

THOMAS JEFFERSON MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK



HOME OF THE **JAGUARS!**

Today We Learn, Tomorrow We Lead

Principal: Mrs. Antoinette Emden
Assistant Principal: Mr. Ken Saggese
Assistant Principal: Dr. James Falco
Head Counselor: Mrs. Kim McCoy

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Thomas Jefferson Middle School

450 Division Street

Edison, NJ 08817

Main Office: (732) 650-5290

Guidance Office: (732) 650-5290 ext. 32008

Fax: (732) 650-5295

Administration

Antoinette Emden, Principal

antoinette.emden@edison.k12.nj.us

Kenneth Saggese, Assistant Principal (Grades 7 and 6-1 to 6-7)

kenneth.saggese@edison.k12.nj.us

Dr. James Falco, Assistant Principal (Grades 8 and 6-8 to 6-14)

james.falco@edison.k12.nj.us

Myla Cruz, Secretary to Principal

(Ext. 32002)

Francine Pychewicz, Secretary to Asst. Principals

(Ext. 32001)

Laura Hogan, Guidance Secretary

(Ext. 32008)

Lorri Mentuck, Attendance Secretary

(Ext. 32000)

Bill Tanajuskas, Facilities Manager

(Ext. 32012)

School Website

Edison Township Board of Education

| | |
|----------------|-------------------------------|
| President | Xiaohan “Shannon” Peng |
| Vice President | Joseph Romano |
| Member | Vishal Patel |
| Member | Biral Patel |
| Member | Mohin Patel |
| Member | Douglas Schneider |
| Member | Brian Rivera |
| Member | Jingwei “Jerry” Shi |
| Member | Virginia White |

Board of Education Meeting Schedule 2023

Central Office Administration

| | |
|-----------------------------------|---|
| Dr. Edward Aldarelli, Ed.D | Acting Superintendent of Schools |
| Dr. Thomas Toohey, Ed.D. | Assistant Superintendent - Pupil Support Services |
| Mr. Jonathan Toth | Business Administrator |
| Ms. Jacqueline Becce | Assistant Business Administrator |
| Ms. Baninder Goomer | Chief Academic Officer - Elementary |
| TBD | Chief Academic Officer - Secondary |

**PUBLIC SCHOOLS OF EDISON TOWNSHIP
SCHOOL CALENDAR – 2023-2024
182 INSTRUCTIONAL DAYS**



**GRADUATION DATE
CLASS OF 2024:
JUNE 21, 2024**

| SEPTEMBER 2023 | | | | | | | 17 DAYS |
|----------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | ★ | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |

| OCTOBER 2023 | | | | | | | 22 DAYS |
|--------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | ★ | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 29 | 30 | 31 | | | | | |

| NOVEMBER 2023 | | | | | | | 15 DAYS |
|---------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | ★ | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | | | |

| DECEMBER 2023 | | | | | | | 16 DAYS |
|---------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | ★ | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

| JANUARY 2024 | | | | | | | 21 DAYS |
|--------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | | | | |

PARENT/TEACHER CONFERENCES
PS-5 Schools will be Single-Session Days for conferences.
Preschool and Elementary Schools
November 16th, November 28th and November 30th
February 29th, March 5th and March 7th
Middle Schools
November 16th and February 15th
High Schools
November 28th

| HIGH SCHOOL/MIDDLE SCHOOL MARKING PERIOD END DATES | |
|--|-------------------|
| MP 1 | November 17, 2023 |
| MP 2 | February 1, 2024 |
| MP 3 | April 16, 2024 |
| MP 4 | June 21, 2024 |

| ELEMENTARY SCHOOLS END OF TRIMESTER DATES | |
|---|-------------------|
| Trimester 1 | December 11, 2023 |
| Trimester 2 | March 14, 2024 |
| Trimester 3 | June 21, 2024 |

SEPTEMBER
Fri., Sept. 1 Staff Report
Mon., Sept. 4 Labor Day
Tues., Sept. 5 Staff Professional Development Day
Wed., Sept. 6 Schools Open (PS-12)
Mon., Sept. 25 Yom Kippur

OCTOBER
Wed., Oct. 4 Single Session Day Staff Professional Development Day

NOVEMBER
Mon., - Nov 6 - Fall Break/
Fri., Nov. 10 Teacher's Convention/
Veteran's Day/Diwali
Thurs., Nov. 23 - Thanksgiving -
Fri., Nov. 24 Recess

DECEMBER
Wed., Dec. 6 Single Session Day Staff Professional Development Day
Mon., Dec. 25 - Winter -
Fri., Dec. 29 Break

JANUARY
Mon., Jan. 1 New Year's Day
Wed., Jan. 10 Single Session Day Staff Professional Development Day
Mon., Jan. 15 Martin Luther King's Birthday

FEBRUARY
Wed., Feb. 7 Single Session Day Staff Professional Development Day
Mon., Feb. 19 Presidents' Day

MARCH
Wed., March 6 Single Session Day Staff Professional Development Day
Mon., March 29 Spring Break

APRIL
Mon., April 1 - Spring -
Fri., April 5 Break
Wed., April 10 EID
Wed., April 17 Single Session Day Staff Professional Development Day
Tue., April 23 Passover

MAY
Mon., May 27 Memorial Day

JUNE
Wed., June 19 Juneteenth
Fri., June 21 Last Day of School

| FEBRUARY 2024 | | | | | | | 20 DAYS |
|---------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | | | |

| MARCH 2024 | | | | | | | 20 DAYS |
|------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | | | | 1 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | |

| APRIL 2024 | | | | | | | 15 DAYS |
|------------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | | | | | |

| MAY 2024 | | | | | | | 22 DAYS |
|----------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | |

| JUNE 2024 | | | | | | | 14 DAYS |
|-----------|----|----|----|----|----|----|---------|
| S | M | T | W | T | F | S | |
| | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | | | | | | | |

