# 2026-2027
# Student Handbook
# and
# Code of Conduct

## Thomas Jefferson School

**95 East Main Street**
**Rockaway, NJ 07866**
**Phone: 973-625-8603**
**Fax: 973-625-7355**
**www.rockboro.org**

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# THOMAS JEFFERSON SCHOOL

**95 East Main Street**
**Rockaway, NJ 07866**
**973-625-8603**

**Leon Samuels**
***Principal***

Dear Thomas Jefferson Students and Families:

The administration and faculty of Thomas Jefferson School welcomes you to the 2026-2027 school year. Thomas Jefferson School offers many academic, co-curricular and extra-curricular opportunities to meet the needs of all students. We are committed to providing our students with a challenging and engaging educational experience that prepares them for the high school setting and modern 21st century challenges. The Parent-Student Handbook outlines many of the programs available to students, as well as general policies and procedures.

The code of conduct and subsequent policies are intended to prepare and educate your children within a safe environment. Please take the time to review each section thoroughly. I urge you to maintain open lines of communication with our faculty and to become an active member of the Thomas Jefferson School community.

Thomas Jefferson School takes great pride in all that it has to offer its students. I am eager to begin working with the parents, faculty and community during the 2026-2027 school year. I encourage each student to seek out new opportunities, accept new challenges and become involved with all aspects of student life. As always, if you have any questions or concerns, our school staff is here to help you. We are looking forward to ensuring that you have an inspiring year!

Warm Regards,

*Leon Samuels*

Leon Samuels

# Important Contact Information

## Main Office/Attendance
## Office Hours: 7:30am-3:30pm
## 973-625-8603

**Mrs. Rebecca Marin**
**Principal's Secretary**
rmarin@rockboro.org

**Mrs. Lynne Fomchenko**
**Main Office Secretary**
lfomchenko@rockboro.org

## Principal's Office
## 973-625-8603

**Mr. Leon Samuels**
**Principal**
lsamuels@rockboro.org

## School Counselor/Guidance
## 973-625-8603 Ext: 311

**Ms. Monica Dattoli**
**School Counselor**
mdattoli@rockboro.org

## School Nurse/Health Office
## 973-625-8603 Ext: 305

**Mrs. Linda Savercool**
**School Nurse**
lsavercool@rockboro.org

## District Website
## www.rockboro.org

# Parent Information and Student Handbook

# Parent Information

**Agenda Book:** We ask that all parents check their child's agenda book on a nightly basis. It is expected that this book is used on a daily basis to keep students organized and on track with assigned work required by classroom teachers. This tool is ideal for recording long term assignments, as well as nightly homework.

**Attendance:** Board of Education policy states that any student in grades one through eight shall be required to attend a minimum of 160 days of school during the school year in order to successfully fulfill requirements for promotion. Students that **exceed twenty (20) unexcused absences** may be mandated to attend summer school and/or may be retained. **(Ref: RBBOE Policy Code 5200)** Everyday a student is absent is a lost opportunity for learning. Regular attendance makes students feel good about themselves, and is critical to academic success. **If a student needs to be absent, it is their responsibility to contact their classroom teachers for the work missed.** However, there are times when students are not expected to come to school: illness, death in the family, legal religious obligations, medical, dental or other such appointments that could not be scheduled outside school hours. **For the aforementioned absences to be accounted as excused, students must provide the office with appropriate doctor's notes. For any other reason, parents should contact the office prior to the student being absent**. **Students must be present in school for a minimum of 4 hours in order to be considered "present" for the day AND to be eligible to participate in extracurricular and after school activities. **Students with excessive unexcused absences may not be allowed to attend field trips.**

**Procedures for parents/guardians when students are absent from school:**

- Absences should be reported digitally to the through the parent portal. (Prefered method)
- As an alternative option, parents may call the office **between 7:30-8:10am on the day that the student will be absent**.
    - **Main Office: 973-625-8603.**
- A valid excuse written and signed by the parent must be presented on the day that the student returns to school. The excuse must state the date of absence and reason.
- The excuse is to be delivered to the Main Office. If the excuse has not been given to the Main Office by the second day of the student's return, the student's name will be submitted and a violation may be issued (points/detention).

**Procedure for Make-Up Work When Absent:**

- Students should communicate with teachers and check Google Classroom (or other online resources) for missed work. Assignments should be made up in a timely manner. It is at the discretion of the classroom teacher to assign due dates for material missed.

**Late to School:**

- Students who arrive after Period One begins are considered late.
    - All students who arrive late to school beyond the first five (5) minutes of period one must report to the office and sign in to get a pass for class.
    - Students arriving at school after the beginning of the school day (when the front doors are closed and locked after arrival) **must be signed in to the Main Office with a parent/guardian.**
    - After 8:17, the late student cannot be admitted to class without a late pass.
- Students who are tardy frequently are subject to school discipline protocols. **(See discipline policy regarding tardiness/late to school).**

**Leaving Before the School Day Ends:**

- Students may not leave the school grounds during the day, unless a request is made by the parent/guardian. The Main Office must be notified by the parent **prior** to the time of the students being

signed out. The parent or guardian must come into the lobby and/or main office to secure the release of the student at the time of departure. Students may not sign themselves out of school, for any reason. **Students contacting a parent to come to school to pick them up, without notifying a staff member (via cell phone, smart watch, etc.) could result in disciplinary action.**

**Truancy:**

- Truancy (out of school without consent) is a deliberate and serious violation of school regulations. Offenders will be dealt with accordingly. A truant student will be suspended from participating in the daily program until the parent/guardian meets with the principal. Disciplinary consequences will be assigned.

**Extra-curricular Attendance Policy:** *See Policy in "Extracurricular - Club/Athletics" Section.*

**Closings:** It is strongly recommended that parents visit www.rockboro.org. Emergencies will undoubtedly occur during the year, which will cause the regular school day to be canceled. Such emergencies might include a snowstorm, icy and hazardous roads, heating problems in the school building, etc. When such conditions occur, the closing of school will be communicated **via the district's instant alert system and on www.rockboro.org.** On some occasions, when weather conditions suddenly worsen, schools may have to be dismissed early. When there is a delayed opening, students of Thomas Jefferson School will report to school at a delayed time to be specified in the announcement. Again, closings, delays and early dismissals will be announced **via the instant alert system and also posted on the district website**.

**Conferences:** Individual student conferences are scheduled twice per academic year: fall and spring. A letter will be sent home prior to the conference dates if a conference is being requested. **If you received a request, please select a date and time and send the paperwork back to school promptly.** If you choose to request a conference although one has not been requested by a teacher, please do so promptly with individual teachers as needed. Families may request a meeting with teachers at any time throughout the school year.

