



**JEFFERSON TOWNSHIP INTERMEDIATE SCHOOL**

**1000 Weldon Road  
Oak Ridge, New Jersey 07438  
www.jefftwp.org**



***STUDENT HANDBOOK***  
**2025-2026**

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**School Administration**

**Margaret M. Widgren  
Principal**

**Lauren Donohue  
Interim Assistant Principal  
Grades 4-6**

**Andrea Padelsky  
Assistant Principal  
Grades 7-8**

**School Counseling Department**

**Sofie Clark  
8th Grade Counselor and 6 Gold**

**Jennifer Vicente-Mora  
7th Grade Counselor and 6 Blue**

**Joelle Verbist  
4th and 5th Grade Counselor**

**Karen Roccisano  
LCDAC/Anti-Bullying Specialist**

***Important Phone Numbers***

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

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

## **JEFFERSON TOWNSHIP BOARD OF EDUCATION**

Stacey Poulas - President  
Adele Wildermuth - Vice President  
Christopher J. Brown  
Jamie Grater  
Christine Mallimo-Orna  
Christopher Natale  
Diane Perez  
Jill Small  
Michael Stewart

## **JEFFERSON TOWNSHIP CENTRAL OFFICE**

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

## **JEFFERSON TOWNSHIP DISTRICT SUPERVISORS**

- *TBD*- K-12 ELA; Media; Technology Education; and Advisor for Multimedia, Broadcasting, and Journalism Academy
- Maria Dunbar- K-12 Instructional Technology; K-5 Math; Fine Arts; Business and Finance; and Advisor for the Business and Finance Academy
- Christopher Hiben- K-12 Science; 6-12 Math; Advisor for the Academy for Environmental Science; Advisor for the STEM Academy
- Josephine Ramirez-Student Personnel Services
- Jodi Reinstein- K-12 Special Education; Gifted and Talented; and Family and Consumer Science
- Derek Sica- K-12 Social Studies; ESL; Music; and World Languages

### **JTIS Mission Statement**

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

### **JTIS Vision Statement**

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

**JTIS TRIMESTER PERIOD SCHEDULE**

<b>Trimester</b>	<b>Dates</b>	<b>Mid-Point</b>
<b>1</b>	September 4, 2025 – December 5, 2025	October 10, 2025
<b>2</b>	December 6, 2025 – March 17, 2026	January 30, 2026
<b>3</b>	March 18, 2026 – June 19, 2026	May 6, 2026

**JTIS - Delayed Opening Schedule for Staff PD Days  
2025 - 2026**

**Delayed Opening Schedule Occurs on the following dates:**

- **December 2**
- **February 3**
- **March 10**
- **May 19**

**JTIS PROGRAM OF STUDIES AND BELL SCHEDULES**

**Fourth Grade**

Fourth grade students have 41-minute academic blocks with a single teacher. Academic areas of study include Word Work, Reader's Workshop, Writer's Workshop, Math Skills, Math Workshop, Science and Social Studies.

Students have one day a week of Music, Art and Spanish and two days a week of Physical Education.

Each day, students will participate in W.I.N. “What I Need” during the period opposite their lunch. This time is for personalized support or enrichment and explicitly designated for and tailored to each student’s needs and interests. Fourth grade students participating in band and choir will do so within the W.I.N. period.

Every Friday, fourth graders will have one block of Success Time. This is time devoted to wrapping up weekly activities, class presentations or grade specific activities.

<b>Time</b>	<b>Block</b>
8:05 - 8:10	HR
8:10 - 8:51	Block 1
8:51 - 9:32	Block 2
9:32 - 10:13	Block 3
10:13 - 10:33	Block 4 W.I.N. (20 minutes)
10:33 - 10:58	Block 5 Lunch (25 minutes)
10:58 - 11:39	Block 6
11:39 - 12:01	Block 7 Recess 22 minutes
12:01 - 12:42	Block 8
12:42 - 1:23	Block 9
1:23 - 2:04	Block 10
2:04 - 2:45	Block 11

## Fifth Grade

Fifth grade students have 41-minute academic blocks with two-teacher teams. Academic areas of study include Word Work, Reader's Workshop, Writer's Workshop, Math Skills, Math Workshop, Science and Social Studies.

Students have one day a week of Music, Art and Spanish and two days a week of Physical Education.

Each day, students will participate in W.I.N. "What I Need" during the period opposite their lunch. This time is for personalized support or enrichment and explicitly designated for and tailored to each student's needs and interests.

Fifth grade students participating in band and chorus will do so within the W.I.N. period.

Every Friday, fifth graders will have one block of Success Time. This is time devoted to wrapping up weekly activities, class presentations or grade specific activities.

Time	Block
8:05 - 8:10	HR
8:10 - 8:51	Block 1
8:51 - 9:32	Block 2
9:32 - 10:13	Block 3
10:13 - 10:54	Block 4
10:54 - 11:16	Block 5 Recess (22 minutes)
11:16 - 11:36	Block 6 W.I.N. (20 minutes)
11:36 - 12:17	Block 7
12:17-12:42	Block 8 Lunch (25 minutes)
12:42 - 1:23	Block 9
1:23 - 2:04	Block 10
2:04 - 2:45	Block 11

## Sixth Grade

Time	A - Day	B - Day	C - Day	D - Day
Homeroom 8:05 - 8:12	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 8:12 - 9:01	Double Core 1	Double Core 2	Double Core 3	Double Core 4
Period 2 9:01 - 9:50				
Period 3 9:50 - 10:39	Core 4	Core 1	Core 2	Core 3
Period 4 10:39 - 11:24	PE/Cycle	PE/Cycle	PE/Cycle	PE/Cycle
Period 5 Lunch 11:24 - 11:49	Lunch	Lunch	Lunch	Lunch
Period 6 W I N 11:49 - 12:22	W. I. N.	W. I. N.	W. I. N.	W. I. N.
Period 7 12:22 - 1:11	Core 3	Core 4	Core 1	Core 2
Period 8 1:11- 2:00	Core 2	Core 3	Core 4	Core 1
Period 9 2:00- 2:45	PE/Cycle	PE/Cycle	PE/Cycle	PE/Cycle

Sixth grade students are assigned to core academic teams (Blue or Gold) where they receive instruction in Language Arts, Math, Science, and Social Studies. For each core class, students will have a double period each day over a four-day rotating schedule (A, B, C, D).

