

Jonathan Dayton
Grade 8 Academy



2025-2026 Student/Parent Handbook

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Approved by the Board of Education

ADMINISTRATION

BUILDING ADMINISTRATION

Dr. Norman Francis, Jr.
Mrs. Lisa Ramirez

Principal
Assistant Principal

SUPERVISORS AND COORDINATORS

Mrs. Meredith Gerckens
Mr. Anthony Salerno
Mr. Gregory Salmon
Mrs. Candice Schiano

Supervisor of School Counseling Services
Supervisor of Athletics, Physical Education, and
Health Supervisor of Science & Mathematics
Supervisor of Humanities

CENTRAL ADMINISTRATION

Dr. Rachel Goldberg
Mrs. Erica Scudero
Mrs. Michelle Calas
Mrs. Ann Suter
Mrs. Tiffany Bohnem
Ms. Julie Sporel
Mr. David Walker

Superintendent
Assistant Superintendent of Curriculum
Business Administrator/Board Secretary
Director of Student Support Services
Director of Early Childhood & Elementary Education
Director of Technology and Learning
Supervisor of Facilities and Support Service

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1. Welcome Message

Welcome to the Jonathan Dayton Grade 8 Academy,

This document is a streamlined, easy-to-read handbook for our students and parents that explains the many policies and procedures that help us maintain a structured, safe school. Every student and parent must take the time to read through the handbook and become familiar with the policies and procedures at JDHS. Included are items such as attendance, conduct, grading, and schedules, to name a few.

Our handbook is a living document, and thus changes are made as needed. Major changes will be communicated to parents and students via letters, memos, emails, and on the website (<http://www.springfieldschools.com>). This publication is revised and updated every year. We encourage you to make suggestions to help us make this handbook as useful as possible.

Norman Francis, Jr., Ed.D., Principal
Mrs. Lisa Ramirez, Assistant Principal

2. Springfield Public Schools Mission and Vision

Our Vision:
Cultivating compassionate and extraordinary learners.

Our Mission:
Springfield Public Schools will challenge every student through meaningful, engaging experiences, empowering all students to flourish and contribute in an evolving world.

3. School Contacts

Main Office Contacts

Name	Position	Ext.	Email
Dr. Norman Francis	Principal	5500	nfrancis@springfieldschools.com
Mrs. Lisa Ramirez	Assistant Principal	5506	lramirez@springfieldschools.com
Cindy Ferretti	Secretary to Principal	5500	cferretti@springfieldschools.com
Tina Ferreira	Secretary to Assistant Principal	5501	tferreira@springfieldschools.com

School Counseling Department Contacts

Name	Position	Ext.	Email
Meredith Gerckens	Supervisor of School Counseling Services	5515	mgerckens@springfieldschools.com
Darlene Hill	School Counselor	5518	dhill@springfieldschools.com
Stephanie Renelle	School Counselor	5519	srenelle@springfieldschools.com
Jacqueline Ritter	School Counselor	5520	jritter@springfieldschools.com
Lillian Abidir-Cho	Transition Counselor (8th Grade)	5521	msista@springfieldschools.com
Kim Cieri	Secretary - Guidance	5517	kcieri@springfieldschools.com
Sofia Paragioudakis	Secretary - Registrar	5516	sparagioudakis@springfieldschools.com

Health Office Contacts

Name	Position	Ext.	Email
Jeanine Pentz	Nurse	5510	jpentz@springfieldschools.com

Curriculum Supervisors

Name	Position	Ext.	Email
Anthony Salerno	Supervisor of Physical Education/Health and Athletics	6030	asalerno@springfieldschools.com
Greg Salmon	Supervisor of STEM	5545	gsalmon@springfieldschools.com
Candice Schiano	Supervisor of Humanities	5546	cschiano@springfieldschools.com
TBD	Coordinating Supervisor of VPA,		

Athletics Office Contacts

Name	Position	Ext.	Email
Anthony Salerno	Supervisor of Athletics	6030	asalerno@springfieldschools.com
Briane Triano	Athletic Trainer	5309	btriano@springfieldschools.com
Sue Lies	Secretary to Athletics	6031	slies@springfieldschools.com

Cafeteria and Food Services

Name	Position	Ext.	Email
Kieth Hernandez	Food Services Director	5531	pomptonian@springfieldschools.com

4. Daily Schedules

Regular Day

Time Block	A Day (Drop 4&8)	B Day (Drop 3&7)	C Day (Drop 2&6)	D Day (Drop 1&5)
7:40-8:38	1	4	3	2
8:38 - 8:43	Announcements			
8:47 - 9:45	2	1	4	3
	3	2	1	4
	5 Lunch 1 Lunch: 10:51-11:23 Class: 11:27- 12:27 Lunch 2 Class: 10:51-11:20 Lunch: 11:23 - 11:55 Class: 11:58-12:27 Lunch 3 Class: 10:51 -11:49 Lunch: 11:55-12:27	8 Lunch 1 Lunch: 10:51-11:23 Class: 11:27- 12:27 Lunch 2 Class: 10:51-11:20 Lunch: 11:23 - 11:55 Class: 11:58-12:27 Lunch 3 Class: 10:51 -11:49 Lunch: 11:55-12:27	7 Lunch 1 Lunch: 10:51-11:23 Class: 11:27- 12:27 Lunch 2 Class: 10:51-11:20 Lunch: 11:23 - 11:55 Class: 11:58-12:27 Lunch 3 Class: 10:51 -11:49 Lunch: 11:55-12:27	6 Lunch 1 Lunch: 10:51-11:23 Class: 11:27- 12:27 Lunch 2 Class: 10:51-11:20 Lunch: 11:23 - 11:55 Class: 11:58-12:27 Lunch 3 Class: 10:51 -11:49 Lunch: 11:55-12:27
12:31-1:29	6	5	8	7
1:33-2:31	7	6	5	8

Early Dismissal

- No lunch service
- Courses are attended per the assigned Day

Block	Start Time	End Time	Duration
1	7:40 AM	8:21 AM	41 min
Announcements	8:21 AM	8:26 AM	5 min
2	8:30 AM	9:10 AM	40 min
3	9:14 AM	9:54 AM	40 min
4	9:58 AM	10:38 AM	40 min
5	10:42 AM	11:22 AM	40 min
6	11:26 AM	12:07 PM	41 min

Two-Hour Delay

- Courses are attended per the assigned Day

Block	Start Time	End Time	Duration
1	9:40 AM	10:14 AM	34 min
2	10:18 AM	10:52 AM	34 min
3	10:56 AM	11:31 AM	35 min
4	11:35 AM	1:13 PM	98 min
		Lunch 1 Lunch: 11:35 AM to 12:05 PM Class: 12:09 PM to 1:13 PM Lunch 2 Class: 11:35 AM to 12:05 PM Lunch: 12:09 PM to 12:39 PM Class: 12:43 PM to 1:13 PM Lunch 3 Class: 11:35 PM to 12:39 AM Lunch: 12:43 PM to 1:13 PM	
5	1:17 PM	1:52 PM	35 min
6	1:56 PM	2:31 PM	35 min

5. Academic Information

Academic Recognition

- HONOR ROLL - At the end of each marking period, students who meet the requisite course averages are recognized by being placed on the JDHS Honor Roll.
 - Students who have a 90% or above in all of their courses are placed on the Principal's HONOR ROLL.
 - Students who have an average of 82% or above in all of their courses are placed on the HONOR ROLL.
- NATIONAL JUNIOR HONOR SOCIETY CONSIDERATION - Candidates must have a cumulative unweighted average of 96% or higher at the time of selection. This average must be maintained throughout membership. Any member whose average falls below the required standard will be given one grading period to bring it back up to the required level. Failure to do so may result in probation or dismissal from the chapter.
 - Charter information can be found at this link: [National Junior Honor Society](#) (7th & 8th Grade)

Course Recommendation Procedures

Grouping is one way to provide differentiated learning experiences for students. Groups will vary in the learning tasks, instructional methods, and pace. The degree of grouping will depend upon such factors as the nature of the offering, the number of students enrolled, and the specific departmental application of grouping.