**Guidance Services:** The school counselor provides individual and group activities designed to help students benefit from the opportunities and experiences offered during the middle school years. The counselor will try to assist students in working out problems that center around school and relationships with others. A student may make an appointment with the school counselor at any time.

**Instant Alerts:** Rockaway Borough uses an instant alert system to notify parents about emergency situations and other pertinent information that parents need to know. Please make sure the office has your updated phone numbers, email address and other contact information so that we can keep you informed.

**Insurance (accidents):** All accidents must be reported to the nurse. Along with rendering first aid to the student, the nurse prepares a record of the student's accident in case the insurance, provided by the Board of Education, will be needed by the student's family.

- **Accident insurance** – Student accident insurance is provided for every student. The premium for this insurance is paid by the Board of Education.

**Meal Information:** All students must eat in the school lunchroom. Lunch may be purchased through the cafeteria or brought from home. The cafeteria provides a complete lunch daily, including milk and juice. When buying lunch, it is the student's responsibility to record their lunch order when they are in Homeroom. To eliminate wastefulness, food is prepared only on order. It is recommended that parents register for PaySchools Central (see link on our website) in order to prepay for lunches.

**Nurse:** If a student becomes ill or injured during the school day, they must secure a pass from the classroom teacher. A student may not go to the nurse during hall passing. The nurse will not accept a student without a pass unless it is an emergency. The nurse will determine if you should be sent home or back to class. **Students may not go home early from school for reasons of illness unless first diagnosed, and then decided upon by the nurse.** The nurse may not legally diagnose specific illness or injury, and has no jurisdiction over any injury that occurs at home. The nurse may not dispense medications, except under specific circumstances (see below.)

**Medicine at School:** When medication is essential to the student's well-being, it may be administered at school, under the following regulations:

- All medication must be in its original container with the valid pharmacy label clearly visible.
- Students requiring medication at school must have a written statement from their family physician, identifying the type, dose, purpose, and side effects of the medication.
- A written statement from the parents giving permission to administer medication prescribed by the family physician must be submitted.
- Medication must be delivered to the school nurse by the parent or responsible adult.
- Non-prescription medications such as aspirin, Midol, cough syrup, cough drops, etc., may not be taken during school hours without a doctor's note, which must be accompanied by a written note from the parent. Cough drops may be administered with only a parent note. No verbal or phone instructions can be accepted.

**Parent Portal:** The district student information system (SIS) program that we currently use is **Realtime.** The portal is regularly utilized to keep parents fully informed about their child's school progress. By using the portal, parents may keep track of their child's academic progress online. Grades will be posted and parents will be able to keep track of missing assignments using this program. ***Due to the grading information available through the portal, we will no longer send home paper Progress Reports or Report Cards.*** The parent portal will close one week prior to the release of report cards so that teachers can update final grades and input student comments. Report Cards will be available for viewing on determined dates and announced to you, via our instant alert system. Additionally, parents can now track student discipline on the portal as well. The information you need to access the Realtime Parent Portal will be sent home with the student on the first day of school.

**Parental Obligations:** Thomas Jefferson School asks you to help us with the following items:

- Please encourage your child to be a good citizen of Thomas Jefferson School and to comply with the school rules as spelled out in this agenda.
- Please check your child's agenda book each evening and insist that your child use this as an organizational tool regularly to ensure academic success.
- Please send needed paperwork, forms, permission slips, conference requests back to school in a timely manner.
- Please support the teachers, support staff, and administration when it comes to accepting consequences given to students for poor behavior or lack of work ethic. Remind your child to follow the R.A.M.S behavioral model at all times and consequences for behavior will not be an issue.
- Please check that your child is dressed appropriately when they leave your home:
    - Wet Weather: some form of rain wear – umbrella, waterproof hooded jacket etc.
    - Cold Weather: an outer jacket that will keep your child sufficiently warm at the bus stop or in case they are forced to be outside for an extended period of time due to an emergency.
    - Warm Weather: enough clothing so that the child is tastefully attired – see specific guidelines in the Dress Code Section under "Student Information."
    - Proper Footwear: so they are safe when transitioning between classes and at recess. Flip flops and slides are not allowed in school for safety reasons.
- If you have any instruction/academic specific questions for your child's teacher or general questions about school, **please contact your child's teacher as a first step.** Should you have remaining questions, please reach out to the School Counselor or Main Office.

**Publications:** A newsletter is generally published the last Friday of each month. This newsletter is a major source of communicating with parents. A student designed and written newspaper is published several times during the course of the year, and available to all students and staff. The school yearbook is published annually by students and their advisors, and available for purchase at the end of the school year.

**Recess:** Depending on the weather, outdoor recess is scheduled daily by grade level during student lunch periods. Indoor recess will be held in the cafeteria or gymnasium (if possible.) Recess is a time for students to take a brain break! Trained staff will supervise the recess periods. Students will have the opportunity to be physically active during recess (strongly encouraged!) The school will provide appropriate equipment and other supplies. If recess is lost due to a behavioral issue, students shall be provided restorative behavioral practices during this period. A restorative behavioral activity is designed to improve the social, emotional and behavioral responses of students through a less punitive intervention.

**Religious Observances:** Students who must attend religious observances should report to the school office after they have attended the service. A note excusing their lateness or absence must be presented upon arriving at school. Only those sanctioned by the State of New Jersey will be considered excused absences.

**Report Card Schedule & Procedure:** Report Cards are issued four times per academic year, at the end of each marking period. The schedule will be published each year and instant alert reminders will be sent home. They are meant to show a child's progression in a given subject area. We ask that you review the report card with your child, and talk about measured excellence, areas for improvement and educational goals. If you feel a meeting is needed with a teacher please reach out to them directly, via email, to set up a conference.

**Rockaway Borough Home and School Association:** The RBHSA runs its annual membership drive through December 1st. They ask all families to please consider joining. The RBHSA consists of parents, teachers, and administrators who work together to achieve common goals: to help provide for the schools and to benefit the children with items and services that are not part of the school budget. Membership shows your support of the HSA, allows you to partake in the voting process of the organization, and enables your family to participate in their annual events. Please consider joining this worthwhile organization.

**School Hours:** School hours for grades 4-8 are: 8:12am - 3:00pm. (Office Hours are 7:30am - 3:30pm.)

- **Arrival/Morning Supervision:** Students may arrive at school between 7:45-8:10am. Please be advised that supervision and admittance into the school building **will not be offered until 7:45am, so students should not arrive to the building prior to 7:45am.**
    - All students must enter through the Main Entrance. All students must be in homeroom by 8:12am to be marked present and on time.