There are two emergency days built into the calendar, which if taken, will not be necessary to make up in order to meet the 180-day student year. If additional emergency closing days are needed, they shall be taken on: 4/2, 4/3

| KEY | |
|-----|---|
| | SCHOOLS CLOSED |
| | BOARD OF EDUCATION ACTION MEETING |
| | EARLY DISMISSAL |
| | END OF MARKING PERIOD |
| | NO SCHOOL FOR STUDENTS STAFF PROFESSIONAL DEVELOPMENT DAY |
| | NO SCHOOL FOR STUDENTS STAFF REPORT |
| | SINGLE SESSION DAY STUDENTS STAFF PROFESSIONAL DEVELOPMENT DAY <small>(Staff Dismissal - Times same as Full Day)</small> |

182 INSTRUCTIONAL DAYS – STUDENTS
184 WORKING DAYS – STAFF

ADOPTED: MARCH 21, 2023

IMPORTANT DATES (2023-2024)

| | Date | Time |
|-------------------------------------|-----------------------|------------------|
| Back to School Night | September 21 | 6:30pm to 8:30pm |
| Parent Teacher Conferences (Fall) | November 16 | 6:00 to 8:30pm |
| Parent Teacher Conferences (Spring) | February 15 | 6:00 to 8:30pm |
| State Testing (NJSLA) | April 29th to May 2nd | TBD |
| State Testing (Science) | May 6-7 | TBD |

Middle School Bell Schedule

| | | |
|-----------------------------|------------------------------|------------------------------|
| Warning Bell 8:15 | | |
| Homeroom 8:25 - 8:30 | | |
| Period 1 8:33 - 9:15 | | |
| Period 2 9:18 - 10:00 | | |
| Period 3 10:03 - 10:45 | | |
| Grade 6 | Grade 7 | Grade 8 |
| Lunch 10:48 - 11:15 | Period 4/5 10:48 - 11:30 | Period 4/5 10:48 - 11:30 |
| Period 5/6 11:18 - 12:00 | Lunch 11:33 - 12:00 | Period 6/7 11:33 - 12:15 |
| Period 7/8 12:03 - 12:45 | Period 7/8 12:03 - 12:45 | Lunch 12:18 - 12:45 |
| | Period 9 12:48 - 1:30 | |
| | Period 10 1:33 - 2:15 | |
| | Period 11 2:18 - 3:00 | |

Middle School Bell Schedule

Single Session Day

No Lunches

| | |
|--------------------------|----------------------|
| WARNING BELL | 8:15 |
| | |
| HOMEROOM | 8:25 - 8:28 |
| | <i>Passing</i> |
| PERIOD 1 | 8:31 - 9:02 |
| | <i>Passing</i> |
| PERIOD 2 | 9:05 - 9:36 |
| | <i>Passing</i> |
| PERIOD 3 | 9:39 - 10:10 |
| | <i>Passing</i> |
| PERIOD 4/5 or 5/6 | 10:13 - 10:44 |
| | <i>Passing</i> |
| PERIOD 6/7 or 7/8 | 10:47 - 11:18 |
| | <i>Passing</i> |
| PERIOD 9 | 11:21 - 11:52 |
| | <i>Passing</i> |
| PERIOD 10 | 11:55 - 12:26 |
| | <i>Passing</i> |
| PERIOD 11 | 12:29 - 1:00 |

*31 minute periods

Middle School Bell Schedule

Delayed Opening

| | |
|---|----------------------|
| WARNING BELL | 9:50 |
| | |
| HOMEROOM | 10:00 - 10:05 |
| | <i>Passing</i> |
| PERIOD 1 | 10:08 - 10:38 |
| | <i>Passing</i> |
| PERIOD 2 | 10:41 - 11:11 |
| | <i>Passing</i> |
| PERIOD 3 | 11:14 - 11:44 |
| | <i>Passing</i> |
| PERIOD 4/5 or Grade 6 Lunch | 11:47 - 12:16 |
| | <i>Passing</i> |
| PERIOD 5/6, 6/7 or Grade 7 Lunch | 12:19 - 12:48 |
| | <i>Passing</i> |
| PERIOD 7/8 or Grade 8 Lunch | 12:51 - 1:20 |
| | <i>Passing</i> |
| PERIOD 9 | 1:23 - 1:53 |
| | <i>Passing</i> |
| PERIOD 10 | 1:56 - 2:26 |
| | <i>Passing</i> |
| PERIOD 11 | 2:29 - 3:00 |

Welcome to Thomas Jefferson Middle School

"Today We Learn, Tomorrow We Lead."

Our goal at Thomas Jefferson Middle School is to provide a learning environment where students value education and accept their role as life-long learners. The teachers at Thomas Jefferson work hard to inspire all children to strive to meet their fullest potential by providing a challenging and nurturing environment. In the classroom, teachers incorporate varied instructional strategies to motivate and address the learning styles and intelligence of a diverse population of students. In addition to promoting academic excellence, teachers cultivate a learning environment where our students develop their character to consist of self-respect, self-confidence, independence, commitment, and responsibility. In pursuit of excellence, all these qualities are essential to be successful in life.

Teachers work collectively to ensure positive and meaningful educational experiences. In addition, students are nurtured with a sense of cultural awareness, tolerance, diversity, and an appreciation of the arts within the community.

Our students at Thomas Jefferson Middle School are involved in a comprehensive academic program that includes English, Math, Science, and Social Studies. Students are also given opportunities to participate in an elective program consisting of band, strings, vocal/general music, and art. Exposure to a World Language, Spanish or French is required to prepare our students for a multicultural world. In addition, Thomas Jefferson Middle School offers an intramural and interscholastic athletic program.

To help build relationships with the teachers, students can participate in numerous after-school clubs and activities.

Looking forward to another productive school year!

Mrs. Antoinette Emden
Principal



VISION

Our vision is to cultivate the genius, passion, confidence, and empathy of every child so that they can inspire change in our ever-evolving society.