Students will have one day a week of Spanish and four days a week of Physical Education.

Sixth grade students will have a nine week rotation of each of the following courses: Art, Financial Literacy, Music, and STEM.

Each day, students will participate in W.I.N "What I Need" during the period opposite their lunch. This time is for personalized support or enrichment and explicitly designated for and tailored to each student's needs and interests.

Sixth grade students participating in band and choir will do so within the W.I.N. period.

## **Seventh & Eighth Grade**

Seventh and Eighth grade students have five core academic courses: Language Arts, Mathematics, Science, Social Studies and World Language.

Students in eighth grade take a full year of either Spanish or French. Seventh grade students receive Spanish instruction one period per week.

Seventh and eighth grade students can choose two half-year elective courses or one full-year elective course. Half-year electives include: Art, Forensics, Computer Applications, STEM, Robotics, and Chorus. Full year: Band and Chorus

	Grade 7			Grade 8
HR	7:20 - 7:30		HR	7:20 - 7:30
1	7:31 - 8:21		1	7:31 - 8:21
2	8:23 - 9:13 PE		2	8:23 - 9:13 EL
3	9:15 - 10:05 EL		3	9:15 - 10:05 PE
Lunch	10:07 - 10:30		4	10:07 - 10:57
4	10:32 - 11:22		Lunch	10:59 - 11:22
5	11:24-12:14 EL		5	11:24-12:14 PE
6	12:16 - 1:06 PE		6	12:16 - 1:06 EL
7	1:08 - 1:58		7	1:08 - 1:58
PM HR	1:58 - 2:00		PM HR	1:58 - 2:00

## **Grading System**

The JTIS grading system is as follows:

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

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

## **Honor Roll and Academic Awards**

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.
- Excelsior Award: The Excelsior Award is given to students who have maintained an average of 95 or above for all five years of Intermediate school.

## **Report Cards and Student Academic Progress**

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

## **Assignments and Homework (JTBOE Policy 2330)**

- Homework is assigned each evening in order for students to complete assignments/projects to prepare for assessments, to reinforce skills and or prepare for the following day's lesson.
- Students must check each of their teacher's assignments and homework that they miss due to absences.
- If there are any concerns regarding homework assignments, it is important to communicate with your child's content area teacher.
- District guidelines on homework can be found by visiting our [District Family Handbook](#).

## **Student Promotion and Retention**

### **Promotion and Retention Policy (JTBOE 5410)**

### **Promotion and Retention Regulation (JTBOE 5410)**

### **Promotion from Eighth Grade Policy (JTBOE 5411)**

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

- Student attendance meets district/state guidelines. If a student is absent (unexcused and excused) for a total of thirty or more school days they may be retained at their current grade level. Please refer to [JTBOE Regulation 5200 F.3](#) to review detailed information regarding attendance procedures for promotion/retention.
- Students who receive a final letter grade of "F" or a 64 or lower in two or more core academic subjects including Physical Education/health may be retained in their grade or be required to retake the failed course in an approved summer school program.

## **Extra Help and Assistance**

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

## **Academic Interventions**

- Parents/Guardians will be informed in writing of their child being at-risk for failing at the end of the first trimester. If the child becomes at-risk for failing during trimesters two and three, parents/guardians will be made aware in writing.
- Students who struggle academically will be assisted through the New Jersey Tiered System of Supports (NJTSS).
- Students who continue to struggle academically or have failing grades will be referred to the Intervention and Referral Services (I&RS) Committee.
- If a student is at risk for retention, a recognized summer school program will be advised by the grade level school counselor. Parents/Guardians should contact their child's school counselor or case manager for details.
- The student's school counselor, teachers, and parent/guardian will work together to monitor the progress of students who are at-risk for retention.

**Guidelines for the Use of Artificial Intelligence (AI)**  
**JTIS Artificial Intelligence and Plagiarism Guidelines and Procedures**

These guidelines and procedures aim to ensure ethical use, protect privacy, and promote educational purposes for the use of Artificial Intelligence at JTIS. Additionally, this document serves the purpose of outlining our response to the misuse of AI and other forms of plagiarism. All students are expected to adhere to these guidelines and procedures in an effort to maintain a respectful and productive learning environment.

**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 a doctor. Students in grades fourth and fifth should come to school in clothing and footwear appropriate for physical activity on days when they are scheduled to have Physical Education class. Students in grades sixth through eighth must have a change of clothes and athletic footwear appropriate for athletic activity. Clothing must follow the school district's dress code standards. Students' grades will be adversely affected if they are not prepared to participate.

**Medical Excuse from Physical Education**

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

**Physical Education Lockers**

Students in grades sixth-eighth will be assigned lockers for Physical Education. The lockers in the locker-rooms are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable suspicion that there has been a violation of the law or school rules. Students may not share lockers and should keep items locked in their gym locker during their Physical Education period. Students are issued a lock. During the school year, students are responsible for the lock and must return it to their teacher at the end of the school year. Students are responsible for reimbursement if the lock is lost or damaged.

**ATTENDANCE**

**Attendance Policy (JTBOE 5200)**  
**Attendance Regulation (JTBOE 5200)**

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. When a student reaches 4, 7-9, and 10 unexcused absences, notification from the grade level school counselor or the assistant principal will occur. With each notification, a plan will be outlined to address the absences in order to make improvements. When a student reaches 10 unexcused absences, a truancy complaint may be filed with the municipal court. Only a

doctor's note can excuse a student's absence in the event they are unable to attend school due to illness.