**Teacher Websites:** Teachers may use Google Classroom as a virtual place to post assignments, homework, resources, announcements, reminders, and notes! Students join the virtual classroom at the beginning of the year and the teacher posts to it as needed. This is also a valuable resource to parents. While the agenda is the most current resource available for daily student homework, this is another tool offered to keep the parent-teacher lines of communication open.

**Transportation:**

- **Bicycles:** Students should operate their bicycles with great concern for their personal safety as well as the safety of others. Students must wear a helmet if they plan on biking to school. Bicycles should be kept locked at the side of the school building during the day. The school is not responsible for damage or theft. Violators of school or state regulations will not be allowed to use their bicycles for school for an indefinite period, and consequences may be assigned.

- **Bussing:** Please be sure to have your child at the assigned bus stop on time each day, so the transportation can remain on time for all students. Remind your child that R.A.M.S behavior is required when riding the bus to and from school every day.
- **Personal Transportation:** When dropping your child off in the morning, students must enter through the front doors of Thomas Jefferson School. At dismissal, students may use any of the main doors of the building. Allow enough time to drop off and pick up, so that all students are able to enter and exit the building and your vehicle safely. Please do not park in the drop off/pick up lane to ensure proper flow of traffic at these times. For afternoon pick-up, all cars should be LEGALLY parked in one of the spaces in the front of the school. The parking lot at the AOG Church next door can also be used for pick-up. **The back lot and staff lot should never be used to ensure the safety of walking students.**
- **Parent Parking**: If you need to park and enter the school building to pick up, drop off or visit the school, please use the spots available to parents in the front of the school building. **The side parking lot is for staff parking only.** Thank you in advance for your consideration with this request.
- **Walking:** Please be sure to remind your child to use the crosswalks and crossing guard where applicable. Students should remain safe, and allow enough time to arrive at school daily.

**Visiting the School:** All visitors and parents must enter through the front door. When buzzing in, please provide your name and desired reason for visitation. Step into the front lobby when the door is unlocked. Please wait in the front lobby until a staff member helps you. ***You may be asked to present a photo ID.*** We cannot accommodate outside visitors to accompany our students, or to visit during the school day.

**Withdrawal from School:** When students withdraw permanently from Thomas Jefferson School, a parent should come to the office with all of the pertinent information. The new address, city or town, and the name of the new school, if possible, should be known before transfer is complete. All books and equipment belonging to the school must be returned. All student debts must be paid, lockers cleaned out, and other essentials must be completed. Records and a transfer card will be mailed to the new school.

# Student Information

**Academic Probation:** For this policy, which sets the academic standards for all students participating in extracurricular activities, ***please see the "Extra-Curricular - Clubs/Athletics" Section.***

**Announcements:** Each morning at the onset of period one, announcements are read to update you about the daily happenings around the school. Please ensure you are listening to announcements daily. If a student wishes to have a notice read over the P.A. system, this notice must be in written form and first be approved by the School Counselor or Principal before being announced. Announcement forms may be found in the main office.

**Backpacks:** Thomas Jefferson School encourages the use of backpacks to and from school. **All students are required to use their lockers to store backpacks and personal belongings when not in use. Backpacks may not be carried on your person during the school day unless allowed otherwise by administration.** In addition, musical instruments should be stored in the Band Room and athletic equipment should be stored in the Gymnasium.

**Bullying and Harassment Policy:** The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members. Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' ability to grow in self-discipline.

Under the Anti-Bullying Bill of Rights Act, "Harassment, intimidation, or bullying" (HIB) means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is reasonably perceived as being motivated 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; and:

- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- a reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property
- has the effect of insulting or demeaning any pupil or group of pupils
- creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

**Cafeteria:** The following rules should be followed during your lunch period:

- If a student needs to see a teacher during their lunch/recess period, a pass must be shown to the lunch supervisor/lunch aide before going to the classroom.
- Demonstrate respect for cafeteria workers, aides, classmates, and teachers.
- If students are buying lunch, they will be called up by class or homeroom to line up for lunch.
- Cafeteria staff will hand out ID cards that will be used to scan at checkout.
- Upon entering the kitchen, students should listen to lunch staff directives and try to remember exactly what was ordered. This will help the line flow quicker and ensure enough time to eat.
- After paying, students move directly to the table areas and their assigned seat.
- Food must be consumed during the designated lunch period. No food will be permitted outside the cafeteria.
- Students must remain seated while in the café and observe good table manners. They may talk quietly and only with neighboring students and not students across the room.
- Throwing any food or objects must be considered dangerous and is strictly forbidden.
- After students have finished eating, the table must be clean. Students must empty their trays and ensure trash from the table and floor is thrown away. Everyone at the table is responsible. If students are selected to clean up an area they are expected to comply.
- Students wishing to leave the cafeteria to go to the lavatory (or nurse, etc.) may do so with permission and after they sign out on the cafeteria chromebook.
- When directed, students will line up quietly to move to the next period or recess. Students may leave the cafeteria only when excused by the teacher or aide in charge.
- Any student who violates lunchroom rules may be excluded from the privilege of using the lunchroom facilities. The administration reserves the right to arrange seating of students.

**Cheating/Plagiarism/Academic Dishonesty:** Students are encouraged to develop responsible judgment that is consistent with the code of honesty that is embedded in the R.A.M.S behavioral expectations and culture of Thomas Jefferson School. Plagiarizing and cheating are prohibited.

***Cheating* includes, but is not limited to:**

- Copying homework
- Having parents or tutors complete assignments
- Copying from the test or quiz of another student
- Bringing in and/or using unauthorized information for a test, including information stored on a calculator or computer
- Passing information to or receiving information from a classmate during a test
- Submitting another's work as one's own
- Presenting collaborative work as independent work
- Using artificial intelligence (AI) generators inappropriately to complete work (example: ChatGPT)

***Plagiarizing* includes, but is not limited to:**

- Reproducing another person's work, whether published or unpublished, including using materials from any source that distributes prepared research papers
- Submitting as one's own, any academic exercise prepared totally or in part by another
- Allowing another person to alter or revise one's work substantially and then submitting it as one's own
- Using another person's written words to ideas without properly acknowledging the source
- Failure to acknowledge and cite all sources, including the sources of ideas, and all electronic sources
- Submitting artificial intelligence (AI) generated work as your own

For instances of plagiarizing and cheating, staff members will contact parents/guardians to discuss the situation at hand. Consequences for cheating and/or plagiarizing will be determined on the severity of the offense. **Consequences may include a complete loss of credit for the assignment.**

**Dances:** Dances are held throughout the year for students. Dance times may vary. Cost, dress and refreshments will vary from dance to dance, but there are basic rules of social behavior, which will make for enjoyable dances. (Students with 5 or more behavior points are not permitted to attend.) In most cases, students must be picked up by parents/guardians from the dance. They will not be allowed to walk home without written consent given to administration. School notices will go home, and be posted on the district website to inform of upcoming dances. **All students must attend school the day of the dance to participate in the dance, following the extracurricular attendance policy. Students cannot attend if they were sent home sick that day.**

**1:1 Chromebook Initiative:** All Thomas Jefferson students will be issued a district Chromebook. These chromebooks will be taken home with them each night. **It is the responsibility of the students to charge their Chromebooks at home each night and bring them to school each day.**

**Detentions:** In the unlikely event that less than stellar behavior warrants a detention, Thomas Jefferson School implements several different types of detention (during the school day and after school):

**Recess Detention:** These can be assigned by a staff member OR administration for minor infractions during the school day.