In grouping students, consideration will be given to: a. Current academic achievement in a given subject and previous performance in related subjects; b. Reading ability as measured by tests and from classroom observations; c. Writing ability as measured by writing samples; d. General scholastic ability as measured by test instruments and recorded on the student's test record card; e. Work-study habits, as well as motivation, effort, diligence, perseverance, and maturity, as noted by teachers.

The decision concerning a student's placement in any course is made by the professional staff using the above criteria. A student or parent may initiate a request for placement in a specific group.

If a review of the recommendation and placement is necessary, each case will be considered individually. It is the role of the school guidance department to make adjustments in schedules based on the individual needs and abilities of students.

If a student or parent initiates an override request for placement in a specific group, it is expected that the student will commit to staying in that group. Mid-year schedule changes may not be feasible and may delay a student's progress towards graduation. The parent must indicate via email or a signed letter that they understand this for the override to be approved. The email or letter must be sent to the school counselor. The request must be received by March 26th. Principal approval is required.

Groupings include:

- Honors (H) - courses taught at an advanced level, for students who are prepared to undertake a greater degree of independent work, in greater depth, than the regular level.

Dropping and Adding Courses

With the approval of the principal or their designee, students may drop a course before the dates indicated below, without a record of the course appearing on their transcript:

- Full Year Course - October 3rd
- Semester 1 Course - September 19th
- Semester 2 course - February 13th

The dates indicated above for semester courses are the last dates a semester course can be added.

Grading Procedures

- Marking Periods - There will be two marking periods for a one-semester course and four marking periods for a full-year course. Each marking period grade is to receive equal weight in computing the final average for the course. One Mid-term grade will be recorded for Health Education.
 - For each marking period, the lowest average that a student can earn is 50%.
 - For midterm exams and final exams, students will receive the grade earned.
- Mid-term, Final Exam, Product or Project - A midterm examination as well as a final examination, product, or project is required in all subjects offered on a full-year basis. If either is not completed, a grade of "I" = incomplete will be recorded for both the exam/project and the course. The examination product or project will be weighted one-tenth in computing the course average.
 - In a full-year course, each marking period grade is multiplied by 2; the mid-term examination and final examination product or project grade is multiplied by 1; the total is divided by 10.

- Final Average - Before an “F” may be recorded for the last marking period grade, the teacher must indicate in writing to the parent that the student is in danger of failing the course. The teacher’s notice will be copied to the student’s school counselor and the building principal.
- Grade Values:

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A+	98 - 100
A	92 - 97
A-	90 - 91
B+	86 - 90
B	80 - 85
C+	76 - 79
C	72 - 75
C-	70 - 71
D	65 - 69
F	Below 65

- Incomplete Grades:
 - When necessary, a teacher will enter “I” for the marking period grade of a student who has been extended the opportunity to complete and submit late work.
 - Students will have 10 days from the end of a marking period to complete and submit work. If the student fails to submit the work within the 10 days, the “I” will become an “F.”

Grade 8 Testing Requirements

The State of New Jersey will test students in English Language Arts, Mathematics, and Science through the New Jersey Student Learning Assessments (NJSLA). Please refer to the NJDOE website for updates and specific information regarding the assessment graduation requirements:

<https://www.nj.gov/education/assessment/>

Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

Promotion Policy

All courses satisfactorily completed count toward promotional requirements. Specific courses that must be completed satisfactorily are:

- Communication Arts
- Mathematics
- Science
- Social Studies
- Physical Education and Health
- Practical Arts Grades (1 semester)
- Visual and Performing Arts (1 semester)
- World Languages (full year)

Student Participation

Students will be informed of the overall goals of each course and the criteria used to evaluate their performance. They are responsible for actively participating in classroom activities and adhering to classroom rules, expectations, and procedures.

If parents or guardians request that their student not participate in classroom activities included in the state-required Comprehensive Health Education Curriculum units on Family Life, alternative activities will be provided.

Academic Integrity

Any incident of sharing work, copying, cheating, plagiarism, falsely claiming AI-generated products as one's work, or acts deemed as academic dishonesty by the administration, that could potentially give a student(s) an unfair advantage is considered a serious infraction against the code of conduct and will not be tolerated. The following guidelines have been established to deal with academic dishonesty:

- Students will receive a grade of zero on the assignment. The work may be made up for educational purposes only at the discretion of the teacher.
- The teacher will contact Parents/Guardians and notify the administration regarding each incident of academic dishonesty. This information will be maintained in the student's file for the duration of the student's high school career.

- The student will be referred to the assistant principal for disciplinary consequences.
 - First offense = Saturday School (SAT)
 - Second offense = In-school suspension (ISS)
- Academic dishonesty may affect student admission and/or continued standing in groups such as the Junior National Honor Society, the National Honor Society, Student Council, etc.

Artificial Intelligence - Student Use Guidelines

The following guidelines will be enforced in each course and classroom. Teachers will provide clear guidance on how and if AI can be used on particular assignments:

- Students must refer to the assignment directions and follow their teacher’s expectations. AI use will fall into one of the categories below:
 1. No AI - AI use is not allowed. You must demonstrate your own core skills and understanding without AI assistance.
 2. AI for Planning - You may use AI to brainstorm ideas, plan your work, or conduct research, but only as outlined in the assignment.
 3. AI for Collaboration - You may use AI for specific tasks, such as drafting, refining, or reviewing your work, as permitted by the assignment.
 4. Full AI Use - You may use AI extensively, but you are still expected to demonstrate critical thinking and understanding of the content.
 5. AI for Innovation - Use AI creatively to solve problems, generate new insights, or develop innovative solutions—as directed by your teacher.

6. Student Life

Athletics

At FMG:

Fall	Winter	Spring
Soccer - Boys Soccer - Girls	Basketball - Boys Basketball - Girls	Baseball Softball Track - Boys Track - Girls

Athletes and Physical Education

- Physical Education is required of all students each year of attendance. Athletes are not exempt from this requirement.
- All athletes, in season, are required to dress and participate each day, including the day of an athletic contest.
- Failure to participate in PE shall exclude a student from participation in athletics for that day.
- Failure to participate on a Friday shall exclude that student for Saturday and Sunday as well.
- Any student with medical clearance from physical education class will be ineligible to participate in extracurricular activities such as practice and/or athletic contests as well.

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Athletic Code and Eligibility

- All Grade 8 students are eligible to participate in the middle school athletics program, facilitated at Florence M. Gaudineer School.
- Participants are required to submit all health forms, emergency contact cards, questionnaires, etc., as instructed by the Athletic Director or his/her designee. All forms can be downloaded from www.springfieldschools.com.
- Students found in violation of school rules/policies will be subject to disciplinary consequences and may also be subject to athletic consequences.

Athletic Spectator Expectations

- Student spectators at all school-sponsored athletic events, on or off campus, are reminded that all school rules are in effect. Violations of school rules, unruly behavior, and/or unsportsmanlike conduct will not be tolerated.
- Students who do so will be subject to disciplinary consequences, which may include forfeiting their right to attend such events.
- All spectators, students, parents, and guests are expected to exhibit proper behavior and good sportsmanship at athletic events.
- Athletic Physical Examinations - See the Athletics section on the JDHS website for this information.

Attendance Policy

The Board of Education requires students enrolled in Springfield Public Schools to attend school regularly by the State of New Jersey (legal reference: N.J.A.C. 6:8-4.7 (2) (d) (2)).

Students who accumulate excessive unexcused absences will receive attendance notices from the school. Notices will go out in increments of 5 for Daily Attendance accounting.