## **MEDICAL OFFICE AND PROCEDURES**

### **The School Nurse:**

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

### **Illness and Injury**

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

## **STUDENT SERVICES**

### **School Counseling Services**

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

### **Student Assistance Counselor (SAC)**

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

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

## **Media Center/Library (JTBOE Policy 2362)**

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

## **Films and Videos**

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

# **INTERMEDIATE SCHOOL PROCEDURES**

## **Water Bottles**

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

## **Hallway Passes**

At the start of each trimester students will be issued a hallway pass by their Homeroom teachers. Each time a student asks or needs to leave class to go to the restroom, counseling office, locker, nurse, etc., they will fill out their hallway pass and ask the teacher to sign it. New passes will be issued during the start of each trimester. If a student's pass is completely filled up, or is misplaced, they can request a replacement pass. To receive a new hallway pass, students will follow the procedures set-up by their team teachers. When a student fills up their hallway pass, they will turn it in so they can get a new one. If a student loses or misplaces their hall pass more than three times in the trimester, the team coordinator will inform the assistant principal and an after school detention will be issued upon the student receiving their fourth pass. The same procedure will take place when students receive their sixth, seventh, etc. hallway pass during the same trimester. This procedure will reset at the start of each trimester. Students will be given a lanyard with a plastic sleeve to keep their hallway pass in.

## **Cafeteria**

- Expectations: Students are expected to display appropriate behavior in the cafeteria and follow directions given by cafeteria staff. They may be assigned seats by cafeteria security personnel, teachers, or administration.

- Items Allowed in the Cafeteria: Students are only permitted to bring items necessary for lunch into the cafeteria. Other items such as Chromebooks, books, binders, and PE clothes must be stored in their lockers.
- Assigned Seating: Students will have a designated table where they are expected to sit each day during lunch, unless they have received permission to move. During the lunch period, students are required to stay at their assigned cafeteria table except when purchasing food or disposing of garbage.
- Permission to Leave: Students must ask for permission to leave the cafeteria for purposes such as using the restroom or visiting the Main Office. There is a sign-out book located at the wooden counter in the back of the cafeteria for this purpose.
- Sharing Food: Due to food allergies, dietary concerns, and the spreading of germs, students are allowed to bring only food and snack items for themselves. Sharing or trading of food, drinks, straws, or utensils is discouraged.
- Cafeteria Purchases: Parents/Guardians are encouraged to monitor their children's cafeteria purchases and discuss appropriate snack choices. Monitoring can be done through the Realtime parent portal.
- Restriction on Energy Drinks: Students are not permitted to consume or bring in caffeine-enhanced beverages such as energy drinks (e.g., Monster, Red Bull).
- Food Delivery: JTIS is unable to accept food deliveries for students' lunches.

These procedures aim to ensure a structured, safe, and age appropriate environment in the cafeteria.

### **Cell Phone, Smartwatch, Bluetooth Headphones, Other Personal Devices use within the school**

#### **[Use of Electronic Communication and Recording Devices \(JTBOE Policy 5516\)](#) **[Student Use of Privately-Owned Technology \(JTBOE 2363\)](#)****

Upon arrival at school, all students must turn off their cell phone, Smart Watch, Bluetooth headphones, and all other personal electronic devices. All students will store their items in a cell phone locker located in their homeroom. Each cell phone locker will have its own individual key that will be locked and stored in their homeroom. At the end of the day all students will return to their homeroom to retrieve their item(s). During the school day if a student needs to call their parent/guardian, they may do so in the main office. Students must have their hallway pass signed by a staff member. Students should call their parents/guardians prior to the start of school, during homeroom, during lunch, or after school. Students should not miss instructional time to make a phone call home. If a parent/guardian needs to contact their child, they must contact the main office and the message will be given to the student. A student using a personal electronic device without staff permission and during school hours will be asked to bring their item to the assistant principal. Students will receive a minimum consequence of a detention due to cellphone use during the school day.

### **Lockers**

All students receive a locker to store their school supplies/materials, backpacks, book bags, shoulder bags, headwear, jackets & coats. These items are to be stored in their locker during the school day, unless specified by a teacher or staff member. Students may not wear hats, jackets, or coats to any class. Students may not use backpacks on wheels. Students in fourth and fifth grade will not have locks on their lockers. Students in sixth-eighth grade will have combination locks on their lockers.

Student lockers are school property. Lockers are subject to inspection by school personnel at any time if there is a reasonable suspicion that there has been a violation of the law, district policy, or school rules and regulations. Students should keep their locker locked at all times and the combination private. Students are not permitted to share lockers. If a locker will not open the student should avoid

forcing the lock, handle, or door, please seek assistance from a staff member. Improperly working lockers should be reported to the main office.

### **Restrooms**

To help maintain a safe and orderly environment, students are expected to use restrooms assigned to their grade level or classroom:

- 4th Grade and ASD Classrooms – Use C-Wing restrooms
- 5th and 6th Grades – Use Upper B Hall restrooms
- 7th and 8th Grades – Use Lower B Hall or G Hall restrooms

Students are not permitted to use restrooms between class periods. Restroom use should occur during class time with teacher permission.

All students must sign in and out when leaving for the restroom. This helps ensure student safety and accountability.

### **Lost and Found Items**

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

### **Proper Care of Money or Valuables**

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

### **Proper Care and Use of District Provided Materials**

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

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

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

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

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

All students in sixth-eighth grade will be issued a district owned Chromebook (with a case) and a charger to carry back-and-forth between home and school. Students in grades four and five will be assigned Chromebooks that will be stored in their homerooms at the conclusion of each school day.