- Recess Detentions will generally be **served on the same day** that the code of conduct violation occurred. Staff will notify the parent/guardian by phone and/or email to discuss the details of the Recess Detention. **During ALL Recess Detentions, restorative behavioral practices or interventions will be implemented.** Recess Detentions take precedence over all other activities.

**Staff Assigned Detention (SAD):** Based on their discretion, **faculty** may assign a Staff Assigned Detention for a minor misbehavior that occurs in a class or on school grounds.

- When possible, **SADs are served AFTER SCHOOL on the same day** that the code of conduct infraction occurred. Staff will notify the parent/guardian by phone and/or email to discuss the details of the SAD and confirm that the student is available to serve the detention that day. **SADs last approximately 10 minutes.**

**Administrative Detentions:** Administration, Dean of Students, or designee may assign students one of the following detentions for misbehavior requiring a consequence. Please refer to the behavior point system associated with detentions located in the Code of Conduct/Expected Behavior section of the handbook. (Ref: RBBOE Policy Code 5114)

- **After School Central Detention (ASCD):**
    - When a student is assigned an ASCD, their parents/guardians will be notified by phone and/or letter. Administration will set up the date of the detention with the parent/guardian. **ASCDs will be run as needed and will last 45 minutes in length.**

- **Extended Day Detention (E-DAY):**
    - When a student is assigned an E-DAY, their parents/guardians will be notified by phone and/or letter. Administration will set up the date of the detention with the parent/guardian. **ASCDs will be run as needed and will last 90 minutes in length.**

***Students serving Recess Detentions, SADs, ASCDs and E-DAYs:***

- Will be on time. Late students may be assigned additional detentions.
- Will sit and work silently in their assigned seat for the entire period of detention on appropriate school assignments and related activities that they are responsible for bringing with them.
- Will not leave the detention room except in an emergency or as determined by the teacher in charge.
- Will not have personal electronic devices, food, drink, etc. in the room.
- Will not be permitted to sleep or to be off task.

- **Those who cut/skip detention, or misbehave in detention may be assigned additional Recess Detentions, SADs, ASCDs, or E-DAYs and behavior points, or other appropriate consequences.**
- SADs, ASCDs, and E-DAYs take precedence over all other after school/extra-curricular activities.
    - ***Students with any type of detention may affect their ability to participate in after school or extra-curricular activities.***
- **Parents/guardians** are responsible for all of their child's transportation regarding after school detentions.

**Dress Code:** Students are expected to dress in a manner that reflects well on themselves, their parents, their school, and their community. **Students should follow the Dress Code at all school events.** The Board of Education respects the right of students to determine their mode of dress, providing this mode meets the standards, which have been established.

**Prohibited Clothing and Articles:** The following garments and articles are prohibited in school and at school-sponsored indoor events. Administration reserves the right to make any exceptions:

- Hats, hoods, sweatbands, headbands other than those worn on the crown of the head to hold back hair, cloth headbands, bandanas, or kerchiefs, or other headgear.
- Shirts/blouses should completely cover the belly. They must be long enough to be tucked into the waistband.
- Shoulder straps must be at least an inch and a half wide (1 ½"). Please make sure that bra straps do not show. No "spaghetti" straps.
- Inappropriate "messages" on clothing including logos and references to drugs, alcohol, or tobacco, "put-downs," vulgar, inciting, or offensive words and messages that are purposely suggestive.
- Revealing, tight fitting or transparent clothes, bare midriffs showing at any position, and suggestive clothing.
- Skirts, dresses and shorts that end higher than mid-thigh, including slits.
- Visible undergarments. All pants/shorts must be worn above the hips, as undergarments are not to be visible.
- Outdoor garments worn indoors – Jackets, coats, and other outerwear must be removed upon entering the building (except when excused and leaving the building or when there is a defect in the heating system - as announced). Students who are sensitive to temperature should have a sweater or sweatshirt to wear inside.
- Bare feet, untied shoelaces, slides, flip-flops, unsafe footwear, cleated shoes, and footwear intended for the beach.
- Underwear worn as an outer garment.
- Physical education uniforms worn in the classroom except as authorized.
- Clothing that is soiled, torn, or defaced.
- Non-prescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor.
- Clothing, apparel and/or accessories such as patches, buttons and decorations which make reference to sex, drugs, alcohol, or are demeaning to gender, race, ethnic groups, or which could indicate affiliation with any gang or organization.

***This is not an exhaustive list, and administration reserves the right to make a judgment on a case by case basis.***

**Dress Code Enforcement:**

- Staff members will report perceived violations of the dress code to the principal.
- Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity or team. Students unwilling to comply with this requirement will disqualify themselves from participation.

- Students will not be permitted to attend a school-related function, such as a field trip, after school activity unless they are attired and groomed in accordance with this dress code.
- Violation of the dress code will result in parental notification. Parents may be required to bring appropriate clothing to school prior to the student being allowed to attend class. Field trips will not be delayed to accommodate those who are not in compliance.
- Further violations will result in disciplinary action.

**Drugs/Controlled Dangerous Substances/Chemicals:** The Rockaway Borough Board of Education recognizes that the use and abuse of drugs, controlled dangerous substances, and other dangerous chemicals (herein referred to as "drugs") is a major health problem in our society. The Board and staff, through a unified effort shall attempt to prevent and control, through education, the improper use of such substances and the Board further recognizes the personal and legal consequences. (Ref: RBBOE Policy Code 550) Cooperation with this policy is essential in ensuring the well-being and academic success of our entire school community.

***The use, possession, or distribution of illegal drugs or controlled substances is strictly prohibited on school grounds and at school-sponsored events.*** This includes, but is not limited to, marijuana or cannabis products, tobacco or nicotine products (including electronic cigarettes/"vapes"), alcohol, prescription medications without a valid prescription, over the counter medications, and any other illicit substances or substances that are used improperly. Students found in violation of this policy will face disciplinary action, which may include suspension or expulsion, depending on the severity of the offense. A report may be filed with the Rockaway Borough Police Department. Students violating this policy may also face legal ramifications and may be subject to mandatory drug testing as required by the State of NJ. (See Discipline Policies.)