Students with excessive absences and/or tardiness, both excused and unexcused, may be referred to the school's Intervention and Referral Service team (I&RS). At the discretion of the I&RS team, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance. The school counselor, as part of the I&RS team, will consult with the student and the parents/guardians, verify reasons for the absences, and determine, in collaboration with I&RS team members, the appropriate interventions.

All students must be in school for a minimum of four hours to be considered present in school for the day. This means that a student must sign in to school in the Main Office before 10:30 a.m. in order to receive credit for being in attendance. Students who request early dismissals before 11:40 will be recorded as absent for the day for participation.

- Reporting a Student Absent Whenever a student is absent from JDHS, a parent or guardian must report the absence through the Genesis Parent Portal. Any related documentation, such as medical notes or other official records, must also be uploaded directly to the portal. Parents who do not submit an absence notification will receive an automated call and text reminder. Repeated failure to report student absences may result in the school contacting the appropriate authorities. The JDHS attendance desk can be reached at 973-376-1025. Request to speak to the attendance secretary.
- Notes for Absences – A note does NOT automatically result in an “excused” or “non-chargeable” absence. All notes regarding the student must be uploaded to the Genesis parent portal within 5 school days of the student's return to school. Notes submitted will be referenced in the event of a loss of credit appeal.
- Absences and Extracurricular/Athletic Participation When a student is absent from school for unauthorized reasons, he or she is excluded from all school activities, including but not limited to: class activities, student council, school trips, band or chorus rehearsals, practices, performances, club activities, dances, proms, and athletic games or practices on the day of the absence. The student is ineligible for extra-curricular participation until he or she has been in attendance at school for one full school day. Friday absences will also negate participation in Saturday and Sunday activities.
- Absences for Vacation Purposes Absences for vacations are neither “excused” nor “non-chargeable” and thus will count towards the absences allotted in section 1.2 above. Parents must notify the school of such absences as far as possible in advance, in writing to the principal. In order for such an absence to be considered, should an attendance appeal occur, the request must be made BEFORE the absences for vacation occur.
- Excused Absences - Students may miss school for the following reasons only:

- Work approved or sponsored by the school, SPS
- Death in the immediate family
- Student illness and well-being concerns (The principal may require a physician's certificate from the parent/guardian in cases of chronic or extended absences for an illness.)
- Court summons
- Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- Doctor/Medical appointments
- Observance of a religious holiday - Religious Holidays as approved by the State Board of Education will be recorded as "R" and may not count for loss of credit. A note, as indicated, is required specifying that a particular student was out for a Religious Holiday. See the official site for the State of NJ at the following link:
<https://www.nj.gov/education/holidays.shtml>
- State emergency
- Suspension
- Lack of authorized transportation (for example, if the school bus does not show up)
- College Visit - Per NJDOE code, up to 3 days for college visits per school year, ONLY for students in grades 11 and 12. Notes from the College Admissions or Registrar's office are due to the main office within 5 school days of the return of the student to school.
- Permission from the principal - Parents may request (excusal for cause) by writing to the principal, per BOE policy 5230 (refer to the policy for specifics).
- Unexcused Absence: An absence that is not excused according to the above conditions is unexcused. If a student misses a day of school and is not excused, the student will receive an unexcused absence in each class missed. In general, students are precluded from participating in extracurricular activities on a day that they have an unexcused absence.
- Leaving the School Building/Grounds Students seeking authorization to leave the school building during the school day must do so through the Main Office only. Students who leave the school building/grounds without proper authorization, regardless of the reason, will be subject to disciplinary action and at the discretion of the principal or his/her designee, and may be subject to a drug screening. Students under the age of 18 and those 18 or older who are not emancipated cannot leave the building unless they are released via the main office into the custody of a parent/guardian. It is the parent/guardian's responsibility to notify the school in writing of those adults who are authorized to take custody of their child. This information must be recorded in the Genesis parent portal, under Contacts. Persons designated as emergency contacts should be prepared to show identification when requested. **STUDENTS WILL NOT BE RELEASED TO AN ADULT WHO IS NOT ON RECORD AS AN EMERGENCY**

CONTACT. Office only. Students are reminded that such absences are neither excused nor non-chargeable.

- Class Attendance: Students must meet attendance requirements for each course. These requirements vary according to the length of the course (i.e., full-year, semester). The standard is 90% attendance. When students miss a class, for any reason, they are considered absent from that class, and an absence is recorded toward their total allowable absences for the year.
- Make Up Work for Absences. It is important for students to make up missed work regardless of the legitimacy of their absence. Teachers may assign an equivalent, but different, task or assessment to students when they return from any absence. For unexcused absences, teachers may deny credit for missed assignments or assessments through the process approved by the principal and the leadership team. Students and/or parents must communicate directly with the teacher regarding makeup work. It is the student's responsibility to seek out work in advance of the absences and to make up work upon his/her return. It is the student's responsibility to seek out the teacher to determine what work has been missed and what the deadlines will be for completing said work.
- Cutting Class – A student with an unauthorized absence from a class will be referred to the assistant principal for disciplinary action. The student may not receive credit for missed assignments or tests, per the teacher's discretion.
- Tardiness - The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activities. Students are expected to arrive at school and class on time. A student who is tardy to any class will be subject to disciplinary action. Consequences for accumulated occurrences of tardiness may include detention and being charged with an unexcused absence.
 - Tardy to School:
 - Excessive tardiness to school will result in disciplinary action, including, but not limited to: after-school detentions, Saturday detention, and loss of student privileges.
 - Daily tardiness to school will be counted separately from class tardiness and monitored by the attendance desk.
 - The 5th tardy = Extended School Day detention (ESD).
 - Tardy to Class:
 - A student who is late to any class is responsible for the work missed.
 - Tardiness will result in disciplinary action, including, but not limited to: after-school detentions, Saturday detention, and loss of credit for missed work.
 - Tardiness to class will be counted and monitored by the class teacher.

- Students will be marked tardy within the first 21 minutes of a class period for late arrival. Students who miss more than 50% of a class period will be marked absent, unless a legitimate reason for the late arrival can be determined.
 - The 5th tardy = Extended School Day detention (ESD).
- Truancy - Defined as a cut from school not excused by the school administration or verified by a parent. An attendance officer (or designated school official) who identifies a truant student shall take appropriate steps to ensure the student's safety:
 - Make parent contact
 - In coordination with local law enforcement as necessary, the school official will facilitate the return of the student to the parent/guardian, other person having lawful charge and control of the student, or to the school.
 - Disciplinary consequences will be applied to the student
- Truancy - 10 or More Consecutive Days: For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, under law. The district shall:
 - Make a determination regarding the need for a court referral for the truancy.
 - Make a reasonable attempt to notify the student's parents of the mandatory referral.
 - Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance.
 - Cooperate with law enforcement and other authorities and agencies, as appropriate;
 - Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable state and federal statutes as follows:
 - The school principal (or designee) shall notify the parent/guardian or other person having charge and control of the student in writing to cause the student to attend school within five days from the date on which notice is served, and regularly thereafter.
 - Failure to comply by the parent/guardian or other person having charge and control of the student will result in the school district filing truancy charges with the municipal court.

Code of Conduct

Jonathan Dayton High School has the following two principles as the cornerstone to its expectations of conduct:

1. Do the right thing, simply because it is the right thing to do, and
2. Respect Yourself, Respect Others, Respect Your School.

Discipline Philosophy

Growing and maturing adolescents will make mistakes or poor decisions that may result in disciplinary consequences. While students will be held accountable, they will also be counseled, supported, and encouraged to learn from their mistakes.