These district issued Chromebooks must have their accompanying cover on it at all times. Students are encouraged to carry their Chromebook and charger in a small bag. Students are expected to utilize their Chromebook for educational purposes and only during times when permission is granted from a staff member. Any student who violates the Acceptable Use Policy (AUP) may receive disciplinary consequences for not adhering to the intermediate school's code of conduct regarding electronic devices. Students are not permitted to use programs, software, social media or games unless assigned by a staff member. Students are not permitted to bring their own devices to school.

Additional supplies issued by Jefferson Township Schools must be properly cared for. Textbooks that are issued must also be covered at all times. Lost or damaged textbooks, equipment, materials, or supplies due to improper care, neglect, or misuse must be replaced and paid within a reasonable

timeframe. Fines will be assigned for damage beyond normal wear and tear to school issued supplies and materials.

### **Fines and Money Owed to School**

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

### **Student Drop Off**

Students who are driven to school will enter the building through the Blue Pass door located at the Weldon Road side of the building in the Lower B parking lot. Seventh and eighth grade students may be dropped off between 7:05-7:15. The Blue Pass drop off area is locked at 7:20 for seventh and eighth grade drop off. Seventh and eighth grade students arriving at JTIS after 7:20 should follow Tardy/Late to School procedures outlined below.

Fourth, fifth and sixth grade students may be dropped off at the Blue Pass drop off area between 7:50-8:00. The Blue Pass drop off area is locked at 8:00. Students arriving at JTIS after 8:00 should follow Tardy/Late to School procedures outlined below.

Please see the Tardy/Late to school information regarding drop off procedures after 7:20.

### **Tardy/Late to School**

[Tardiness \(Late to School\) \(JTBOE Policy 5240\)](#)

[Tardiness \(Late to School\) \(JTBOE Regulation 5240\)](#)

All seventh and eighth grade students must be in their homerooms by 7:20 a.m. All fourth, fifth and sixth grade students must be in their homeroom by 8:05am. Any students being dropped off after their designated drop off times must be signed into school by a parent or guardian. Upon arrival, please accompany your child to the front door of the intermediate school and ring the doorbell. A staff member will be there to assist you with signing in your child. Students will be issued a pass to their locker and then to the current class period. For students in grades 6-8, a detention will be issued for every third unexcused tardy in the same trimester.

Students in fourth and fifth grade who have been tardy to school 5 times will be contacted by the school to review the school policy. After a student has been tardy 10 times, building administration will require the pupil's parent/guardian to attend a meeting to discuss strategies for improvement. After a student has been tardy 15 times, and for every tardy thereafter, building administration will communicate with the parent/guardian the importance of on-time arrival to school, the student will serve a lunch detention, and may be denied other privileges as determined by administration.

### **Student Pick-Up: During the School Day, End of the Day, and After the School Day**

Parents/Guardians who are picking up their children for early dismissal, at the end of the day (Blue Pass), or from an after school program will make that request through the parent portal. If you are

picking up your child for any reason, select the option “Student Pickup”. This will prompt you to a new screen “Add New Pickup”. Here you will enter the requested information regarding your child’s pickup. You can enter one day or multiple days. **Please enter the pickup information before 12:00 pm on the first scheduled day of pickup.** If due to an emergent situation, you cannot make the request before 12:00 pm through the portal or there is a change in your child’s dismissal for that day please call the main office at 973-697-1980 or email all of the main office secretaries: [jgurlacz@jefftwp.org](mailto:jgurlacz@jefftwp.org), [pstahl@jefftwp.org](mailto:pstahl@jefftwp.org), and [smmcarthy@jefftwp.org](mailto:smmcarthy@jefftwp.org).

Seventh and eighth grade students will be dismissed to the Blue Pass Door at 2:00. They will meet their designated pickup person at the Blue Pass Door in the Lower B parking lot, located on Weldon Road. Fourth, fifth and sixth grade students will be dismissed to the Blue Pass Door at 2:45. If you need to pick up your child during the school day, please do so before 1:45 for seventh and eighth graders and before 2:30 for fourth, fifth and sixth graders. Students who are staying after school for activities, clubs, or with a teacher will be dismissed from the main entrance of the intermediate school as per the time determined by the advisor/teacher.

### **Personal Transportation for IS Drop-Off/Pick-Up at HS**

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

### **Pupil Supervision After School Dismissal (JTBOE Policy 8601)**

#### **Late Bus**

The Late Bus schedule and procedures will be posted on the school’s website and communicated through the afterschool program advisor for afterschool clubs and activities.

#### **Movement to the High School**

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

#### **Emergency Operations Procedures**

In compliance with NJ state law, Jefferson Township Intermediate School is required to anticipate and prepare for emergency situations. As a result, security drills are conducted monthly. Evacuation and lockdown plans have been developed in cooperation with the Jefferson Township Police Department and Morris County Sheriff’s Department. During a drill or in an emergency situation, students and staff will be moved to a safe destination which may or may not be located on school grounds. In an emergency, parents/guardians should not report to the school or an evacuation site, as students will not be allowed to be picked up or excused from school until the situation is deemed secure by the law

enforcement officials. In addition, we strongly request that in the event of an emergency, parents/guardians refrain from contacting their children via cell phone and calling the school, as these transmissions may interfere with the safe and efficient manner of the emergency response team. The police department or sheriff's office will release information as appropriate.

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

### **Use of Metal Detectors (JTBOE Policy 7444)**

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

## **STUDENT CITIZENSHIP**

Schools that reflect a safe and positive climate have a favorable impact on student achievement and behavior. One of the keys to a healthy school climate is a positive self-management process that is reflective of positive behavior and personal accountability. Expectations for student conduct have been established in our school to protect the rights, safety, and well-being of all members of our intermediate 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.