The school is committed to promoting a safe and healthy learning environment and provides resources for students seeking help with substance abuse issues. We encourage students to seek support from school counselors or designated staff members if they or someone they know is struggling with drug-related challenges.

**Electronics/Cell Phones:** The use of personal electronic devices, **including cell phones,** is not permitted in school; except with the authorization of the school administration. Such use may result in confiscation (see "Discipline Policy"). Emergency phone calls can be made or received through the Main Office and must be communicated to the Office staff prior to the call. Students are strictly prohibited from using electronic devices for recording others without authorization (see "Discipline Policy"). **Students with cell phones must have them turned off once inside the building and they must be in lockers for the duration of the school day.**

**Emergency Drills:** Drills are held periodically as practice for emergency situations should one occur during the school day. There is absolutely no talking during a drill, and the expectation is that students will follow all directions given by staff members when the drill occurs.

- **Fire Drill:** A fire evacuation plan is available in every room. When the fire alarm sounds, students are to immediately stand and quietly exit the room in single file. Students are to follow the fire evacuation route and teacher's directions at all times. When outside, students are to assemble with their class and are to be at least 50 feet away from the building. Students are to remain silent and listen for directions.
- **Security Drill:** One type of security drill is typically practiced once per month. Students are to remain silent and follow the directions of the teacher.

**Extra Help:** Teachers want all students to succeed in school. They ask that whenever students do not understand what has been taught, or if they are having difficulty, that they discuss it with the subject teacher and set up an appointment for extra help. These appointments may take place before, during, or after school.

**Grades:** Grades for all courses will be determined on the basis of individual progress toward the achievement of instructional goals and objectives. Grade determination will be based upon such criteria as test performance, daily

assignments, notebooks, projects and other activities designed to assess the students' understanding. Teachers will communicate standards and criteria during the first weeks of school.

- **Honor Roll:** The honor roll will be published at the end of each marking period in the newsletter.
    - ***High Honors*** - Students must earn grades of 90% or higher in numerically graded subjects and not less than an S in the other subjects.
    - ***Merit Honors*** - Students must earn grades of 80% or higher in numerically graded subjects and not less than an S in the other subjects.

- **Grading Scale Chart:**

| Numerical with Letter Conversion | Letter Only | Other Grades |
|---|---|---|
| A - 90-100 | E - Excellent | INC - Incomplete |
| B - 80-89 | S - Satisfactory | MED - Medical |
| C - 70-79 | N - Needs Improvement | NG - No Grade |
| D - 60-69 | | P - Pass |
| F - 59 or lower | | F - Fail |

- **Valedictorian/Salutatorian Criteria:** Class rank is computed at the end of marking period three of the 8th grade year based on course grades earned in all courses from grades 6-8. Class rank takes into consideration credit weighting for plus level sections.
- The selection of the Valedictorian/Salutatorian will incorporate the following criteria:
    a. The pupils will have the highest and second highest weighted rank at the third marking period point of the 8th grade year.
    b. Any pupil selected must have spent more than half of his/her seventh grade year and all of their 8th grade year at Thomas Jefferson School.
    c. The Board of Education and administration reserves the right to revoke the honor of valedictorian or salutatorian in cases of serious violations of the school code of conduct.
    d. In the case of a tie for the valedictorian/salutatorian, co-valedictorians/ or co-salutatorians will be recognized.

**Guidance Services/School Counselor:** Students may request an appointment with the school counselor to discuss any problem that centers on school and relationships with others. Eighth grade students will meet to discuss high school course selection throughout the year.

**Gum Chewing:** Gum chewing is prohibited in the school building unless explicit permission is granted by the teacher.

**Homeroom/Period One:** The student's period one class also doubles as their homeroom. All students are expected to be in their first period class by 8:12am. The first three minutes will be dedicated to homeroom time. This is where you will sign up for lunch and receive important handouts that need to go home to parents/guardians. The Pledge of Allegiance and morning announcements are conducted during homeroom and it is the expectation that students will remain silent and listen, as important information is being announced.

**Homework Policy:** Recognizing the positive relationship between homework and academic achievement, Rockaway Borough Schools is committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management, and sound study skills. The amount of homework time will progress gradually from the primary levels to a more age-appropriate load at the middle school level. Please see individual teachers for homework policies.

***HOMEWORK – PARENT'S ROLE***

- Expect their child to study, read and/or have assigned homework each school night.
- Schedule a time and consistent place for homework to be done.
- Encourage, question & monitor students, and if they are encountering difficulty, notify the teacher.
- Assist their child(ren) with helpful time management practices. Please feel free to reach out to your child's teacher if assistance or suggestions are needed.

***HOMEWORK – STUDENT'S ROLE***

- Make and follow a well-planned schedule.
- Study in a quiet room with sufficient & bright lighting and have all of the necessary materials at hand.
- Complete assignments. Do not submit unfinished work.
- Always do your own work. Work copied from another person teaches little and falls under the cheating/plagiarism guidelines.

**Library Books:** Students will have a dedicated time during recess once per week to use the media center. Students are responsible for returning books on time or privileges may be suspended and fines may incur.

**Lockers:** The Rockaway Borough Board of Education as a privilege, which may be withdrawn for cause, provides student lockers. The lockers are and remain the **property of the Rockaway Borough Board of Education** and, as such are subject to being searched at any time by the principal or his/her designee. Hall lockers for each student are assigned in a convenient location to homerooms. Homeroom teachers will issue the combination for the locks. Students should never share their locker combination with anyone. Only specific members of school staff are privy to locker combinations. ***Valuables*** - Students are encouraged to leave all electronic devices as well as large amounts of money at home. The school administration will not be responsible for their loss or theft.

Students should observe the following locker regulations:

- All backpacks must be left in lockers. They will not be allowed in class.
- Leave the locker area neat and clean.
- Students should not place stickers on lockers.
- Locker doors are to be closed gently. Kicking or hitting locker doors, or leaving them partially open, propped open, or distorted may result in disciplinary action.
- Only lockers issued by the teachers should be used.
- Locker exchanges or sharing with other students are prohibited.
- Combinations should not be given to another person under any circumstances.
- It is the students' responsibility to ensure that their locker is locked. If a locker is not working properly, they must report this to their homeroom teacher or the Main Office.
- Lockers are not to be forced open or damaged in any way. Students may be charged for such damages.
- Students are responsible for the loss of locks loaned to them by the school. They must pay for missing locks. If locks are found, money will be refunded.

**Lost and Found:** If you lose something throughout the school year, please check the Lost and Found in the front lobby. If you do not find an item you have lost, feel free to also check in the main office. Unclaimed items in these bins will be donated throughout the school year. (There is also lost and found located in the cafe and lockers rooms.)