To ensure a safe and positive environment at JDHS, students must understand and abide by the following:

- Physical or verbal violence, any form of harassment, intimidation, or bullying, and/or threatening behavior will not be tolerated.
- Students are to refrain from using profanity and are expected to be respectful with their choice of words at all times. Inappropriate language or gestures directed at staff or schoolmates are not acceptable.
- Students must respect the property of others and the school. Stealing or vandalism will not be tolerated. Disciplinary action will be taken, and the police will be informed. Students will be responsible for costs related to theft or vandalism.
- Students are expected to be prepared for class daily.
- Student behavior must be courteous and respectful towards classmates and teaching staff. Students should not be insubordinate to teachers or other staff members or demonstrate a lack of respect for authority.
- Students must do their work. Academic dishonesty (Cheating) in any form will not be tolerated. All work should be completed with a student's best effort and submitted per the teacher's established deadlines.
- Running, shouting, and any form of disorderly conduct will not be permitted in the building.
- Use of smartphones in the hallways for calls, texting, checking social media, recording audio/video, taking pictures, airdropping photos/videos, listening to music, during the school day, is prohibited.
- Students are to move through the hallways during passing periods, quickly and attentively.
- Students will adhere to the school dress code. Student attire must be appropriate for the educational environment.
- Smoking, the use of e-cigarettes or vaping devices, is not permitted on school grounds or at school events.
- A critical component of school security and safety is the wearing of identification badges. Students are expected to wear their ID around their neck, using the required lanyard, daily.

Instances of Code of Conduct violations may result in disciplinary consequences, counseling, etc. Examples of conduct violations include, but are not limited to:

- Dress code violations
- Unauthorized use of electronic devices

- Inappropriate display of affection
- Not carrying a student ID
- Presence in off-limits areas
- Sharing lockers
- Conduct unbecoming of a student (such as “horse-play,” running in halls, etc.)
- H.I.B. offenses
- Unwanted Physical Contact
- Tardiness: class / lunch / activity period / detentions / assemblies, etc.
- Gambling/unauthorized sale of tickets/raffles
- Cutting: class / lunch / activity period / detentions / assemblies, etc.
- Insubordination
- Profanity or obscene gestures
- Failure to follow instructions during evacuation drills, security drills, or real incidents
- Conduct that is disruptive to the school environment
- Assault
- Aggressive Physical Conduct (such as fighting, hitting, shoving, etc.)
- Leaving school without permission
- Possession of dangerous instruments / volatile substances
- Smoking: including e-cigarettes or vaping
- Stealing
- Threatening behavior
- Truancy
- Vandalism
- Violation of Computer Acceptable Use Policy (AUP)
- Illegal Acts
- Academic Dishonesty (Sharing work, Forging, Plagiarism, Cheating, etc.)
- Profanity or obscene gestures directed at school personnel
- Breaking/entering
- Jeopardizing the safety of students or school order
- Possession of controlled, dangerous substances or weapons
- Under the influence of a controlled, dangerous substance
- Disruptive behavior
- Loitering in common areas (restrooms, hallways, stairwells, etc.)

Consequences Defined

AM/PM Office Detention	OD	30 minutes of detention before school (AM: 7:05-7:35) or after school (PM: 2:45 PM - 3:15 PM) in a designated area on a specified day to be determined by the administration.
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Extended School Day	ESD	60 minutes (2:45-3:45) of detention after school in a designated area on a specified day to be determined by the administration. Personal, athletic, or extracurricular schedules are NOT taken into consideration when assigning ESD.
Sunset School	SUN	2 hours and 30 minutes (2:45-5:15) of detention after school in a designated area on a specified day to be determined by the administration. Personal, athletic, or extracurricular schedules are NOT taken into consideration when assigning SUN. A student is PRECLUDED ON THE DAY OF THE SUN from attending or participating in all school-related/sponsored activities, including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.
In School Suspension	ISS	Temporary exclusion from class and all school-related activities. Students assigned to ISS will stay in an assigned area under the supervision of a qualified teacher. Students are PRECLUDED ON THE DAY(S) OF THE ISS from attending school and all school-related/sponsored activities, including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.
Out-of-School Suspension	OSS	The student is PRECLUDED ON THE DAY(S) OF THE OSS from attending school and all school-related/sponsored activities, including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc. Multi-day suspension – the number of days a student is suspended applies to school days only.
Saturday School	SAT	4 Hours (8 am to 12 pm) A student is PRECLUDED ON THE SATURDAY OF THE SAT from attending or participating in all school-related/sponsored activities, including but not limited to: athletic competitions (as a fan or participant), the play, academic clubs, prom, field trips, etc.

- Cutting Detention: Cutting an assigned detention will result in escalating consequences:
 - Cutting OD = ESD
 - Cutting ESD = SUN
 - Cutting SUN = SAT
 - Cutting SAT = ISS
 - Cutting ISS = OSS. Additional penalties may be assigned for students who repeatedly cut assigned detentions. Legitimate absences from assigned detentions (medical appointments, court dates, etc.) must be supported by documentation for the detention to be rescheduled

and not elevated to the next level. The assistant principal should be contacted as soon as possible before such absences.

Dress Code

Students have a responsibility to be dressed and groomed for school, in accordance with community standards for dress and grooming, and in a manner that is not disruptive to the learning environment or school activities. Students are permitted to wear hijabs, yarmulkes, patkas, kufis, pagri, or other clothing or jewelry associated with their religion or containing religious messages, as long as their style of dress is consistent with the following guidelines. Violations of this dress code will be administered by Policy and Regulation 5600, Code of Student Conduct.

- General Rules
 - Students are expected to be clean and well-groomed in their appearance.
 - Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
 - Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.
 - Dress or grooming that inhibits the identification of the student will not be allowed.
- Prohibited Clothing and Articles - The following garments and articles are prohibited in school and at school-sponsored events:
 - Items that endanger or potentially threaten the health and/or safety of self or others;
 - Items that fail to meet a reasonable requirement of a course or activity;
 - Items that display messages of hate or bias, or depict discriminatory symbols or images;
 - Be associated with gangs;
 - Items that are lewd, vulgar, obscene, or revealing in a sexual nature; and promote items prohibited on school property as outlined in district policy, including but not limited to alcohol, tobacco, drugs of any sort, firearms, etc..
 - Clothing that exposes sensitive areas of the body;
 - Bare feet, cleated shoes, and footwear that is determined as unsafe for the school environment;
 - Clothing that is overly soiled, torn, worn, or defaced;
 - Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;

- Headphones, earbuds, or other ear-covering articles that prevent students from hearing announcements in hallways and common areas;
- Non-religious head coverings such as hats, hoods, visors, or other unapproved headwear; and
- Any clothing that is likely to create a material and substantial disruption to the school environment.

Lockers

- Each student is assigned a locker in the corridor for the purpose of storage. Schoolbooks, school-issued iPads, other school materials, and clothing & garments are the only items to be placed in a locker.
- Lockers are the property of the Board of Education. Lockers may be subject to periodic inspections without notification, and thus, students should have no expectation of privacy within their assigned locker.
- Lockers are NOT to be shared. Empty lockers are not to be used. A student must use the locker that he/she is assigned.
- Lockers should remain LOCKED. Students must memorize their combinations. The school will not be responsible for lost, stolen, or damaged items placed/stored in an unlocked locker.
- For some lockers, a school-issued combination padlock will be provided for students to use. No other lock is permitted to be used. For other lockers, students will use the combination lock built into the locker door.

Restroom Protocols

The restrooms are available for proper use by students. At no time should students use restrooms for socializing or loitering.

- Students share the responsibility for keeping the restrooms clean and in working order. Any student found abusing the restrooms will be referred to the administration for disciplinary consequences, and possible restitution\
- Students are not allowed to use the restrooms during passing periods.
- Students must sign out of their classroom and receive a restroom pass from their teacher.
- Students must be wearing their student ID (If not, this will be reported to the administration for disciplinary consequences, and the student will be allowed to use the restroom).
- Students may not take their smartphone or any other personal electronic device to the restroom.
- Students are to use the restroom closest to their class.
- Any student who fails to return the restroom pass will face disciplinary consequences.
- Students are not allowed to give other students access to restrooms.