MISSION

Our Community Will...

- ✓ Incorporate our learner's identity into our instruction
- ✓ Create accessible pathways for learning opportunities
- ✓ Amplify all diverse voices throughout our curriculum
- ✓ Value individualized progress

JAGUAR PRIDE VALUES

- ✓ **Perseverance:** Realize your *potential*; focus on goals; have *grit*
- ✓ **Respect:** Listen with an *open mind*; embrace *diversity*
- ✓ **Integrity:** Do the right thing when no one is looking; honor *commitments*
- ✓ **Dependability:** Bell-to-bell effort; be *prepared* and *organized*; be *reliable*
- ✓ **Encouragement:** Build confidence and acknowledge effort; be *positive*

GENERAL INFORMATION AND STUDENT RULES

The policies and procedures contained in this book are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

ATTENDANCE

ABSENCES

Policy 5200: Student Attendance

All students are to attend school on a regular basis. Student absence is legal only under the following conditions: (1) Personal Illness, (2) Death in family, (3) Religious holidays. For any legal absence, the student will be permitted to make up any school work missed, with full credit.

A note from home is required explaining the reason for the absence. A parent or guardian is expected to call the school before 10:00 A.M. at **732-650-5290** to report a student's absence. If a call is not received, our office will contact you at home or office. School attendance is necessary for continuous academic growth and subsequent promotion to the next grade level.

Students are expected to be in school attending class 180 days per year. Students who have accumulated nineteen (19) days or more **unexcused** absences may be recommended for retention.

The following are the five allowable reasons for a state-excused absence:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

It is the responsibility of the student to confer with all teachers following an absence to complete any work that has been missed. The teacher will provide work when a student is ill for (3) three or more consecutive days.

A student must complete four hours of instructional time to be credited with being present on that day.

If a student is absent from school during the regular school day, they may not participate in any after-school or evening activities without prior permission from the principal.

Parents shall call between 7:30 am and 9:00 am to report a student's absence. Upon returning to school, students must bring a note signed by their guardian, giving the date and reason for the absence. This note is to be given to the child's teacher who will forward it to the main office.

TARDINESS

All students are to arrive at school at the proper time: between 8:05 A.M. and 8:25 A.M. Students who arrive after 8:30 A.M. will be counted as "tardy." Students who arrive to homeroom after 8:30 A.M. will report to the late desk by the main entrance. At 8:45 A.M. all outside doors except the office entrance will be locked from the outside only, and students will report directly to the main office.

EARLY RELEASE

When it is necessary for a student to be released prior to the end of the school day, the student should present a note to the office during homeroom and have it approved. Emergency release will continue to be handled on an individual basis. Once the parent arrives at the school, the student will be called to the office for dismissal.

DELAYED OPENING

Students are to report to school a few minutes before 9:50 A.M. in the case of a delayed opening. Homeroom will start at 10:00 AM. Bus students should be at their stops at least one-half hour before school opening.

VISITORS

VISITOR PROCEDURES

In order to ensure the safety of all our children, school doors will continue to be locked to those who are outside. All visitors must enter through the front entrance. It will be monitored by closed-circuit TV and visitors will need to identify themselves before being admitted to the building. Please ring the buzzer and upon hearing the click, open the door, proceeding immediately to the security desk.

It is BOE policy that all visitors who enter the building during school hours sign the Visitor's Log Sheet located at the security desk in the lobby. You may be asked to present identification before proceeding to the main office. **NO ONE is permitted to go to a child's classroom, nurse's office, library or anywhere in the building unless you first report to the office.** This policy is necessary for the children's protection and safety. If you expect to be in the school for more than a few minutes, you will be given a visitor's pass.

If you need to take your child out of school (for illness or personal reasons), you will need to sign him/her out in the office in the Sign Out Log which is kept on the counter in the office.

If you would like to speak to a teacher, please send a note/email or call the school and leave a message so the teacher can reach you when he/she is not teaching. If you would like a conference with a teacher or the principal, it is important that you call the office to make an appointment. Please see the teacher first to discuss any classroom concerns.

DROPPED-OFF BELONGINGS

Parents should notify the main office prior to placing the items in the drop-off bin outside the main entrance. We encourage parents to hold their children responsible for bringing all necessary items to school; lunch, books, signature required items, eyeglasses, homework, projects, athletic equipment, etc.

PARENTAL CUSTODY

If there are issues involving custody, whether legal or personal in nature, make sure the office is provided with appropriate documentation. If you are not the primary residence of the child but would like copies of all school notifications, please send a letter of request to the office.

STUDENT ARRIVAL/DISMISSAL

ARRIVAL

1. Cars are not permitted in the circle from 7:55 AM – 8:25 AM and 2:45 PM – 3:15 PM. The circle must stay clear for bus entry.
2. Starting at 8:10 AM, teachers will be available for supervision.
3. Students arriving should report to their respective holding areas (6th grade - Gymnasium, 7th grade - Gymnasium, 8th grade - Cafeteria). Students will be permitted to enter the building at 8:05 AM. After going to lockers, students must be in homeroom by 8:25 AM or will be considered tardy.
4. Parents dropping students off on Division Street should inform the children to proceed with caution and use the available crosswalk to go to the assigned entry location.
5. Walkers must use crossing guards/traffic lights to cross all streets.
6. All visitors to the building must ring the bell and report to the main office.
7. After arriving at school, whether walking, being bused, or driven by car, all students are to remain on school grounds.

DISMISSAL

1. Students must exit the building in an orderly manner.
2. Teachers on afternoon bus duty will assist students in locating their assigned bus.
3. Buses will immediately be boarded and students must remain seated.
4. Students traveling home by car should meet their ride on Division Street.
5. Walkers must use crossing guards/traffic lights to cross all streets.
6. If someone other than the parent/guardian is picking up a student, a note indicating the person's name and the pick-up time must be provided.
7. No cars allowed in the circle at 3 PM or 4 PM dismissals.