**Passes:** Students that arrive late to class need to present a pass to their subject area teacher for admittance. Students that have an assigned appointment with a teacher must possess a pass for admittance from the assigned area. A student without a pass will be sent back to their assigned teacher/class.

**Physical Education:** New Jersey state law requires that all students participate in physical education unless they have approved reasons for not participating. A student, who feels justified in seeking permission to be excused from active participation in a physical education class, should visit the nurse with the teacher's permission before the first period begins. If an excuse is requested for an extended period of time, the student should bring a statement from a doctor.

- Specific information regarding effort, participation, preparedness and grading will be reviewed the first week of school with your physical education teacher.
- Students do not change clothes for physical education classes, however, they must come prepared with sneakers for class daily.

**Promotion/Retention/Summer School:** Board of Education policy states that any student in grades one through eight shall be required to attend a minimum of 160 days of school during the school year in order to successfully fulfill requirements for promotion. Students that exceed twenty (20) unexcused absences may be mandated to attend summer school and/or may be retained. Our philosophy recognizes that students are individuals with a wide range of interests and abilities. Students achieving within the parameters of their own abilities should be judged successful and graded accordingly.

***In order to be eligible for promotion to the next grade, students must pass at least three of four core subjects for the school year: Language Arts Literacy, Mathematics, Science, Social Studies.***

- Students will be retained when he/she earns a final average of "F" in two or more core subjects for the year. Eighth grade students that have earned a final average of "F" in two or more of the core subjects and are retained in 8th grade pending successful completion of summer school will not be permitted to participate in graduation and/or move up ceremonies.
- Teachers will identify students in danger of not meeting the standards. Parental contact will be made throughout the school year and support will be provided to struggling students.
- Students not meeting the previously mentioned standards will have their case reviewed by the administration, faculty, school counselor, and parents.
- Students who are retained in a grade will be required to attend a New Jersey Department of Education accredited summer school and achieve passing grades in the core subjects assigned. Students must also satisfactorily meet all attendance and discipline requirements of the summer school.
- Students that are retained in a grade, and satisfactorily meet all academic, attendance, and disciplinary requirements of summer school shall be promoted to the next grade.

**School Day/Bell Schedule:** On a regular full day of school, the school day begins at 8:12am and ends at 3:00pm for all students. Morning supervision begins at 7:45am. Students should arrive between 7:45-8:10am. Upon arrival, students are expected to report to their assigned areas - ***no student is to be in the halls or at their lockers prior to dismissal from their morning reporting areas.*** Students are not permitted in the building before 7:45am! Admission prior to 7:45am must be granted by a staff member for a specific purpose (chorus, band, athletic practice, club meeting, extra help, etc.)

- **Travel Time:** On a Regular Day Schedule, 2 minutes of travel time is granted between each period so you can travel to your next period. A quick stop at your locker or water fountain is permitted, but going to the bathroom during this time is not permitted. **On Early Dismissal and Delayed Opening schedules there is NO travel time built into the schedule.**

- **Bell Schedules:** Please review the three Bell Schedules we have at Thomas Jefferson. Please note the differences in travel time, arrival time, and dismissal. The yearly school calendar will indicate the type of day and corresponding bell schedule. See below.

| **Regular Day Schedule**<br>*43 minute periods*<br>*2 minutes travel time* | | **Early Dismissal Schedule**<br>*30 minute periods*<br>*NO travel time* | | **Delayed Opening Schedule**<br>*2 hour delayed start*<br>*NO travel time* | |
|---|---|---|---|---|---|
| **Period** | **Time** | **Period** | **Time** | **Period** | **Time** |
| **Arrival** | 7:45 - 8:10 | **Arrival** | 7:45 - 8:10 | **Arrival** | 9:45-10:08 |
| **Homeroom & 1** | 8:12 - 9:00 | **Homeroom & 1** | 8:12 - 8:45 | **Homeroom & 1** | 10:10- 10:50 |
| **2** | 9:02 - 9:47 | **2** | 8:45 - 9:15 | **2** | 10:50 - 11:20 |
| **3** | 9:49 - 10:32 | **3** | 9:15 - 9:45 | **3** | 11:20 - 11:50 |
| **4** | 10:34 - 11:19 | **4** | 9:45 - 10:15 | **4** | 11:50 - 12:20 |
| **5** | 11:21 - 12:03 | **5** | 10:15 - 10:45 | **5** | 12:20 - 12:55 |
| **6** | 12:05 -12:48 | **6** | 10:45 - 11:15 | **6** | 12:55 - 1:30 |
| **7** | 12:50 - 1:33 | **7** | 11:15 - 11:45 | **7** | 1:30 - 2:00 |
| **8** | 1:35 - 2:13 | **8** | 11:45 - 12:15 | **8** | 2:00 - 2:30 |
| **9** | 2:15 - 3:00 | **9** | 12:15 - 12:45 | **9** | 2:30 - 3:00 |
| **Dismissal** | 3:00 | **Dismissal** | 12:45 | **Dismissal** | 3:00 |

**Soliciting:** Students are forbidden to solicit funds or sell merchandise in school for their personal gain or for outside organizations. Soliciting of any kind must receive the approval of the administration.

**State Assessments:** Grades 4, 5, 6, 7, & 8 - Students will take the New Jersey Student Learning Assessment (NJSLA) in Language Arts and Mathematics. It is strongly recommended that families do not plan vacations or keep their children from school during the testing "window." Students in grades 5 and 8 will also take the New Jersey Student Learning Assessment Science Assessment (NJSLA-S). Test dates will be made available as the year progresses. If your child is taking this test, please be sure they are in school on these days. Testing dates will be announced and sent home to families. The testing window is usually from late April through May.

**Study and Work Habits:** Attitude toward school work will be reflected by the way that students conduct themselves during the entire class period. Greater success will follow when applying these simple rules:

- Always have needed school supplies
- Listen carefully when assignments are given.
- Ask questions if the assignments are not understood.
- Have assignments completed on time.

- Give undivided attention to work throughout the entire period.
- Take part in classroom discussions.
- Follow directions carefully.

**Telephone Use:** Students may use the school phones in cases of emergency. Students may only use the school telephone outside of instructional time if authorized by a staff member. Student use of telephones is not for social or after school planning and/or for a student to communicate health issues to parents. The school nurse will make all health communications home. ***All student cell phones should be turned off and in student lockers during the school day.***

**Textbooks:** Students should take good care of textbooks and novels. You can do this by covering hardcover books to keep them in good condition and avoid fines at the end of the year. Novels will be assessed when returned and hardcover textbooks may be assessed at the end of the year for damage. Fines will be given accordingly for damage.