- During lunch periods and study hall, a supervising teacher will provide passes for students to use the restrooms.
- Restroom access will be granted by a supervising teacher.

School Property

- Students are entrusted with and are responsible for valuable school property, which includes textbooks, library books, calculators, furniture, laboratory equipment, athletic equipment, iPads, laptops, desktop computers, etc.
- At the end of the period of use, these items must be returned with no more wear than would be expected from ordinary use.
- Students will be held financially liable for damaged or lost school property entrusted to their care.

Smartphones and Electronic Devices

Smartphones and related electronic devices (earbuds, headphones, etc.) are an important part of students' lives. With that said, these devices are distracting and present many challenges for students regarding focus, effective use of time, and attention to critical information. To create and maintain a school environment that is conducive to student success, safety, and security, students are required to adhere to the following:

- Smartphones and related devices may only be used in authorized areas, during authorized times. Authorized areas and times include:
 - Lunch Period – Cafeteria
 - In the classroom for instructional purposes with the teacher's approval.
- Hallways and restrooms are not authorized areas for smartphone use.
- When entering a classroom, students are expected to place their smartphone in the designated classroom storage pouch, or to have stored their smartphone in their hall locker.
- Students are not permitted to use smartphones for unauthorized audio recording, texting, viewing or capturing video, taking pictures, or making calls in the hallways.
- Portable speakers are not to be used during the school day.
- Personal electronic devices WILL NOT be permitted to join the school and/or district network.
- Classroom Rules and Protocols
 - Student smartphones must be stored in the classroom holder or the student's locker. Lockers are the preferred option — skip the distraction!

- Phones must be placed in the holder with the screen face-out, facing out.
- Students are not allowed to take their phones with them to use the restroom during class time.
- Earbuds and headphones are not to be worn in class.
- Rules apply every day — even with a sub or covering teacher.
- Note: These rules will be upheld consistently in each classroom.
Consistent rules = consistent success.
- Students using electronic devices during unauthorized times will be asked to surrender the device, and a disciplinary consequence will be issued.
- Confiscated electronic devices will be returned to the student's parent/guardian or emergency contact (emergency contact's name must be indicated in the student's record) only. Repeated violations of this policy will result in escalating disciplinary consequences.
- Students who fail to surrender such a device upon request from a staff member shall be considered insubordinate and will be subject to the appropriate disciplinary consequences.
- The school and the staff will not be responsible for lost, damaged, or stolen electronic devices. It is recommended that students store these devices in their school-issued locker during school hours.
- Students are not to use personal smartphones to call or text parents during school hours. Phones are available in the main office, guidance office, and the nurse's office for students to call home when necessary.
- Smartphones and other personal electronic devices are not permitted in any standardized testing rooms, including before, during, and after the testing.
- In the event a student mistakenly brings such a device into the testing room, it will be collected by the testing proctor and secured until the end of the testing session.
- Should a device activate during testing while still in a student's possession, it may result in the disqualification of that student's test as well as disciplinary actions being enforced.

Student Identification Cards

- All students will be issued an identification card at the beginning of the school term. These cards must be attached to a district-issued, orange lanyard.
- Students must wear the lanyard around their neck at all times. Students who fail to follow Student ID protocols will receive disciplinary consequences.
- During morning arrival, students are to present their identification card to enter the building at the designated door, between 7:20 am and 7:40 am.

- Replacement identification cards are available in the Guidance office located on the 1st floor of JDHS. A fee of \$7.00 will be charged for a replacement.
- Students will be required to produce their identification cards in order to check out materials from the Instructional Media Center or to print at one of the printer locations in the building.
- Students may be required to produce their identification cards in order to attend athletic or co-curricular functions.

Technology

Acceptable Use Policy (AUP)

- Parents and students, as part of the annual registration process, must read and sign the AUP.
- Computers are provided to students to use for educational purposes only. Parents and students must download a copy of the AUP from the JDHS website. The policy must be read and signed by the parent and the student.
- Access to district computers will not be permitted to students who have not returned a signed copy of the AUP. No iPad or laptop will be issued to a student until the AUP is signed and submitted.
- Student computer use is filtered and monitored remotely.
- Students found in violation of the AUP will be subject to disciplinary consequences and may have his/her use restricted and/or forfeit his/her iPad or laptop.
- The AUP is a living document, the contents of which may change. Updated versions can be found on the JDHS homepage under Quick Links.
- Printing – A limited number of school printers are available for student use. However, homework assignments that require printing should be printed the day before the due date. Printing assignments at home is highly recommended. At times, the district network and printers may be unavailable. The status of the school printers cannot be used as an excuse for late assignments.

iPad Care

- iPads that the student is not monitoring should be stored in the school locker, with the locker securely locked. Under no circumstances should students leave their iPad unattended. Unsupervised laptops will be confiscated by staff and taken to the appropriate office.

- iPads should always be carried in the protective carrying case or school-issued protective cover. The carrying case should only be used to carry the iPad.
- Students are to report damaged or malfunctioning iPads to the technology department immediately. A loaner iPad will be issued.
- Insurance - It is recommended that students and parents choose an insurance policy to cover the cost of iPad damage or loss. Parents/students are responsible for damage and/or replacement costs.
- Any iPad that is not returned to the school by a designated date will be considered stolen property.

Bulletins and Announcements

- Bulletins and announcements are posted on Google Classroom and the JDHS website to inform students of special activities, scholarships, community service opportunities, etc.
- In addition, bulletins of an urgent nature are announced regularly during the announcement period following Block 1. Listening to such announcements is of utmost importance to students.
- Announcements must be referred to the principal (or designee) for approval. Any fliers, posters, etc., posted without the initials of the principal (or designee) will be removed immediately.

Child Abuse and Neglect

- The Board recognizes that early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board adopts this Policy under the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.
- Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
- Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger, a call shall be placed to 911 as well as to the SCR.
- The person having reason to believe that a child may be missing or may have been abused or neglected may inform the principal or other designated school official(s) before notifying designated child welfare authorities if the action will not delay immediate notification.
- The person notifying designated child welfare authorities shall inform the principal or other designated school official(s) of the notification, if such had not occurred before the notification. Notice to the principal or other designated school official(s) need not be given

when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or discrimination against the reporter concerning his or her employment.

- The principal or other designated school official(s), upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities.
- Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
- Confirmation by another person is not required for a school district employee, volunteer, or intern to report a suspected missing, abused, or neglected child situation.
- School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children by the provisions of N.J.A.C. 6A:16-11.1(a)5.
- There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation under N.J.S.A. 9:6-8.13.

Drugs, Alcohol, and Tobacco (Vaping)

- The possession, use, and/or sale of drugs, alcohol, tobacco, e-cigarettes and vaping, or other controlled dangerous substances is strictly prohibited on all school property, school transportation, and at any school-sponsored activity.
- Those found in violation of this policy shall be subject to severe disciplinary consequences and may be subject to penalties from law enforcement:
 - FIRST OFFENSE
 - A four-day suspension from school;
 - The family must provide proof of medical examination and clearance to return to school in writing.
 - Referral to and mandatory evaluation by a licensed alcohol and other drug assessment and treatment facility. The student must comply with treatment recommendations resulting from such assessment.
 - A re-entry conference with the family, student, principal or designee, a school-based counselor, a counselor, and the case manager;
 - A mandatory follow-up meeting with a school-based counselor;
 - Students who are suspended from school are not permitted to attend school events or activities, be on school grounds, or attend classes during the period of suspension.
 - SECOND OFFENSE
 - A seven-day suspension from school;
 - Bullets 2 through 6 above are followed
 - THIRD OFFENSE

- A 10-day suspension from school;
 - Bullets 2 through 6 above are followed
 - An additional 10-day preclusion from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic season, if applicable, or the beginning of the school year.
 - The Superintendent may impose additional restrictions in connection with a violation of this policy if, in the Superintendent's reasonable discretion, the nature of the offense warrants such additional restrictions.
- By N.J.A.C. 6A:16-4.1(c), appropriate disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. Students will not be permitted to return to school until documentation of compliance with drug and/or alcohol treatment recommendations is provided.