### **Your Story Matters**

During the 2023-2024 school year, staff and students at JTMS developed and adopted a school-wide theme titled “Your Story Matters (YSM)” For our inaugural year, “Your Story Matters” will be the theme of JTIS. It is important for the school community to recognize that every individual has a unique story to tell, filled with experiences, emotions, and lessons learned. It is also important to understand these stories shape who we are as individuals and have the power to inspire others. As individuals, your story matters because it is a testament to the resilience, strength and growth which impacts and enriches the school community.

### **Student of the Month**

At the conclusion of each month, one student from each grade level will be chosen as Student of the Month. These individuals who are chosen as student of the month are recognized by their teachers for their character, which includes trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students are rewarded with a certificate and reward.

### **JTIS Student Conduct**

These behavioral expectations and responses from the intermediate school administration and staff include, but are not limited to what is listed below. Please note: All consequences will be at the discretion of the teacher and/or the intermediate school administration. Frequency and/or severity of the infraction will dictate the level of discipline issued. There may be circumstances where consequences may be altered due to the severity of the student's actions. This may mean issuing discipline that does not necessarily match the guidelines outlined below.

The New Jersey Student Safety and Data System (NJSSDS) collects incidents of violence, vandalism, weapons, substances, harassment, intimidation and bullying (HIB), restraint, seclusion and other

incidents leading to removal, as well as HIB trainings and programs conducted to support anti-bullying efforts. The NJSSDS also provides definitions/descriptions for several of the infractions listed. Please see the information below for 4th-5th grade Code of Conduct and the 6th-8th grade Chart of Conduct.

### **Code of Conduct (Grades 4-5)**

Our schools reinforce the important community values of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. Every student has the right to:

- Be treated with respect and courtesy as well as respect others
- Learn and be taught without disruption
- Learn in an organized school and classroom setting
- Attend school and each class every day
- Feel safe at their school.

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevent teachers and others in their classes from getting the full benefit of our instructional programs. Offenses involving weapons, drugs, and/or alcohol will be classified as Severe Misconduct and may result in student suspension and disciplinary action up to and including expulsion.

#### School Rules

- Children will respect others by not fighting, swearing, teasing, spitting, etc.
- Children will not chew gum in school or wear hats
- Children will follow the rules of the all-purpose room and play areas
- Children will be safe at all times and not run in school
- Children will not bring weapons or dangerous substances to school
- All other safety rules will prevail at all times

#### Consequences (may occur based upon the severity of the event)

- First offense - \*time-out one day sent by homeroom teacher
- Second offense - time-out two days teacher contacts parent/guardian
- Third offense - time-out three days sent to principal
- Fourth offense - time-out five days conference with parent/guardian, teacher and principal
- Fifth offense - Suspension (letter to superintendent, parent/guardian and file)
- Sixth offense - Suspension (conference with teacher, parent/guardian and principal before child returns to school)

*\*A time-out is a short term in-school suspension.*

Offenses at the elementary level that fall into the Severe Misconduct (Grades 6-12) regulations may result in student suspension and disciplinary action up to and including expulsion.

Classroom rules and consequences will be determined by each individual teacher within the general framework of the K-5 Code of Conduct and posted in the classroom. Children will understand the rules and follow them. Consequences will be clear and fair.

Students will be sent to the JTIS administration only after all classroom consequences have been exhausted and the teacher has contacted the parent. In the case of fighting or other serious offense, children will be sent to the JTIS administration.

These regulations shall be interpreted as far as possible to be consistent with all other regulations governing discipline. In the event of a conflict, these regulations shall control.