DROP-OFF AREA

Parents who transport their children to school are not to enter the circle in front of the building. Students will be dropped off on Division Street and are to walk on the sidewalk as they approach the main entrance. This area is to be free of all vehicle traffic other than school buses. When students exit the building, they are to exit down the two sidewalks and are not to cross in front of the school buses.

TRANSPORTATION

BUS POLICY

- Students are expected to conduct themselves appropriately when riding to and from school on buses or vans.
- At times, improper behavior on the bus has been reported to the school. These actions cause a disruption on the bus and a distraction for the bus driver. We are concerned for the safety and well-being of all our children who travel to and from school by bus or van. Therefore, there will be strict reinforcement of all school rules and regulations regarding bus and van students.
- Infractions of bus rules can result in removal from the bus for a specified amount of time to be determined by the Administration.
- **NOTE:** If your child is NOT going to ride the bus for any reason, please inform the main office so we do not place your child on the bus he/she is scheduled to ride.
- **NOTE:** Students should carry their bus pass with them at all times.

SCHOOL BUS PROCEDURES

Students riding the bus are expected to act responsibly at all times in order to maintain safety. Please review the following school bus procedures carefully.

1. Be on time at your designated stop each day. Wait quietly for the bus on the sidewalk. Do not run, play games, chase each other, or play ball at your stop.
2. Respect the surrounding private property while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding. Avoid crowding or pushing.
4. Select a seat quickly and remain seated until the driver gives permission to leave the bus. Wear your seatbelt.
5. Be courteous. Respect the driver as the adult in charge.
6. Keep your hands and head inside the bus.
7. Only quiet talking is permitted. Fighting, shouting or singing may distract the driver.
8. Leave the bus in an orderly fashion.
9. Bus students are not permitted to have non-bus friends ride home after school.
10. No eating on the bus. No electronic equipment, games or toys are permitted on the bus. All iPads & Chromebooks MUST be off and away on the bus.

BUS MISCONDUCT/POTENTIAL PENALTIES

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

Offenses that might warrant exclusion might be:

- Throwing foreign objects at the driver, in the bus, or out of a bus.
- Threatening a driver.
- Deliberately riding another bus, while on bus exclusion.
- Burning seats or paper, cutting seats.
- Exiting via the emergency door

BICYCLES

Students will be allowed to ride their bicycles to school. Bicycle locks must be used and bicycles must be parked in the designated area. All students who bring bicycles to Thomas Jefferson must wear approved helmets. Students over the age of 14 may have this provision waived upon the written consent of their parents. The school is not responsible for bicycles parked on the property.

HEALTH SERVICES

| | |
|---------------------------|--|
| TJMS SCHOOL NURSE | |
| Name: Ms. Madeline | Email: joanne.madeline@edison.k12.nj.us |

DAILY PROCEDURES

1. The nurse is on duty during school hours.
2. Should the nurse be called away because of an emergency, the student should then report to the main office.
3. A pass must accompany the student when reporting because of illness. Accidents should be reported to the nurse immediately.
4. The nurse's office telephone number is 732-650-5290 (Ext. 32010)

PROCEDURES FOR ILL/INJURED STUDENTS DURING THE SCHOOL DAY

1. Students should notify their teacher that they do not feel well or have been injured, request a pass to the health office, and see the school nurse for assessment.
2. Parents/guardians of students being sent home or to a doctor by the school nurse will be contacted by the school nurse with recommendations.
3. Students who text/email his or her parents or guardians requesting to be picked up due to an illness or injury cannot be marked out as excused if they did not follow procedures and were not seen by the school nurse.
4. It is highly recommended that you keep your child home from school if they had any of the following within the past 24 hours:
 - a. Vomiting
 - b. Diarrhea
 - c. Fever over 100.4
5. Please keep your child home from school if they had a fever and received fever-reducing medication (ie. Advil, Tylenol, Motrin) in the past 24 hours

If your child was injured and requires any medical assistive device (ie. crutches, boot, splint, sling, brace), please provide a doctor's note showing when they were seen by the doctor, the diagnosis, any necessary school restrictions (ie. gym excuse), and length of time for restrictions. The doctor's note must also include the date your child is allowed to return to school.

PROCEDURES FOR STUDENTS WHO NEED MEDICATION DURING THE SCHOOL DAY

If your child needs medication during the school day, please see/click below for the correct medication form.

****All forms must be completed by the doctor and the parent. The forms are front and back.***

1. [Medication Administration Permission Form](#)
2. [Asthma Action Plan](#)
3. [Benadryl and Epi-Pen](#)
4. *Diabetes Management Plan - See Nurse*
5. *Seizure Action Plan - See Nurse*

IMPORTANT HEALTH SERVICES REMINDERS

1. Medication orders/forms are good for **ONE** school year.
2. They must be **RENEWED ANNUALLY** (the beginning of each school year is best)
3. Medications should be provided to the school nurse in **UNOPENED CONTAINERS** and should not be **EXPIRED**.
4. *Students are not allowed to carry any medication that is non-life-saving (ie. Advil, Tylenol, Zyrtec, nasal sprays, etc.) in their bags, on their person, or in their locker. Please do not send your child to school with any medication without contacting the school nurse and following the district's medication policy/procedures. Life-saving medications such as inhalers and epi-pens can be carried by students with proper forms on file and procedures followed.*

SCHOOL SPORTS

| Title | Name | Email |
|--------------------------|--------------|--|
| TJMS Athletic Supervisor | Mr. Sandaal | david.sandaal@edison.k12.nj.us |
| TJMS School Nurse | Ms. Madeline | joanne.madeline@edison.k12.nj.us |

Due dates and procedures for school sports forms are on our school website and are announced in our TJMS morning announcements.