Evacuation/Emergency Drills or Other Crisis

Our Crisis Management Plan has outlined effective, efficient, and safe methods of handling crises. In order for those plans to work, they must be practiced.

- Students are required to follow the directions of any staff member during drills.
- During evacuations, students must pass through the halls or any other designated area in a silent and orderly fashion. Students must be able to hear and follow directions, as they may change moment to moment.
- Student use of electronic devices during fire/evacuation drills is not permitted.
- Students who are unruly or who fail to follow the directions of a staff member in any crisis or drill will receive disciplinary action.

Extracurricular Activities

At JDHS

Chess Club

Volunteer Club

Marching Band

Chorus

World Language Clubs

At FMG

National Junior Honor Society
Peer Tutoring
Plant Club
Diversity Club
Student Council

Financial Need

- Any student who needs assistance with payment for student events, including, but not limited to, prom, school dances, yearbook, and field trips, should notify their assigned school counselor.

Health Services

- The school nurse provides health services that include:
 - State-mandated yearly screenings that include vision, height, weight, and scoliosis.
 - Medications: Medication administration and monitoring for students who require medications in the school setting. Note: Medication will only be administered to pupils in the school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer by N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency under N.J.S.A. 18A:40-12.5 and 12.6.
 - Skilled nursing care and case management for children with special health care needs.
 - Immunization Information: Monitoring of mandated immunizations and excluding students who do not meet the state and local immunization requirements.
 - Health counseling and education.
 - Referrals and communication with community-based resources, such as local and state boards of health.
 - Coordination of medical excuse notices and return to activity notices related to Physical Education and Athletics.
 - Management of athletic-related physical examinations. See the following link for forms:
<https://jdhs.springfieldschools.com/school-links/athletics/athletics>.
 - The school district may utilize a daily, weekly, and/or monthly screening protocol for students and employees upon arrival to a school building or work location for communicable illness symptoms and a history of exposure. If needed, the District may also reinstate the Online Daily Health Screening.

- Monitoring of students testing positive for a communicable illness, and adherence to health and safety protocols.
- The school's certified nurse, Mrs. Jeanine Pentz, can be reached at (973)376-1025 x5258, npentz@springfieldschools.com
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Harassment, Intimidation, and Bullying

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property,
2. or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
3. has the effect of insulting or demeaning any student or group of students;
4. or creates a hostile educational environment for the student by interfering with a student's education
5. or by severely or pervasively causing physical or emotional harm to the student. (L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.)
 - Students who commit acts related to harassment, bullying or intimidating behavior are in violation of our student conduct expectations. These students will receive disciplinary consequences and counseling support.
 - Anti-Bullying Information and contacts can be found on the district website:
<https://www.springfieldschools.com/anti-bullying-information-hib>.

Lost and Found

- All found items should be taken to the main office. Anyone wishing to claim an item may do so in the main office.
- There is no insurance coverage for loss of personal items.
- At the end of the school year, items remaining in the lost and found will be donated to a local charity.

Morning Arrival

- All students, walkers, those transported by private vehicle, and those transported by the district are required to enter the building through designated doors between 7:20 am and 7:40 am:
- Door 5: Seniors and Students purchasing breakfast. Door 5 is located on the east side of the building, across from visitor and senior student parking. Drivers dropping off students at Door 5 must use the right lane as they enter the school driveway and drive around to the drop-off point. Students entering Door 5 will report to the cafeteria.
 - Door 18: Juniors, Sophomores, Freshmen, Grade 8. Door 18 is located in the rear of the building. Drivers dropping off students at this door are to use the left lane as they enter the school driveway, and drive around to the drop-off point in the rear of the building, which will be indicated by a sign.
 - Sophomore and Junior Students will enter Door 18 and report to the Main Gym.
 - Freshmen and Grade 8 students will enter Door 18 and report to the auditorium.
 - Breakfast will be offered from 7:20 am until 7:35 am
- Students will remain in the reporting areas until 7:35 am, at which time a bell will sound and students will be released to go to report to Block 1. There will be no access to hallways before 7:35 am.
- Any student who arrives after 7:40 must report to Door #1 (main entrance, under the clock tower) to be buzzed in
- Late students are to sign in at the front desk, receive a late pass, and report directly to their class.
- Please note that it is *not* required for parents or guardians to enter the school campus to drop off students. Due to significant traffic congestion around the school during arrival times, we recommend that students be dropped off on Mountain Avenue and walk to their designated entrance.

Pupil Grievance Procedure

Any student/parent with a grievance must adhere to the following procedures. These steps are sequential, and no step shall be skipped.

1. Pupil-Teacher Conference – the student calmly and respectfully explains what he/she is grieving, and the teacher considers the student's point(s).
2. Pupil & Parent Contact with Teacher – the pupil and his/her parent conference (via meeting, call, or email) with the teacher and attempt to resolve the situation. Contact the school counselor to make an appointment. The teacher, supervisor, and school counselor will be included.

3. Pupil & Parent Contact with Supervisor - the pupil and his/her parent conference (via meeting, call, or email) with the supervisor and attempt to resolve the situation. At the Supervisor's discretion, the teacher may be included. If there is still no satisfactory resolution, the parent may appeal in writing to the principal. Note: For the complete procedure, see the Appendix.

Video Surveillance

- Please be aware that video surveillance is in use throughout the JDHS school property.
- Recorded video is not for public consumption, but rather for authorized official use only.

Health and Safety

(Provide information on school health services, emergency procedures, medication policies, and general safety guidelines.)

Affirmative Action/504/ADA Compliance

Jonathan Dayton High School complies with Affirmative Action/504/ADA regulations. See the Appendix for the full policy.

Title IX

The District complies with Title IX and thus does not discriminate based on gender. See the Appendix for the full policy.

7. Parent Resources

Communication Guidelines

At our school, we strongly value open and respectful communication between families and staff. We believe that a strong partnership between home and school supports the success and well-being of every student. To ensure productive and positive interactions, we ask all parents and guardians to keep the guidelines linked below in mind when communicating with school staff:

The Springfield Public Schools communication guidelines are found at the following link:

- [Chain of Communication - Springfield Public School District](#)
- [Chain of Command FAQs](#)

Health Services

- The school nurse provides health services that include:
 - State-mandated yearly screenings that include vision, height, weight, and scoliosis.
 - Medications: Medication administration and monitoring for students who require medications in the school setting. Note: Medication will only be administered to pupils in the school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer by N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency under N.J.S.A. 18A:40-12.5 and 12.6.
 - Skilled nursing care and case management for children with special health care needs.
 - Immunization Information: Monitoring of mandated immunizations and excluding students who do not meet the state and local immunization requirements.
 - Health counseling and education.
 - Referrals and communication with community-based resources, such as local and state boards of health.
 - Coordination of medical excuse notices and return to activity notices related to Physical Education and Athletics.
 - Management of athletic-related physical examinations. See the following link for forms:
<https://jdhs.springfieldschools.com/school-links/athletics/athletics>.
 - The school district may utilize a daily, weekly, and/or monthly screening protocol for students and employees upon arrival to a school building or work location for communicable illness symptoms and a history of exposure. If needed, the District may also reinstate the Online Daily Health Screening.
 - Monitoring of students testing positive for a communicable illness, and adherence to health and safety protocols.