**JTIS Chart of Conduct (Grades 6-8)**

**\*\*\*Please see next four pages\*\*\***

Infraction and JTBOE Policy and/or Regulation	Definition/Description	First Offense	Second Offense	Third Offense and Subsequent Offense(s)
Artificial Intelligence (AI) Misuse and Plagiarism JTBOE Policy 2365 & 5701 <a href="#">JTIS Guidelines for the Use of Artificial Intelligence (AI) and Procedures for AI Misuse and Other Incidents of Plagiarism</a>	Using Artificial Intelligence, or any other method, to plagiarize the work of others or to otherwise generate ideas and work which is not your own.	<ul style="list-style-type: none"> <li>Meeting with teacher and student</li> <li>Option to redo assignment for ½ credit</li> <li>Student name placed on JTIS Plagiarism Tracking spreadsheet</li> <li>Documentation in RealTime of Academic Violation</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with teacher, student, building administration and curriculum supervisor</li> <li>Student receives a zero on assignment</li> <li>Student name placed on JTIS Plagiarism Tracking spreadsheet</li> <li>Documentation in RealTime of Academic Violation</li> <li>3 days of afterschool office detention</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with student and building administration</li> <li>Student receives a zero on assignment</li> <li>Student name placed on JTIS Plagiarism Tracking spreadsheet</li> <li>Documentation in RealTime of Academic Violation</li> <li>Min. 1-day ISS</li> </ul>
Academic Dishonesty JTBOE Policy and Regulation 5600	This includes and is not limited to copying of another student's work, forgery, or cheating on an assessment.	<ul style="list-style-type: none"> <li>Warning</li> <li>Teacher detention(s)</li> <li>Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day(s) ISS</li> <li>1-2 day(s) OSS</li> </ul>
Assault JTBOE Policy and Regulation 5600	According to the NJSSDS a person attempts to cause or purposely, knowingly, and recklessly causes bodily injury to another.	<ul style="list-style-type: none"> <li>1-3 day(s) ISS</li> <li>1-2 day(s) OSS</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day(s) OSS</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>3-10 days OSS with possibility of referring for additional days to the superintendent based on severity</li> <li>Police notification</li> </ul>
AUP Violation JTBOE Policy and Regulation 2361, 5600	District computers should only be used for school related work. Students must adhere to the expectations outlined in the JTBOE policy and regulation AUP documents.	<ul style="list-style-type: none"> <li>Warning</li> <li>Teacher detention(s)</li> <li>Office detention(s)</li> <li>Possible loss of network and computer privileges</li> <li>Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>Teacher detention(s)</li> <li>Office detention(s)</li> <li>1-2 day(s) ISS</li> <li>Possible loss of network and computer privileges</li> <li>Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1-3 Day(s) ISS</li> <li>1-3 Day(s) OSS</li> <li>Possible loss of network and computer privileges</li> <li>Possible police notification</li> </ul>
Bias Related Comment/Incident JTBOE Policy and Regulation 5560, 5600	According to the NJSSDS, bias-related means that an incident is directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice. A bias-related incident need not involve conduct that constitutes a criminal offense.	<ul style="list-style-type: none"> <li>1-2 day(s) ISS</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>2-4 days ISS</li> <li>1-2 day(s) OSS</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>3+ days of OSS</li> <li>Police notification</li> </ul>
Bus Misconduct JTBOE Policy and Regulation 5560, 5600	Behaviors by students that impact the safe and orderly operations of the school bus. This may include: moving while the bus is in motion, not buckling their seat belt, throwing of objects, loudness, inappropriate language.	<ul style="list-style-type: none"> <li>Warning</li> <li>Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1-2 day(s) ISS</li> <li>Removal from bus (1-3 day(s))</li> </ul>	<ul style="list-style-type: none"> <li>2-3 days ISS</li> <li>1-2 day(s) OSS</li> <li>Removal from bus (4+ days).</li> </ul>
Cafeteria Misconduct JTBOE Policy and Regulation 5560, 5600	Students must adhere to the cafeteria procedures outlined in the student handbook and conduct themselves in an orderly and respectful manner.  The number of students in the cafeteria may change due to changes in the master schedule.	<ul style="list-style-type: none"> <li>Warning</li> <li>Office Detentions(s)</li> </ul>	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day(s) ISS</li> </ul>
Creating an Unsafe Environment JTBOE Policy and Regulation 5560, 5600	Intentionally or unintentionally creating a situation or environment that may impact the safety of students and staff.	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-3 day(s) ISS</li> <li>1 day OSS</li> </ul>	<ul style="list-style-type: none"> <li>2-3 days ISS</li> <li>2-3 days OSS</li> <li>Possible police notification</li> </ul>
Cutting Class JTBOE Policy and Regulation 5600	Missing part or all of a class period during the school day without permission of the teacher or administration	<ul style="list-style-type: none"> <li>Office detention(s)</li> <li>1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>2+ days ISS</li> </ul>

Cutting Detention JTBOE Policy and Regulation 5600	Not attending a scheduled detention.	<ul style="list-style-type: none"> <li>• 2 office detentions</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 2 days ISS</li> </ul>
Disrespectful Behavior towards a Staff Member or Student JTBOE Policy and Regulation 5560, 5600	Rude, disrespectful and/or aggressive behavior directed toward staff and students.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>
Disruption JTBOE Policy and Regulation 5560, 5600	Intentionally or unintentionally disrupting or interfering with the educational environment and student learning	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>
<b>Infraction and JTBOE Policy and/or Regulation</b>	<b>Definition/Description</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense and Subsequent Offense(s)</b>
Dress Code Violation JTBOE Policy and Regulation 5511	Students must adhere to the expectations outlined in the JTBOE policy and regulation Dress Code documents.	<ul style="list-style-type: none"> <li>• Warning and remediate the dress code violation.</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention and remediate the dress code violation.</li> </ul>	<ul style="list-style-type: none"> <li>• Office detentions and asked to change.</li> <li>• 4+ times ISS for continuous violation of the dress code and asked to remediate the dress code violation.</li> </ul>
Extortion JTBOE Policy and Regulation 5600	The act of attempting to acquire or acquiring money or items through force and threats.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 days ISS</li> <li>• 1-4 day(s) OSS</li> </ul>
Fighting JTBOE Policy and Regulation 5560, 5600	According to the NJSSDS this is when there is a mutual engagement in a physical confrontation that may result in bodily injury to either party. Each participant is an offender.	<ul style="list-style-type: none"> <li>• 1-2 day(s) OSS</li> <li>• Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 2-4 days OSS</li> <li>• Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 days OSS</li> <li>• Police Notification</li> </ul>
Foul/Inappropriate Language (written and spoken) JTBOE Policy and Regulation 5560, 5600	The use of profanity, cursing or harsh language in any school setting is not acceptable and will not be tolerated.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>
Foul/Inappropriate Language towards or about a staff member (written and spoken) JTBOE Policy and Regulation 5560, 5600	The use of profanity, cursing or harsh language towards or about a Jefferson Township staff member is not acceptable and will not be tolerated.	<ul style="list-style-type: none"> <li>• 1-2 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 days ISS</li> <li>• 1-3 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 2+ days OSS</li> </ul>
Gambling JTBOE Policy and Regulation 5560, 5600	Playing games of chance for monetary or material gain.	<ul style="list-style-type: none"> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 days ISS</li> <li>• 1-2 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-4 day(s) OSS</li> </ul>
Harassment, Intimidation, and Bullying JTBOE Policy and Regulation 5560, 5600 Policy 5512	Students must adhere to the expectations outlined in the JTBOE policy and regulation for Harassment, Intimidation, and Bullying.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> <li>• 1 day OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1+ day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1+ of OSS</li> </ul>
Horseplay or Scuffle JTBOE Policy and Regulation 5560, 5600	Two or more students interacting with one another in a way that may incorporate pushing, hitting, and yelling. The intent is not to harm the other student. A physical altercation between at least 2 students where hitting and pushing are involved.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 day(s) ISS</li> </ul>
Instigation JTBOE Policy and Regulation 5560, 5600	Initiating or encouraging someone else's action. The result from this is a negative outcome.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>
Insubordination/Defiant JTBOE Policy and Regulation 5560, 5600	Willfully choosing to not comply with the request made by a staff member. Examples include: refusing to move their seat, stay after class, throw their waste/garbage away, etc.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>
Late to Class JTBOE Policy and Regulation 5600	Arriving at class after the time as determined by the classroom procedures.	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher detention</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s), if a student exceeds 3 lates to class, multiple detentions to ISS may be issued.</li> </ul>
Littering JTBOE Policy and Regulation 5600	Discarding, dropping, spreading, or disposing of garbage/items/waste in a location or container that is not designated for such purpose.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>