***ALL MEDICAL FORMS MUST BE SUBMITTED ON TIME!!**

School Sports Medical Forms:

1. [Athlete Fact Sheet](#) ****
2. [HS Form #14-A: Sports Physical Exam Forms](#)
3. [HS Form #14-G: Health History Update Questionnaire](#)
4. HS Form #14-A and/or 14-G are to be submitted to the school nurse by the due date. The ORIGINAL copy should be provided to the school nurse. Please **DO NOT** email the forms.

IMPORTANT SCHOOL SPORTS REMINDERS

1. School Nurses **DO NOT** clear or approve sports physicals.
2. All of the physical exam forms are submitted to the **DISTRICT DOCTOR** for review and approval.
3. Please be sure that all questions are **ANSWERED**, yes answers are **EXPLAINED**, and **SIGNATURES** of student, parent, and doctor are placed on forms.
4. Please be sure that the doctor completes all of **PAGES 3 and 4** including all screenings at the top of the physical, including the vision screening.
5. The forms must be **STAMPED** by the doctor's office.

***INCOMPLETE FORMS WILL NOT BE SUBMITTED TO THE DISTRICT DOCTOR!**

FALL SPORTS: Boys Soccer, Girls Soccer, Girls Volleyball & Cross Country

WINTER SPORTS: Boys Basketball, Girls Basketball & Wrestling

SPRING SPORTS: Baseball & Softball, Boys Volleyball, and Spring Track (Intramural)

FOOD PROGRAMS, POLICIES, & EXPECTATIONS

BREAKFAST

Breakfast will be available in the cafeteria beginning at 8:10 am. The price for paid student breakfast for the 23-24 school year will be \$1.00.

LUNCH

We are pleased to provide quality lunches to our students. The price for paid student lunches for the 23-24 school year will be \$3.75. Lunch can be paid on a daily basis, but we highly encourage parents to prepay lunches using a check or cash. This procedure ensures that lunch will be available for long periods of time. Checks must be made out to the Edison Township Public Schools Cafeteria Account.

The Students may not bring in food from outside restaurants (Burger King, Dunkin' Donuts, etc.) and may not bring in group lunch items to celebrate birthdays, etc.

If you are interested, you can set up a student lunch account online at:

www.MySchoolBucks.com

[Free/Reduced Lunch Application](#)

LUNCH PROCEDURES

1. Lunch "A" begins at 10:48 AM for 6th grade, Lunch "B" begins at 11:33 AM for 7th grade, and Lunch "C" begins at 12:18 PM for 8th grade.
2. Upon entering the Café, students are to be seated until the various sections are called to purchase lunch.
3. After an initial adjustment period, lunch seats will be assigned. Students may not change them without permission from the teacher in charge.
4. Students are not permitted to leave their seats without permission from the teacher or lunch aid in their area. Students are to raise a hand to obtain permission. Teachers will monitor and limit the number of students in the lavatory to any one time.
5. Students will be directed to remove any refuse from the table and floor prior to dismissal.
6. Students will be dismissed by table or section and are to proceed in an orderly and quiet fashion to their next class period.
7. Glass is prohibited in the Café.
8. Food deliveries from outside vendors or restaurants are prohibited.

LUNCH DETENTION

Students who repeatedly do not conform to cafeteria rules will be removed from the cafeteria and placed in the "In-school lunch suspension" to eat lunch. Parents are notified of the suspension and offense. Cooperation with basic rules is expected to prevent infringement on the rights of others.

STUDENT DRESS

MIDDLE SCHOOL DRESS CODE

POLICY 5511: STUDENT DRESS AND GROOMING

The provisions in the dress code for middle school pupils (grades six through eight) in Edison Township have been formulated after careful consideration by a committee representing parent(s) or legal guardian(s), pupils, and teachers. These provisions are intended to serve as guidelines in determining acceptable wearing apparel for school and to ensure that the matter of school dress does not become a disruptive factor in the educational process. All clothes should uphold the principles of health and safety.

1. All clothes should uphold the principle of modesty. For example, bare midriffs, underwear worn as outerwear, and strapless or see-through tops are prohibited.
2. Pupils should adhere to the practices of good grooming. For example: clothes should be neat and clean; boys are urged to be clean-shaven, and slacks and shorts must be hemmed;
3. No apparel that promotes or endorses illegal substances, i.e., drugs, alcohol, or tobacco products. In addition, clothing with messages deemed offensive, profuse, profane, or inappropriate as judged by the administration;
4. Tank tops and sleeveless tops are permitted, but the tops must fall reasonably close to the neckline and fall directly below the underarm to ensure that the torso and undergarments are not exposed inappropriately;
5. No sunglasses may be worn during the school day (unless medically prescribed);
6. No short shorts; the pant leg of shorts should have a reasonable extension. "Ripped jeans" should not be "ripped" in areas that could be considered inappropriate as judged by the administration;
7. No hats or outerwear, such as winter coats, raincoats, heavy jackets, etc., may be worn or carried during the school day. Jackets (excluding varsity jackets) that are part of a uniform or warm-up suit, as well as light spring-type jackets or windbreakers, are permitted during the school day with the Principal's approval; (On special occasion days, such as School Spirit Day, the Principal is authorized to permit the wearing of hats.)
8. Ski masks are not permitted to be worn in school. Any similar types of hats or hoods that hide the face are not permitted and will be confiscated;
9. No sweatbands, gloves, scarves, or bandannas may be worn or visibly displayed in the school building.
10. Students are not permitted to wear clothing that is clearly pajamas, slippers, flannel-like pants, or sleepwear. (On special occasions, such as School Spirit Day, the principal is authorized to permit the wearing of pajamas and sleepwear.)
11. Students may not wear gloves of any kind (i.e. winter gloves, mittens, batter's gloves, etc.) This includes sweatshirts or socks torn to be worn on the arm.
12. Students are not permitted to wear flip-flops, slippers, slides, or any other footwear deemed hazardous by the administration.
13. Cell phones and/or earbuds/AirPods/headphones must not be on, used, or visible during the school day. Prohibited electronic devices will be confiscated if visible.

USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES

[POLICY 5516: USE OF ELECTRONIC COMMUNICATIONS AND RECORDING DEVICES \(ECRD\)](#)

The purpose of this policy is to assure the privacy rights and to protect the safety of pupils and employees. Additionally, to eliminate distractions from learning, achieving work responsibilities and to prohibit harassment, intimidation or bullying by electronic communication devices ("cyber bullying").

Pupils are not permitted to use an electronic communication device (ECRD) in school during school hours or while attending school-sponsored activities on or off school grounds, without the express written permission of the Edison Township Board of Education. ECRDs include but are not limited to, personal mobiles, **cell phones**, mobile camera phones (cell cam), walkie-talkies, or all other types of portable, wireless communication devices including computers.

As per district policy 5516, electronic devices including cell phones, earbuds, and headphones shall be turned off and put out of sight during the part of the day they are in school or on school grounds during school hours. Failure to do so may result in confiscation, parent pickup, and/or disciplinary consequences.

REMINDER: Cell phones and/or earbuds/AirPods/headphones should not be visible during the school day. These items should be secured in student lockers. Students may be permitted to use earbuds for instructional purposes. Prohibited electronic devices will be confiscated if visible.

COUNSELING DEPARTMENT

| | | | |
|---------------------------|----------------------|----------------------------|--|
| Secretary | Laura Hogan | 732 650-5290 Ext. 32008 | laura.hogan@edison.k12.nj.us |
| Grade 6 Head Counselor | Kim McCoy | 732 650-5290 Ext. 32005 | kimberly.mccoy@edison.k12.nj.us |
| Grade 7 | Sara Ward | 732 650-5290 Ext. 32007 | sara.ward@edison.k12.nj.us |
| Grade 8 | Kayti Jacobs | 732 650-5290 Ext. 32020 | kathryn.jacobs@edison.k12.nj.us |
| Grade 6,7,8 | Dashua Hinton | 732 650-5290 Ext. 32006 | dashua.hinton@edison.k12.nj.us |

PARENT PORTAL FREQUENTLY ASKED QUESTIONS

The following link contains [Frequently Asked Questions and Answers](#). If you require additional assistance, please email Genesis.parent@edison.k12.nj.us or call 732-452-4574 between the hours of 8:00 AM-4:00 PM.

COMMUNICATING WITH TEACHERS

Please contact your child's teacher with questions or concerns. Teachers are best reached via email or through the Parent Portal. If you need additional assistance, please contact your child's guidance counselor.

WORK REQUEST DUE TO ILLNESS

If your child is absent, they can follow their classwork on their Google Classrooms.

MOVING

If you are moving, please notify Mrs. Hogan in Guidance at laura.hogan@edison.k12.nj.us so she can prepare the necessary paperwork. This will ensure the transfer is completed in a timely manner. Chromebook, textbooks, and library books must be returned and any outstanding fines MUST be paid before transcripts will be provided.

PROGRESS REPORTS/REPORT CARDS

Quarterly progress reports and report cards will be available for parents to view via the Parent Portal. If you do not have a parent portal account, please visit our school's website and click the "Parent Portal Registration" link. Parents are encouraged to check the Parent Portal on a regular basis in order to track their child's academic progress.

LANGUAGE ARTS AND MATH PLACEMENT

In order to qualify for placement in honors Language Arts and/or Math, a student must satisfy multiple criteria established for each subject. You may contact your child's guidance counselor for more detailed information regarding these criteria.

W.I.N. PERIOD

W.I.N. stands for "What I Need" and is a dedicated time in the school day for students to meet their academic and developmental needs. Whether seeking academic support, or catching up on work, this part of the day allows students to identify personalized learning goals, access resources, and engage in extension activities. During this time, students can also develop organizational skills, advocate for their academic, social, and emotional needs, and delve deeper into topics of interest. W.I.N. is an opportunity for students to set themselves up for success and make choices about their own learning.

[W.I.N. Student Expectations](#)

GRADING

STUDENT EVALUATION AND GRADING

Grades A, B, C, and D are passing. "A" indicates exceptionally fine work; "B" represents better than average work; "C" indicates average work; "D" indicates poor work. A grade of "F" indicates failure. Plus and minus (+ and -) signs are used to reflect the strength of a grade. Report cards are issued at the end of each quarter, or ten-week session.

PROGRESS REPORTS

Progress Reports provide an interim summary of the student's acquisition of knowledge and skills in each specific subject area. These deficiencies are noted by statements of: missing homework, poor attitude, poor study habits, poor test results, and danger of failing for the year.

HONOR ROLL

Two types of honor roll are recognized: the ALL A HONOR ROLL and the A/B HONOR ROLL. The honor roll shall be announced at the end of each marking period.

PLAGIARISM

Plagiarism is stealing someone else's ideas or writing and stating that they are your own without giving credit to the original writer. Plagiarism is a form of cheating. For example, you are writing a report on the Holocaust and you copy a survivor's account of what it was like to be in a concentration camp without putting it in quotes and providing information where you found the story. Even if you copy just one paragraph, it is plagiarism. Other examples of plagiarism include cutting and pasting part of an article from the internet and using it in the body of your writing, retyping an article off the internet, copying from a book or magazine article, using ideas that you saw in a movie or television show, and restating something you read in your own words. Artists of all kinds including painters, writers, and musicians, work very hard to create original works for the public to enjoy. Their work is protected by copyright laws, which means that they own the piece of music, writing, cinema, sculpture, or art. When you plagiarize, you are stealing their work. Part of demonstrating your writing skill as a student is to show that you can express your ideas in a clear, concise, and original manner. Each of you is an individual and your writing should reveal how unique you are. So why do people plagiarize? Some people do it without knowing it. Others are just lazy and they don't want to put in the time to create something new and original. To avoid plagiarism, always cite your references, especially in a research paper. Put quotation marks around words that you copy from a text. Ask your teacher how they would like to cite your references, and if you don't know if you are plagiarizing or not, ask.*

TECHNOLOGY

STUDENT TECHNOLOGY DEVICE GUIDELINES

The Edison Township Public Schools is committed to enhancing productivity and improving operational efficiency by providing technology devices to students. These devices, which may include computers, laptops, tablets, cellular telephones, or other electronic tools, are intended to support students in their classwork and related responsibilities.