**Working Papers:** For information concerning working papers, which are required of people under eighteen years of age seeking employment, contact the main office.

# Extra-Curricular Activities: Clubs & Athletics

Thomas Jefferson School believes in developing every child to their fullest potential. This is done through a strong and diverse academic program along with clubs and activities that can enhance the mind and body as well as provide an outlet for excellence in areas other than academia. Announcements will be made regarding membership, advisors, meeting times and requirements.

**Clubs:** The following clubs include those that are offered to students of Thomas Jefferson. Some of these clubs are only offered to certain grade level students:

- Art Club
- Board Games
- Chorus
- Crochet Club
- Cube Club
- Instrumental Music Program
    - Beginner Band
    - Concert Band
    - Instrumental Music Lessons
    - Junior Band
    - Jazz Band
- Lego Building Buddies
- Musical Theater (Play)
- National Junior Honor Society (NJHS)
- Newspaper
- Select Chorus
- Solar Cars/Robotics
- Student Government Organization (SGO)
- Talking Sports
- Yearbook

**Athletics:** Thomas Jefferson School offers interscholastic sport teams as well as intramural opportunities and tournaments. The following is a list of teams and intramurals that are offered:

- ***Interscholastic Sport Teams***
    - Fall - Cross Country (Grades 5-8)
    - Fall - Boys' Soccer & Girls' Soccer (Grades 6-8)
    - Winter - Boys' Basketball & Girls Basketball (Grades 6-8)
    - Spring - Baseball & Softball (Grades 6-8)
- ***Intramural and Club Opportunities***
    - Co-ed Club Volleyball
    - Morning Movement
    - Spring Run Club

***For more information please check out our website: www.rockboro.org/athletics.***

**General Policies:** As with participation in any after school or extra-curricular activity, there are some general guidelines that need to be followed in order to participate. ***However, the advisor/coach will clearly communicate ALL specific policies for the activity:***

- **Attendance:** Participants are required and expected to attend ALL practices/meetings/games, etc. If there is a conflict for good cause (doctor's appointment, etc.), the coach/advisor must be notified prior to missing the activity.

- **Grades & School:** These are top priority! At any time, grades may be reviewed by advisors or administration. Students who earn an "F" or earn two (2) "D's" must then fulfill the requirements of the Academic Probation Policy. ***Please see the "Academic Probation" policy below.***
- **Detentions:** Students who represent the school in any extracurricular activity should exemplify good citizenship. **Any type of detention takes priority over club or team participation.**
    - ***Depending on the type and length of the detention, the student may not be eligible to participate in the extra-curricular or after school activity on the day they are serving a detention.***

**Academic Probation Policy:** The Rockaway Borough School District believes that extra-curricular activities are a valuable part of the entire education of each student. Participation in these programs, however, is considered a **privilege!** Therefore students must adhere to the district's policies regarding attendance, behavior points, detention rules, and good citizenship in and out of the classroom. Participation in extracurricular/interscholastic athletic activities should be maintained and supported by academic standards. Each student should maintain high academic standards while pursuing extra-curricular activities that contribute to a well-rounded education. **Therefore, the Academic Probation policy seeks to establish extra-curricular academic eligibility requirements to monitor and encourage student academic progress.**

**Extracurricular activities are defined as all activities except those in which student participation is necessary to receive a grade in a course in which the student is currently enrolled. The Academic Probation Policy will affect participation in all extra-curricular activities and some after school activities including ALL clubs and athletic teams.** The following guidelines pertain to all students participating in those activities:

- Academic progress for all students participating in extracurricular/interscholastic athletic activities will be reported to the principal every two weeks by the counselor/administration/ advisor/coach.
- Students who are receiving **two D's or one or more failures** in ANY subject will be placed on academic probation for a period of two weeks. While on probation, students may participate in the activity. During this two-week period, the student may join the Beyond the Bell After School Homework Assistance Program.
    - Any student that has earned an "F" or 2 "D's" in any subject prior to try-outs will be permitted to try-out or participate in extracurricular/interscholastic athletic activity. However, they will begin the season on probation.
- After the probation period, students who have met the eligibility standards will be removed from probation and restored to full eligibility.
- Students who did not meet the eligibility standards will be placed on suspension for a period of two weeks. During the two-week suspension, the student may not participate in the extra curricular/ interscholastic athletic activity. The student must attend the Beyond the Bell After School Homework Assistance Program to work towards raising their grades to meet the eligibility standards. Failure to report to the Homework Assistance Program will result in removal from the activity.
- After the two-week suspension period, students who meet the eligibility standards will be removed from suspension and placed on probation for the remainder of the activity and will be placed back on suspension if they do not meet eligibility standards any time during the remainder of the activity.
- Students who do not meet the eligibility standards will be permanently removed from the extra-curricular activity for the remainder of the activity that school year.

**Extracurricular Attendance Policy**

- Students must be present in school for a minimum of 4 hours in order to participate in the practice/event. **Any exceptions for good cause (family emergency, religious reason, etc.) must be approved by the administration.**

# Code of Conduct
# and
# Discipline Policies

The following policies and procedures have been developed to ensure a fair and consistent discipline policy throughout the school and reinforce expected modes of behavior on the part of the students.

***Please Note:** The Rockaway Borough Administration reserves the right to apply disciplinary consequences as appropriate. Disciplinary consequences will be administered in accordance with the context of the situation, take into account the individual student(s), and will be age appropriate. Additionally, in rare cases, the severity of a particular infraction may warrant the removal of students from any sport, club, or extracurricular activity.

**Expected Behavior - R.A.M.S. Positive Behavior Support System**

Students are expected to follow the Thomas Jefferson model of behavioral excellence at all times. This includes, but not limited to behavior in and/or during: after-school activities, assemblies, cafeteria/lunch, classrooms, emergency drills, extra-curricular activities, field trips, hallway transition time, intramural activities, physical education and recess. Remembering and practicing this acronym on a regular basis will help alleviate any behavioral problem that may be less than stellar throughout the school year.

**R**espect Self and Others

**A**chieve Academic Excellence

**M**ake Good Choices

**S**tay Safe

**Discipline Policies - Information**

To mitigate behaviors during the day, we have devised the following policies. Ultimately discipline is determined based on this guide but other factors may be taken into consideration including: **severity of offense, repeated offenses, age and development of the student, the need for a tiered discipline model, and the potential for restorative behavior opportunities.** Any behavior that requires a corrective action, restorative behavior, warning, discipline, etc., will be reported through the Realtime Discipline Portal. Staff can report two types of violations:

**Resolved by Staff:** Generally this is a minor in-class violation that can be handled within the confines of the classroom by the staff member involved. (Example: a student was given warnings about repeatedly talking during instruction. After the student spoke out again, the teacher spoke to the student in the hallway and gave them a warning to let them know that next time they may receive more serious consequences such as a teacher detention, parental contact and potentially an Administrative Referral.) You may receive notification from the teacher and see the incident on the Realtime Parent Portal.