Loss of Hallway Pass JTBOE Policy and Regulation 5600	Students are issued a hallway pass at the start of each trimester. Misplacing or losing the school issued hallway pass that requires a new pass to be issued.	<ul style="list-style-type: none"> <li>● Replacement of 4th pass in a trimester- 1 Office detention</li> </ul>	<ul style="list-style-type: none"> <li>● Replacement of 6th pass in a trimester- 2 Office detentions</li> </ul>	<ul style="list-style-type: none"> <li>● Replacement of 7th pass in a trimester- 3 Office detentions</li> <li>● 8+ passes in a trimester- ISS</li> </ul>
Misbehavior during Emergency Operations JTBOE Policy and Regulation 5530, 5600	When a student does not comply with District and building Emergency Operation Procedures.	<ul style="list-style-type: none"> <li>● Office detention(s)</li> <li>● 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day(s) ISS</li> <li>● 1-2 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>● 1-4 day(s) OSS</li> </ul>
Out of Area JTBOE Policy and Regulation 5560, 5600	Being in an area of the building that is not permitted or is not a part of their daily schedule. Students are expected to report to the classes by way of the shortest route or at the direction of school staff.	<ul style="list-style-type: none"> <li>● Office detention(s)</li> <li>● 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day(s) ISS</li> <li>● 1-2 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>● 1-4 day(s) OSS</li> </ul>
<b>Infraction and JTBOE Policy and/or Regulation</b>	<b>Definition/Description</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense and Subsequent Offense(s)</b>
Possession, Distribution, and/or Use of Other Tobacco/Tobacco Related Products, Smoking JTBOE Policy 5533 JTBOE Policy and Regulation 5530, 5600	Students are not permitted to use, distribute, or possess other tobacco products or tobacco-related products. Products such as matches, lighters, or any other flame-producing product at any time when on school buses, school grounds, in school buildings, or at any school functions.	<ul style="list-style-type: none"> <li>● 1 day ISS</li> <li>● Complaint filed with the local police department</li> <li>● Loss of co-curricular privileges for 10 calendar days activities does not expire at the end of the school year and will be enforced appropriately through the summer.</li> </ul>	<ul style="list-style-type: none"> <li>● 2 day(s) ISS</li> <li>● Complaint filed with the local police department</li> <li>● Loss of co-curricular privileges for 20 calendar days</li> </ul>	<ul style="list-style-type: none"> <li>● 2 day(s) OSS</li> <li>● Complaint filed with the local police department</li> <li>● Loss of co-curricular and athletic privileges for 60 calendar days the remainder of the school year. The loss of co-curricular activities does not expire at the end of the school year and will be enforced appropriately through the summer.</li> </ul>
Public Display of Affection	Public displays of affection are considered inappropriate in the school setting. This includes, holding hands, hugging, and kissing.	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Office detention(s)</li> <li>● 1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>● Office detention(s)</li> <li>● 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day(s) ISS/r</li> <li>● 1+ day(s) OSS</li> </ul>
Reporting False Public Alarms/Threats JTBOE Policy and Regulation 5530, 5600	According to the NJSSDS this is when a student initiates or circulates a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing that the report or warning is false or baseless. This may cause a school to unnecessarily implement school security measures.	<ul style="list-style-type: none"> <li>● Office detention(s)</li> <li>● 1-2 day(s) ISS</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day(s) ISS</li> <li>● 1-2 day(s) OSS</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● 1-4 day(s) OSS</li> <li>● Police Notification</li> </ul>
Severe Misconduct JTBOE Policy and Regulation 5560, 5600	Students must adhere to the expectations outlined in the JTBOE policy and regulation for Severe Misconduct documents.	<ul style="list-style-type: none"> <li>● Up to 10 days of OSS assigned by the Principal, Assistant Principal, or designee</li> <li>● Up to 20 days of OSS assigned by the Superintendent of Schools</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 10 days of OSS assigned by the Principal, Assistant Principal, or designee</li> <li>● Up to 20 days of OSS assigned by the Superintendent of Schools</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● Up to 10 days of OSS assigned by the Principal, Assistant Principal, or designee</li> <li>● Up to 20 days of OSS assigned by the Superintendent of Schools</li> <li>● Police Notification</li> </ul>
Substance Abuse-Possession, Distribution, Under the Influence JTBOE Policy and Regulation 5530, 5600 Policy 5533	Students must adhere to the expectations outlined in the JTBOE policy and regulation for Substance Abuse, Possession, Distribution, Under the Influence documents.	<ul style="list-style-type: none"> <li>● 3 days OSS</li> <li>● Loss of extra-curricular, co-curricular and athletic privileges for 10 calendar days. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● 5 days OSS</li> <li>● Loss of extra-curricular, co-curricular and athletic privileges for 20 calendar days. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.</li> <li>● Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Conference with central office</li> <li>● Loss of extra-curricular, co-curricular and athletic privileges for the remainder of the school year. The loss of extra-curricular, co-curricular, and athletic privileges does not expire at the end of the school year and will be enforced appropriately through the summer.</li> <li>● Police Notification</li> </ul>