ISSUANCE AND ACKNOWLEDGMENT

Parents or guardians of students must acknowledge receipt of this notification and sign the Edison Township Public Schools [Student Technology Use Agreement](#) before a technology device can be issued to a student. The principal or designee will retain the parent's acknowledgment for as long as the student uses the provided technology device. These documents will be available to parents/ guardians as part of the new school year form approval process within Genesis Student Information System.

PROPER USE AND CARE

To ensure the proper functioning and longevity of the devices, students are expected but not limited to taking the following precautions:

1. Keep the technology device in a locked and secured environment when not in use.
2. Avoid leaving the technology device unattended in classrooms or any other location for an extended period.
3. Refrain from consuming food and drinks near technology devices at all times.
4. Never leave the technology device unattended in an unsecured location, such as an unlocked classroom or office.
5. If the device comes with a case, it must be used at all times to protect the device.

Third-party device insurance is available for all students. For additional information, please click the link below...

[Edison Township Public Schools Device Insurance](#)

TRANSFER OUT/GRADUATION

Upon graduation or transferring out of the district, students must return any assigned devices and chargers (district policy #7523). Failure to do so may result in students being responsible for the full replacement cost if found to be negligent.

IMPORTANT TECHNOLOGY REMINDERS

1. To submit a Technology Helpdesk Ticket, visit <https://edisonk12.incidentiq.com/login> and log in using your district credentials.
2. Never share or write down district credentials. Strong passwords are required for all accounts.
3. Report lost or stolen property promptly. Stolen property must be reported to the police department, the principal, and the Technology department. A police report will be required (district policy #7523).

4. Students without insurance will be responsible for fines in the event of damages. If a student has multiple fines, they will continue using a loaner device until all fines are paid.
5. When applicable, students are expected to update devices for security reasons and respond to prompts for updates.
6. Assigned devices should not be altered in any way, including protective cases provided (no stickers, handwriting, etc.).
7. District asset tags must not be removed from devices under any circumstances.
8. Students are prohibited from using any devices not approved by the Edison Technology Department.

CONTACT INFORMATION

1. Edison Public Schools Technology Helpdesk at 732-452-4997 or 732-452-4998
2. Technology Helpdesk Ticket, visit <https://edisonk12.incidentiq.com/login>
3. Email at helpdesk@edison.k12.nj.us

PERSONAL ELECTRONIC DEVICES

Please be aware that students are prohibited from using electronic devices from home including cell phones, personal computers, game systems and toys during school hours.

PARENT PORTAL

Parent Portal allows you to view your child's report card and grades and pay for summer enrichment courses as well as math club and class trips. If you have not already registered in the past, please register now for the parent portal so it is not a problem when you need it. You do not need to re-register each year, but you will **need to register for each sibling separately**.

DIRECTIONS FOR PARENT PORTAL

1. **First**, you will need your child's ID number which is on your child's report card from last year, or on your bus passes. If you do not have this ID number, you may call the main office for the number.
2. **Second**, Read the instructions on the district [website](#).
3. **Third**, wait for confirmation via email of your login.
 - a. Be sure to write down your login and password. Put it in your cell phone under notes or make it the same as your regular email so you do not forget and have to wait days for it to be reset.
4. **Fourth**, use the Parent Portal to view grades/report cards. Log on to Parent Portal at: <https://parents.edison.k12.nj.us>
 - a. When you log on, you will see a screen with tabs at the top. If you have a middle or high school child, you will see more tabs available to you as middle & high schools have more options to view.
 - b. On the top left of the screen, it reads: Parent Resources. To the right of Parent Resources, there are two long blue tabs: Student Data and Payment. Choose the appropriate tab.
 - c. If necessary, please call 732-452-4570 for assistance. Your child's teacher cannot assist you with Parent Portal questions as they do not have access to it.

PHYSICAL EDUCATION

STUDENT EXPECTATIONS

1. All students must wear **SNEAKERS!**
2. **NO JEWELRY** is to be worn during class due to safety reasons. If jewelry is taken off at the beginning of class and put in their pocket, it may fall out and then become lost. If it is taken off and left in the gym, it may be stolen. The best procedure to follow is not to wear jewelry on the day that Physical Education is scheduled.
3. **APPROPRIATE CLOTHING MUST BE WORN.** Clothes which are comfortable and permit freedom of movement are necessary for participation in our activities.
4. If your child needs to be excused for more than 1 day, a doctor's note is needed.

CLUBS/INTRAMURAL SPORTS

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. All clubs meet in designated classrooms at convenient times. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. A club is only as good as its members make it. Help make your club and your time fruitful by participating actively. An activity bus may be provided for students who are normally transported by bus. Late buses depart on **Wednesdays** and **Thursdays** at 4:00 P.M.

LOCKERS

All lockers are the property of the school, and as such, the school reserves the right to open, inspect or restrict the use of lockers at any time. Lockers are assigned each September in the vicinity of the student's Block One. The lockers should be kept locked at all times. Students are cautioned against telling their combinations to each other, or they cannot expect their property to be safe. Each student is responsible for keeping the locker clean both inside and outside. Students are cautioned not to keep money or valuables in their locker. They should turn in such items to the office for safekeeping.

The school is **NOT RESPONSIBLE** for any item that has not been secured in a locked locker.