- The school's certified nurse, Mrs. Jeanine Pentz, can be reached at (973)376-1025 x5258, npentz@springfieldschools.com

Intervention and Referral Services Committee (I&RS)

- Each school has an Intervention and Referral Services Committee (I&RS) designed to support general education students who may be experiencing academic, behavioral, or social-emotional difficulties that are impacting their educational progress.
- The responsibilities of the I&RS Committee are as follows:
 - Identifies students in need and plans to provide appropriate interventions and/or services to address the student's needs;
 - Identifies the school personnel who will participate in the provided interventions and services
 - Provides support and guidance to the school staff working with the student
 - Involves parents and/or guardians in the development and implementation of the plan
 - Coordinates with outside service providers when appropriate; Reviews and assesses the effectiveness of the plan and modifies or terminates the plan as needed
 - Refers the student to the child study team for evaluation, when appropriate.
 - A written I&RS plan is developed by the committee, which lists the suggestions that can be implemented in school and/or at home to support the student.

Parents Contacting Students for Emergencies

- Students should not receive phone calls or texts directly from parents or emergency contacts during the school day.
- Parents who need to contact their child for an emergency, during the school day, should do so through the main office so that staff may help manage the situation with students.
- Parents should not expect students to be able to reply to text messages or calls during class time.

Parent Deliveries

- If parents must drop off an item for a student, parents will be directed to deposit that item on a cart located outside of the security vestibule, per the direction of the main office staff.
- Entry into the school will be restricted. iPads and medical items will be retrieved from parents dropping them off immediately.
- Dropping off items to a student in the cafeteria or at any entrance to the school is not permitted. All drop-offs must be brought to Door #1 and announced.

Pupil Records

- Students or parents have the right to view all official student records.

- Students and parents should also be aware that public schools are required to provide students' names, addresses, and telephone numbers to military recruiters when requested, unless a parent has opted out of providing such information. Parents who wish to opt out of this process should notify the School Counseling department.

School Counseling Services

- A school counselor is someone who wants the student to get the most out of school and life. The counselor is specially trained to help the students find solutions to problems, meet the challenges of growing up, better understand and appreciate who they are, and how to relate to others, and discover what they want out of life.
- Counselors can help students assess strengths and limitations, make appropriate decisions, develop positive attitudes, resist peer pressure, deal with stress, choose courses that are appropriate, explore career options, plan for future education, and find employment.
- Grade 8 services include the following:
 - Individual academic and personal counseling
 - Student orientation to guidance and transition services
 - Support course selection and planning
 - Enhance decision-making skills
 - Prevent and intervene in bullying
 - Referrals of students with individual needs

Student Support Services

- The Office of Student Support Services offers assistance to teachers, parents, and students in the areas of educational growth and development. Among the specialists in this office are psychologists, speech therapists, learning disability specialists, and social workers.
- Under Federal and New Jersey laws, the Special Education Services' Child Study Team is required to evaluate potentially handicapped students to determine if they are eligible for special education and/or related services.
- Resource center instruction offers individual or small group instruction that replaces or supplements instruction in the regular class. This program can be provided in the student's regular education class or a designated resource center.
- Speech and language services are available and are provided to eligible students who demonstrate a mild to moderate disorder in

language, articulation, voice, or fluency, and are provided by a speech language specialist.

- Students requiring support and services beyond the mainstream classroom are referred to the Child Study Team. This team, consisting of a social worker, psychologist, and learning disability consultant, determines the appropriate program for students through testing and consulting services.
- If a parent/guardian feels their child needs the resources of this office, they should contact their child's school counselor or the Office of Special Education Services directly at 973-376-1025, Ext. 2595. The office of Student Support Services web page is: <https://www.springfieldschools.com/Administration2/4>

Suicide Prevention Supports

School counselors are available to speak to students who may be struggling with thoughts of suicide or self-harm. If a student is aware of a schoolmate who has expressed thoughts of suicide or self-harm, they should report this information immediately to a school counselor or any school staff member. The report can be anonymous.

Students struggling with thoughts of suicide or self-harm can contact the supports listed below:

- NJHopeline may be contacted 24/7 by phone at 855-654-6735 or by live chat at njhopeline.com.
- Mental Health - County of Union, NJ: <https://ucnj.org/department-of-economic-development/office-on-women/mental-health>

Visitors

Visitors should be aware of the following:

- Visitors are not to enter the building unannounced. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- Visitors are to sign in, noting the time, date, and destination of their visit.
- Visitors must report to Door #1, and press the button to call the main office.
- It is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- All visitors are required to show photo identification prior to being buzzed into the building.

- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry. Visitors may be required to wait in the main entrance vestibule.
- Visitors will be required to show photo identification again and sign in to obtain a visitor's lanyard and badge that must be worn for the duration of the visit. Visitors will be required to submit their keys and photo ID in exchange for the visitor's lanyard.
- Visitors mustn't hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If a parent will be picking up their child early, they must notify the office in writing prior to dismissal. If it is an emergency, the parent should call the office to notify the school. Parents/Guardians picking up students during the school day will be required to wait in the vestibule, except emergencies.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Springfield Police Department will be notified that an intruder is in the building.
- *Note: The district continues to collaborate with local and state law enforcement officials and will continuously monitor to upgrade and implement improved security measures throughout all of our schools as needed. Our updated School Visitation Policy will be forthcoming.*

8. Policies

Pupil Parent Grievance

The Board of Education recognizes the right of students and parents/ guardians to grieve educational and/or administrative issues arising within the District and to seek relief via orderly and equitable procedures. In addition, they may grieve issues dealing with equality in education, affirmative action, discrimination, or sexual harassment. Discrimination is defined operationally as an act based upon bias as related to race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicapping condition. The Board of Education also recognizes the responsibility of the school administration to develop and implement an orderly and equitable pupil/parent grievance procedure.

- A. Any student(s) or parents/guardians having a grievance with the educational or administrative processes of a particular school or the District or against a specific member of the faculty or administrative staff of one of the schools within the District shall make every effort to resolve such grievance in informal conferences with the staff member directly concerned within five days of the incident which caused or led to the grievance. Failure to act within that time shall constitute abandonment of such grievance.
 1. All conferences shall be carried out in an atmosphere of mutual goodwill and respect.
 2. No more than three students and/or three sets of parents/ guardians shall be involved in a single grievance conference. Grievances involving more than this number of people shall require designated representatives to attend the conference.