Tardy (unexcused) to School JTBOE Policy and Regulation 5240, 5600	Arriving at Homeroom after the start time of 7:35 or 9:35 on a delayed opening day.	<ul style="list-style-type: none"> <li>• First 3 in a <b>trimester</b> is 1 after school detention</li> </ul>	<ul style="list-style-type: none"> <li>• Second set of 3 in <b>trimester</b> is 1 after school detention</li> </ul>	<ul style="list-style-type: none"> <li>• Third set of 3 and every subsequent set of 3 is 1 after school detention</li> </ul>
Theft JTBOE Policy and Regulation 5560, 5600	According to the NJSSDS taking of the school district's or person's belongings or property without consent.	<ul style="list-style-type: none"> <li>• Office detentions</li> <li>• 1-2 day(s) ISS</li> <li>• Return or replacement of taken item(s)</li> <li>• Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> <li>• Return or replacement of taken item(s)</li> <li>• Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-4 day(s) OSS</li> <li>• Return or replacement of taken item(s)</li> <li>• Possible police notification</li> </ul>
Threat (Simple) JTBOE Policy and Regulation 5530, 5600	According to the NJSSDS attempts by physical menace (e.g. verbal threats) to put another in fear of bodily injury.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> <li>• Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> <li>• Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-4 day(s) OSS</li> <li>• Police Notification</li> </ul>
<b>Infraction and JTBOE Policy and/or Regulation</b>	<b>Definition/Description</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense and Subsequent Offense(s)</b>
Truancy JTBOE Policy and Regulation 5560, 5600	An intentional and unauthorized absence from school.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 2+ days ISS</li> </ul>
Unauthorized use of electronic communication recording device JTBOE Policy 5516 JTBOE Policy and Regulation 5560, 5600	Students must adhere to the expectations outlined in the JTBOE policy and regulation for Electronic Recording Devices Documents.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-4 day(s) OSS</li> </ul>
Unpreparedness for Class	Students must come to class with necessary materials and supplies that may also include the district supplied charged laptop and charger.	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher detention</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention</li> </ul>
Use of electronic device without permission JTBOE Policy and Regulation 5560, 5600	Students are not permitted to use personal electronic devices during the school day. Items including phones, smart watches, wireless or bluetooth headphones, airpods, iPads/tablets must be turned off and placed in the student's locker for the duration of the school day.	<ul style="list-style-type: none"> <li>• Office detention</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s) and parent pick-up of device</li> <li>• 4+ offenses- ISS and parent pick-up of device</li> </ul>
Vandalism/Damage to School Property JTBOE Policy and Regulation 5560, 5600 JTBOE Policy 7610	According to the NJSSDS purposely, knowingly, or recklessly destroys or defaces school, contracted, or personal property, thereby causing an economic loss due to repair or replacement.	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> <li>• Possible Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> <li>• Possible Police Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-4 day(s) OSS</li> <li>• Possible Police Notification</li> </ul>
Willful neglect of school procedures JTBOE Policy and Regulation 5560, 5600	Intentionally ignoring established daily procedures of the intermediate school.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Teacher detention(s)</li> <li>• Office detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Office detention(s)</li> <li>• 1-2 day(s) ISS</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 day(s) ISS</li> <li>• 1-2 day(s) OSS</li> </ul>

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

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

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

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

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

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

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

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

## Consequences for Vaping and/or Having Vaping Products in School

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

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

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

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

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

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

## STUDENT ACTIVITIES

### After School Clubs and Activities

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

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

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

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

### Evening Activities and Programs

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

## **Activities and Field Trips**

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

## **Demerit Point System GRADES 6-8**

Demerits are issued for violations of the school's code of conduct.

- **Demerit Points for Each Type of Consequence:**
  - 1 point for teacher or office detention
  - 2 points for bus misconduct or loss of privileges
  - 3 points for In-School Suspension (ISS)
  - 4 points for Out-of-School Suspension (OSS)
- **Accumulation and Removal of Demerits:**
  - Demerits accumulate throughout the school year and are recorded in a student's disciplinary record.
  - Students who remain free of infractions for one month have one demerit removed from their record.
- **Consequences Based on Demerit Accumulation:**
  - Students who accumulate **4 demerits** during any trimester may be excluded from activities, events, or field trips.
  - Accumulating a total of **12 or more demerits** throughout the school year also results in exclusion from planned activities, events, or field trips.
- **Appeals Process:**
  - Students who are excluded from an activity or field trip due to demerit accumulation have the right to appeal.
  - Appeals must be scheduled through the team coordinator, advisor of the activity, or administration.
  - An appeals committee reviews each appeal and makes a final decision on whether the student's exclusion will be upheld or overturned.

The demerit point system aims to promote accountability and behavior among students, with clear guidelines on consequences for infractions and a structured process for appeals to ensure fairness.

## **Grade Eight Promotion Activities**

There are end-of-the-year promotion activities that are designed to celebrate the culmination of intermediate school years. These activities are: promotion field trip, promotion dance, and the promotion ceremony. These rules are designed to ensure that participation in the promotion activities is tied to academic performance and adherence to the school's code of conduct, fostering a positive and celebratory end to the eighth-grade year.

- **End of Year Activities:** The end-of-the-year activities for eighth graders include:
  - Promotion field trip
  - Promotion dance
  - Promotion ceremony
- **Exclusion Criteria:** Students may be excluded from promotion activities based on accumulated demerits:
  - Promotion field trip: Exclusion at 12 demerits
  - Promotion dance: Exclusion at 24 demerits
  - Promotion ceremony: Exclusion at 36 demerits
  - Serious Infractions: Regardless of demerits, serious infractions can lead to exclusion from activities.
- **Academic Performance:** Students failing two or more core subjects (Language Arts, Math, Physical Education, Science, and Social Studies) for the year will not be allowed to participate in the promotion activities.
- **Appeal Process:**
  - Students barred from promotion activities due to discipline issues may request an appeal hearing from the advisor of the activity.
  - An appeal committee will hear each student's appeal.
  - The decision of the appeal committee is final.

**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 Intermediate School Administration. Thank you.**

*Revised 8/13/25*