavior Supports in School (PBSIS) program was implemented in the 2012 school year. The JTMS community chose Respectful, Accountable, and Positive (RAPs) as our behavioral expectations for each middle school student. Throughout the building there are signs that outline these expected behaviors. When a staff member recognizes a student fulfilling one of these behavioral expectations, a student is handed a “Falcon Rapper” which can be turned in for a weekly prize drawing. We believe that by teaching appropriate behavior and rewarding students for meeting our expectations, we will build a productive and positive school community.

Standards for School Dress (JTBOE Regulation 5511)

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

Pupil Discipline/Code of Conduct (JTBOE Regulation 5600)

Please refer to District Policy JTBOE Regulation 5600 on our website, www.jefftwp.org.

GRADES 6-8 CHART OF CONDUCT										
* These behavioral expectations and responses from the school administration include, but are not limited to what is listed below. Please note: All consequences will be at the discretion of school administration.										
INFRACTION	Teacher Detention/ Lunch Detention	DISPOSTIONS					REFER TO:			
		Lunch Det.	OFFICE DET.	MULTIPLE DET.	IN-SCHOOL SUSP.	OUT OF SCHOOL SUSP.	Prin. or Asst. Prin.	SAC/CST/ Guidance Counselor	JTPD	SUPT
<i>All infractions will include an Administrative Conference and/or Teacher Conference.</i>										
Late to School (Arrival to 1st period after 7:35) *Per Marking Period			@3	3+			X	X		
Late to class (Referred by teacher)	X		1st-2nd Offense 5+ min.	3			X			
Cut Class				1st	2nd, 3rd= 2 days		X	X		
Cutting Detention				1st	2nd, 3rd= 2 days	4+	X			
Insubordination	X	X	X	X	X	X	X			
Disruption	X	X	X	X	X	X	X			
Foul Language	X	X	X	X	X	X	X			
Foul Language Towards Staff					X	X	X			
Instigation		X	X	X	X	X	X			
Bus Misconduct (May also result in loss of privileges- i.e. bus susp.)		X	X	X	X	X	X			
Horseplay							X			
Horseplay with Injury				X	X	X	X			
Creating an unsafe environment	X	X	X	X	X	X	X			
Retaliating by pushing/hitting				X	X	X	X			
Physical Scuffle				X	X	X	X			
Threats/Extortion				X	X	X	X			
Fighting					X	X	X		X	X
Assault						X	X		X	X
Harassment/Intimidation/Bullying		X	X	X	X	X	X	X		X
Forgery (Academic consequences possible)				X	X	X	X			
Copying Homework (Academic consequences possible)	X		X				X			
Cheating on Test (Academic consequences possible)				X (3 Det.)	X		X			
Plagiarism (Academic consequences possible)				X (3 Det.)			X			
Truancy					X		X			
Dress Code Violation *		X	X	X	X		X			
AUP Violation							X			
Littering		X	X	X	X	X	X			
Out of Area			X	X	X	X	X		X	X
Vandalism				X			X			
Smoking					X	X	X		X	X

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

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

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

Sexual Harassment of Pupils (JTBOE 5751)

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

Pupil Smoking Policy and Regulation (JTBOE 5533)

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

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

Substance Abuse Policy and Regulation (JTBOE 5530)

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

Dating Violence at School Policy and Regulation (JTBOE 5519)

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

STUDENT ACTIVITIES

After School Clubs and Activities

Our middle school offers a wide variety of after school clubs and activities throughout the school year. Students who participate in these activities may take the 3:25 p.m. late bus home or be picked up by their parent/guardian. Students being picked up by a parent/guardian must inform the advisor/staff member. These students will be escorted to the cafeteria for dismissal. Students will be dismissed from the cafeteria upon parent/guardian arrival. Parents/guardians may remain in their vehicles while they wait for their child to be dismissed. A complete list of after school student activities and clubs are located on the middle school's website. Announcements and permission forms will be given throughout the school year on activities that are running.

Evening Activities and Programs

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

Co-Curricular Activities Policy (JTBOE 2430)

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

Late Buses

Late buses will be available for use by students who are staying after school for clubs, activities, extra help and detention. Students who are staying after for extra help need to have prior arrangements made with their teacher. The student is required to have a note from a parent/guardian handed in to the teacher the morning of, which states the reason for staying after, the date, the teacher who they are staying after with, and a parent/guardian signature. Students are placed on the late bus by their teacher, unless prior arrangements have been made in writing by the parent/guardian personally to pick up their child. If arrangements are not made ahead of time to pick up a student, the student will be sent home on the designated late bus unless the parent signs his/her child out in the main office prior to the departure of the late buses.

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.

Demerit Point System

Throughout the school year, students will have the opportunity to participate in special events such as activity nights, dances, picnics, and class trips. If the nature of a student's discipline record is at a serious level, a student may be excluded from any special event due to the number of demerits accumulated at the time of the event. A demerit point system is included in a student's disciplinary record throughout the school year. Demerits are issued for a student's violation of the school's code of conduct. The demerit point system is designed for academic team and/or administrative review. A student's demerit record can adversely affect his/her attendance on a class trip, field trip, or other upcoming school activity or event. A student must have a clean record of served detentions in order to attend an upcoming school activity or event, class trip, or field trip. The demerit point system is recorded as follows: 1 point for a teacher, office, or lunch detention; 2 points for bus suspension; 2 points for deprivation of privileges; 3 points for an ISS; 4 points for an OSS.

Students who remain infraction free for one month will have a demerit removed from their record.

School Yearbook

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

Field Trips

- Field trips may be scheduled during the school year as approved by the Board of Education. All costs, such as transportation, admission fees, are paid by the parents/guardians. The destinations for these trips are selected by the teachers and vary from year to year.
- In some cases, monies cannot be refunded as determined by the vendor. Therefore, the parent/guardian assumes all risk for loss of payment due to a student's cancellation, absence, or disciplinary action taken by the school.
- Students may be barred from any field trip for disciplinary or safety reasons. The school's demerit point system will be reviewed regarding field trip participation. Any student barred from a field trip may appeal his/her case to the teacher/trip coordinator or academic team coordinator. Students who accumulate 5 demerits or more prior to the 2nd Semester (start of 3rd Marking Period) or 10 Demerits or more following that, may appeal. An appeal committee will hear each student's appeal. The decision of the appeal committee is final. In some cases, as determined by administration and appropriate staff members, a student who has demonstrated behavior violations may require the student's parent/guardian to attend the field trip to maintain close management.
- Students who register an irregular or unsatisfactory record of attendance may not be allowed to participate in field trips of any nature.

Grade Level Promotion

Promotion to the next grade level includes the following:

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

Grade 8 Promotion Activities Procedures

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

- Any Grade 8 student who has demonstrated violations of the school's student behavior code may be excluded from any or all promotion activities. The following number of demerits will be used as a benchmark to determine if a student is excluded from an activity: Promotion field trip (denial at 10 demerits); promotion dance (denial at 20 demerits); promotion team picnics (denial at 24 demerits); the all-school awards program on the last day of school (denial at 30 demerits); and promotion ceremony (denial at 30 demerits).
- If the nature of a student's infraction is at a serious level, the student may be excluded from an activity regardless of the number of demerits.
- A Grade 8 student may be barred from any or all promotion activities for disciplinary or safety

infractions.

- Due to the fact that these activities are meant to be part of the celebratory process and tied to the idea of promotion to high school, any student that is failing two or more of the core subjects (language arts, math, physical education, science, and social studies) for the year will not be permitted to participate.

Final Note:

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

Revised: May 8, 2020