BATHROOMS

The bathrooms are open for student use during the entire school day. Students are responsible for keeping them neat and orderly. Bathrooms are not social gathering places. There is to be no smoking at any time on school grounds and specifically not in the bathrooms. Students will be suspended for this abuse of the bathrooms. During the school day, all students must have a pass that specifically designates the use of the bathroom.

HOMEROOMS

All students are assigned a homeroom. Students must report to their homeroom before 8:25 A.M. every day. It is necessary to report to homeroom for attendance, to receive information from the teachers and other staff, as well as to be informed through general announcements.

STUDENT IDENTIFICATION CARDS

Students are required to have in their possession identification cards during the school day. I.D. cards may be used as swipe cards in the cafeteria and school library. They are required in order to gain entry to events such as athletic contests and dances, as well as a means for staff to identify Thomas Jefferson students. I.D. cards and lanyards are provided by the school, but if a student loses his/her card, there is a five-dollar charge.

STUDENT BELONGINGS

Items, which could be either distracting or dangerous to others, are not permitted in the school and will be confiscated. Possession of some items may result in suspension. Do not bring the following items to school:

- Recording devices, video games, white-out, chains, sunglasses, laser pointers, playing cards
- Water guns (use of a water gun is a suspendable offense), airsoft guns
- Fireworks/stink bombs (possession of fireworks will result in suspension) or smoke bombs and poppers/snaps
- Costumes are only permitted for specified events with permission granted by administration

The district discourages students from wearing or carrying expensive or valued items. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

LOST AND FOUND

The general Lost and Found area can be found in the Main Office.

STUDENT CONDUCT

CODE OF CONDUCT

Decisions of the building assistant principal/principal relating to issues contained in this handbook shall be final. Appeals of such decisions shall be made to the building principal for reconsideration.

Edison Township Schools are committed to a safe and secure environment for all students and staff. Therefore, all acts of violence will not be tolerated. Students will be disciplined to the fullest extent, which will include exclusion from school, police notification, and a possible recommendation for expulsion.

When a student doesn't cooperate, interrupts the learning in the classroom or jeopardizes the safety of others, progressive discipline will be enforced.

The following behaviors are strictly prohibited and may result in suspension from school.

- Malicious damage
- Causing fires/false alarms
- Fighting/assaults
- Possession of a dangerous weapon
- Possession or use of alcohol, drugs, tobacco
- Profanity directed at staff
- Gambling or wagering of any type
- Selling of items or transfer of money between students
- Harassment, Intimidation, Bullying
- Terroristic Threats

Depending upon the severity of the offense and/or the frequency the police may be notified.

PENALTIES

Penalties, as explained below, may vary because of the frequency and/or intensity of the infraction. All Student Code of Conduct matters will be handled on an individual basis and administrative discretion will be used in the final adjudication of discipline. Circumventing discipline or misbehavior during assigned disciplinary consequences will result in progressive disciplinary action.

TEACHER DETENTION

Students may be assigned detention by any member of the faculty. This action is for those students with undesirable patterns of tardiness or conduct, as well as other disciplinary problems, or to make up school work. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. A 24-hour notice will be given to parents prior to the assigned detention. Any student who does not abide by the regulations of the detention period may be suspended from school. Students who refuse to attend an assigned detention may be suspended for one day.

CENTRAL DETENTION

Central detention is held by the office on Wednesday and Thursday after school and in some cases, Saturday A.M. detention will be assigned. Students who are repeatedly late for school, truant, cut classes or are disruptive will be assigned to central detention and parents will be notified. A 24-hour notice will be given prior to the assigned detention. Detention is held from 3:05 to 3:55 P.M. after school and from 8 A.M.-12 P.M. on Saturday mornings. Failure to report for detention may result in a 1-day suspension. A late bus may be provided at 4:00 P.M. for students who are normally transported by bus. A late bus pass issued by a staff member is required to board the bus.

STUDENT RESPONSIBILITY CENTER (SRC)

SRC has been established to accommodate students who find it difficult to follow rules or become disruptive in class. SRC means that a student is placed on suspension in school. The length of the suspension will be for a period of time appropriate to the infraction. Students placed in SRC are assigned to a room under the supervision of a teacher. Regular classwork will be provided by the student's teacher in each subject area. Students will complete assignments and turn them into the duty teacher. Parents are notified of the suspension and are reminded that if misbehavior continues, a conference will be necessary to help resolve the problem. A written plan of action will be completed by the student to ensure the growth and non-repetition of the offense.

SUSPENSION

Out-of-school suspension will be assigned when the misbehavior is continual, violent, or directly insubordinate. Instances of smoking on school property, or the possession of alcohol or a dangerous substance or weapon, will invoke suspension and a parental conference.

CONTROL OUTSIDE SCHOOL HOURS AND OFF-SCHOOL PROPERTY

Legal control of pupils does not stop when the bell rings for dismissal nor at the boundaries of the school property. Pupils are under Board control (1) from the time they leave until they return to their homes, (2) when on field trips or other school-sponsored activities outside school boundaries, and (3) whenever the authority or good name of the school is under challenge.

VANDALISM--WHO OWNS THIS SCHOOL?

Surprisingly--YOU do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the school by discouraging or reporting such activity by others. REMEMBER, most trouble starts as fun.

BEHAVIOR AT SCHOOL ACTIVITIES

- 1) Dress according to the prescribed code for the activity you are attending.
- 2) Arrive on time and follow the instructions of the ushers or whoever is in charge.
- 3) Be considerate of others. Manners and politeness are never out of style.
- 4) Be respectful to those in authority.
- 5) Remaining silent is more respectful than booing or hooting.
- 6) When in competition or team activities, show good sportsmanship and respect. We can't always win. Encourage your team by supporting it.

Harassment, Intimidation, and Bullying

DEFINITION OF HARASSMENT, INTIMIDATION OR BULLYING

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

STUDENT BEHAVIOR

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

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.