- B. If the grievance cannot be resolved at the informal conference level outlined in A, the grievant(s) shall file a written statement with the school principal setting forth the following information:
1. A brief statement of the specific nature of the grievance;
 2. A brief statement of the relief desired;
 3. A brief statement of the reasons why the grievant believes he/she is entitled to the relief sought;
 4. Whether the grievant(s) desires the school student council officers to make a non-binding recommendation concerning the grievance. If such a recommendation of the student council officers is desired, the principal shall, within two days, transmit a copy of the grievance to the student council and request its recommendation. The student council officers shall furnish their recommendation to the principal within five days of receipt of a copy of the grievance. The school principal shall furnish a copy of the grievance to the member of the faculty or administrative staff involved. Upon receipt of a grievance, the principal shall promptly schedule a conference with the grievant(s) and the members of the faculty or administrative staff involved. The principal shall render a written decision within five days following the conference and shall furnish copies of such decision to the grievant(s), the staff member, and the Superintendent.
- C. If either the grievant(s) or the staff member is dissatisfied with the decision of the principal, the grievant shall, within five days of receipt of the written decision, file a written statement with the Superintendent, with copies to the principal and the other party, briefly stating the reasons upon which the appeal is based. Upon receipt of the grievance appeal, the Superintendent may decide the grievance upon the written statements submitted by the parties, hold a conference with the grievant(s) and the staff member involved, or take whatever other actions the Superintendent shall deem appropriate. The Superintendent shall render a written decision to the grievant(s), the staff member, and the principal within five days following the conference (if this is necessary).
- D. If either the grievant(s) or the staff member is dissatisfied with the decision of the Superintendent, the grievant may appeal such decision to the Board of Education by filing within five days of the rendering of the Superintendent's decision, a written notice of appeal with the Board Secretary/School Business Administrator of the Board of Education. The notice of appeal shall briefly state the basis of the appeal, and copies shall be furnished to the other party, to the principal, and the Superintendent. The Board of Education may decide the grievance upon the written statements submitted or, at its option, may hold a hearing at which both parties may present testimony. The Board shall render a written decision to the grievant(s) within 15 days following the hearing (if this is necessary).
- E. The action of the Board shall be binding on all parties, subject, however, to such further review as may be available under the provisions of Title 18A. The following provisions have general application to the grievance procedure set forth above:
1. No step of this procedure may be bypassed on the way to a higher level, except that a grievance based upon a previous grievance decision will be initiated at the level of such previous grievance decision.
 2. Nothing contained in this policy shall be considered to require a grievant to follow the grievance procedure set forth herein where another method of review is provided for under the provisions of Title 18A. Where another method of review is provided for by Title 18A, the grievant(s) shall have the discretion to invoke such method of review or this grievance procedure.
 3. The invocation of the grievance procedure shall not relieve the grievant(s) of the responsibility of complying with any order which may have been issued unless the implementation of said order shall have been stayed by the Superintendent of Schools or by the Board of Education.
 4. No punitive action of any kind shall be taken against any grievant(s) solely on account of having filed a grievance.
 5. All information elicited during any stage of the grievance procedure shall remain confidential, unless such information is specifically made accessible to the public by state or federal law or all parties involved agree to disclose such information to the public.
- F. Any student(s) or parents/guardians having a grievance dealing with Equality in Education, Affirmative Action, Title IX, Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or discrimination or sexual harassment may grieve the matter directly to the district's Affirmative Action Office/Section 504 Officer/ADA Compliance Officer:

Affirmative Action Office Supervisor of School Counseling Services 139 Mountain Avenue Springfield, NJ 07081 (973)3767-1025 Ext. 5295	504/ADA Director of Student Support Services Springfield Public Schools 139 Mountain Avenue Springfield, NJ 07081 (973) 376-1025 Ext. 2595
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- G. The Affirmative Action Officer will receive all complaints, carry out a thorough investigation, and protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination in the form of sexual harassment or of other affirmative action concerns or equity in education issues will result in appropriate disciplinary action.
- H. Students or parents/guardians who may be dissatisfied with the findings of the Affirmative Action Officer have the right to file a complaint with the Commissioner of Education or the Office of Civil Rights.

RIGHTS OF APPEAL FOR PARENTS/GUARDIANS AND ADULT STUDENTS

- A. Pupil records are subject to challenge by parents/guardians and adult pupils on the grounds of inaccuracy, irrelevancy, impermissible disclosure, the inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent/guardian or adult pupil may seek to:
 1. Expunge inaccurate, irrelevant, or otherwise improper information from the pupil record;
 2. Insert additional data as well as reasonable comments on the meaning and/or accuracy of the records;
 3. Request an immediate stay of disclosure pending the final determination of the challenge procedure as described in paragraph B following.
- B. To appeal, a parent/guardian or adult pupil must notify the Superintendent in writing of the specific information in the pupil record challenged and the factual reasons upon which such challenge is based. Within 10 days of notification, the superintendent or his/her designee shall meet with the parent/guardian or adult pupil to review the issues outlined in the appeal. If the matter is not satisfactorily resolved, the parent/ guardian or adult student may appeal this decision to the Board of Education or the Commissioner of Education within 10 days. If an appeal is made to the Board of Education, a decision shall be rendered within 20 days. The decision of the Board of Education may be appealed to the Commissioner under N.J.S.A. 18A:6-9 and rules adopted by such statute. At all stages of the appeal process, the parents/guardians or adult pupils shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the pupil record, with copies made available to the parents/guardians or adult pupil.
- C. Appeals relating to the pupil records of educationally handicapped pupils shall be processed by the requirements of N.J.A.C. 6:28.
- D. Regardless of the outcome of any appeal, a parent/guardian or adult pupil shall be permitted to place a statement in the pupil record commenting upon the information in the pupil record or setting forth any reasons for disagreement with the decision of the agency. Such statements shall be maintained as part of the pupil record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information must also be disclosed to the party.

District Compliance With Title IX

The District adheres to a policy of non-discrimination, based on sex, in its educational programs and activities it operates, and in its employment opportunities. The Board of Education ensures that all students receive equal educational opportunities regardless of their sex and that all personnel are guaranteed equal employment opportunities regardless of their sex.

Sexual harassment interferes with the learning process and will not be tolerated in the High School. Any child who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or building principal.

The Supervisor of School Counseling Services serves as Affirmative Action Officer and Title IX Director. They are responsible for carrying out all responsibilities under these regulations. They may be contacted at:

Jonathan Dayton High School
139 Mountain Avenue
Springfield, NJ 07081
(973) 376-1025, Ext. 5295

Affirmative Action/Section 504 Officer/A.D.A Compliance

The Supervisor of School Counseling Services is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, she is in charge of activities related to Title IX of the Education Amendments of 1972; N.J.S.A. 18A:36-20, and Federal and state statutes concerning equality in educational programs. A copy of the district's Affirmative Action plans and self-evaluation of Affirmative Action achievement is available for review in the Human Resources office. Students, parents, residents of the district, or staff members who have concerns about Affirmative Action or any matter dealing with equality in education should contact the Supervisor of School Counseling Services at Jonathan Dayton High School: (973) 376-1025, Ext. 5585.

The Director of Student Support Services is in charge of activities related to Section 504 of the Rehabilitation Act of 1973 and the district's compliance with the Americans with Disabilities Act of 1990.

The approved Board of Education policy on Affirmative Action is as follows:

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The Board of Education believes that discrimination based on race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition, in an education program or activity of this district, is not to be permitted except in those instances where it may be necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of pupils or employees of this district. Therefore, employees of this district are required to comply with the following:

- A. This policy is for equality in education.
- B. Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; N.J.S.A. 18A:36-20; and federal and state statutes concerning equality in educational programs.

This prohibition against action by employees or other persons acting in the name and on behalf of this district which bases any exclusion from participation in, denial of benefits from, or discrimination in, any educational program or activity because of the race, color, creed, religion, sex, ancestry, national origin, social or economic status or handicapping condition of a pupil or employee applies to all education programs and activities conducted by this district, including, but not limited to, the following:

Educational Programs

1. *Course Offerings* - applies to all course offerings.
 - a. Grouping of pupils in physical education classes and activities by ability, skill, and risk of harm as assessed by objective standards of individual performance and teacher judgment developed; applies without regard to race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicapping condition;
 - b. Separation of persons based on vocal range or quality, even though such separation may result in a chorus or choruses of solely one or predominantly one sex.
2. *Athletics* - applies to all athletic programs or activities, except that separate teams for members of each sex may be operated:
 - a. Where selection for the separate teams is based upon competitive skill, provided that where there is not now and has been no such team for the excluded sex, members of the excluded sex must be allowed to try out for the team.

- b. Moreover, comparable athletic opportunities shall be provided for members of both sexes, including comparable provision for equipment, supplies, coaching, facilities, services, and publicity.
- c. Pupil personal services - applies to all pupil personal services, including counseling and guidance activities at the elementary and secondary school levels.
- d. Courses of study and instructional materials should be designed to promote understanding and mutual respect between students of different races, colors, creeds, religions, sexes, ancestries, national origins, social or economic status, or handicapping conditions. Courses of study and instructional materials will be supplemented when they are not so designed. Nothing in this policy shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.