- Generally these reports will be resolved by one of the following options:
    - **Teacher Warning** - simple warning given to the student after a discussion about an incident.
    - **Teacher Contact Home** - teacher speaks to student and contacts home about the incident.
    - **Teacher Detention (aka SADs)** - after school 10 minute detention with the teacher that assigned it. This was explained earlier in this handbook.
    - **Recess Detention** - Explained in the “Detention” section of this handbook. Students will miss recess on the day of the infraction and take part in a restorative practice.

**Administrative Referral: If a staff member feels that the violation cannot be handled with the above resolutions OR the violation rises to a higher level, they may enter it into Realtime and refer it to administration.** All of these violations are categorized into three levels based on severity of the violation. Each violation has a brief description, explanation of the RAMS behavior expectation that it violated, and the suggested discipline/consequence for each violation. Each violation also has a behavior point value attached to it (the behavior point system is discussed later in this section.) You will also note the tiered level of consequences for each offense (1st offense, 2nd offense, etc.) for the specific violation. Administration uses the guide below to help determine appropriate consequences for the infraction.

**Discipline Tracking:** The Realtime Parent Portal now has a section dedicated to discipline so you can view any reports in reference to your child’s behavior during the school day. This is visible via the parent portal under the “Discipline Tab.” This tracking also includes the Thomas Jefferson disciplinary point system.

**Code of Conduct Violations and Consequences**

| **LEVEL ONE - Minor Violations: Consequences assigned by administration.** | | |
|---|---|---|
| **Key: SAD = Staff Assigned Detention ASCD = After School Central Detention; E-DAY = Extended Day Detention** | | |
| **Violation & Description** | **Discipline & Behavior Points** | **RAMS Violation** |
| **A) Violation of basic school rules**<br><br>Abusing property, possession of electronic devices, repeated chewing gum in school, etc. | **1st offense:** Teacher Warning<br>**2nd offense:** SAD & 0 points<br>**3rd offense:** 1 ASCD & 2 points | *Respect Self & Others* |
| **B) Tardy (Late to school)**<br><br>Arriving at school after the designated start time without permission. | **After 5th late:** Warning & Parental Contact<br>**After 10th late:** 1 ASCD & 2 points<br>*For each subsequent increment of 5, the student will receive 1 ASCD & 2 points. | *Achieve Excellence* |
| **C) Improper/unauthorized use of electronics**<br><br>Using a cell phone, tablet or other device without staff permission.This includes smart watches. Using an electronic device to audio or visually record at any time is prohibited unless express permission has been provided by a staff member. | ***All cell phones should be off and stored in lockers daily.***<br><br>**1st offense:** Teacher Warning. Devices may be confiscated. **Should the device be used during an assessment an automatic zero will be assigned without the opportunity to make it up. This also includes smart watches (i.e. Apple Watches.)*<br><br>**2nd offense:** The device may be confiscated. Administrative Referral and/or 1 ASCD & 2 points<br><br>**3rd offense and any offense thereafter:** Administrative Assigned Detention (ASCD or E-DAY.) Possible parent conference.<br><br>*Unauthorized recording may result in:<br><br>**1st offense:** 1 ASCD & 2 points<br>**2nd offense:** 1 E-Day 3 points/ 1 OSS & 4 points | *Respect Self & Others* |
| **D) Inappropriate language and/or profanity**<br><br>Using non-threatening verbal or gestural messages within conversation that include swearing, name calling, and/or use of words in an inappropriate way. | **1st offense:** Teacher Warning<br>**2nd offense:** SAD & 0 points<br>**3rd offense:** 1 ASCD & 2 points | *Respect Self & Others* |
| **E) Disobedience/disruption**<br><br>Failure to comply with the direction of a staff member. | **1st offense:** Teacher Warning<br>**2nd offense:** Administrative Referral and/or 1 ASCD & 2 points<br>**3rd offense:** Administrative Assigned Detention (ASCD or E-DAY) | *Respect Self & Others* |
| **F) Misbehavior for substitute teacher**<br><br>Failure to comply with the direction of a substitute teacher | **1st offense:** Teacher Warning<br>**2nd offense:** Administrative Referral and/or 1 ASCD & 2 points<br>**3rd offense:** Administrative Assigned | *Respect Self & Others* |

| | | |
|---|---|---|
| | Detention (ASCD or E-DAY) | |
| **G) Cheating/UnbecomingConduct Forgery/Plagiarism/Academic Dishonesty**<br><br>Intentionally lying, cheating or misrepresenting facts to a staff member | **1st offense:** Grade of ZERO on assignment, contact home, warning.<br>**2nd offense:** Grade of ZERO on assignment, parent conference, possible 1 ASCD & 2 points<br>**3rd offense:** Grade of ZERO on assignment, contact home, administrative assigned detention. | *Make Good Choices* |
| **H) Dress Code Violations**<br><br>See “Dress Code” in the Student Handbook Section. | **1st offense:** Warning and parental contact<br>**2nd offense:** Administrative referral and possible Administrative Assigned Detention | *Make Good Choices* |
| **I) Inappropriate Displays of Affection**<br><br>Contact between students that does not fit normal public behavior. | **1st offense:** Warning<br>**2nd offense:** Parental contact<br>**3rd offense:** Administrative referral and possible Administrative Assigned Detention | *Respect Self & Others* |
| **J) Antagonizing/Instigating Conflict**<br><br>Intentionally encouraging or initiating a situation of conflict between students. | **1st offense:** Teacher Warning & Parental Contact<br>**2nd offense:** Administrative Referral<br>**3rd offense:** 1 ASCD & 2 points | *Respect Self & Others*<br><br>*Stay Safe* |
| **K) Roughhousing**<br><br>Any play that includes pushing, shoving, poking, hitting, running, etc. that compromises the safety of others. | **1st offense:** Administrative referral and possible Administrative Assigned Detention<br>**2nd offense:** Possible parent conference and Administrative Assigned Detention. | *Respect Self & Others*<br><br>*Stay Safe* |
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| **<u>LEVEL TWO - Substantial Violations:</u> Consequences assigned by administration.** | | |
| **Key: ASCD = After School Central Detention; E-DAY = Extended Day Detention; OSS = Out of School Suspension;<br>* = Possible Police Notification** | | |
| **Violation & Description** | **Discipline & Behavior Points** | **RAMS Violation** |
| **L) Open Defiance/Insubordination**<br><br>Outright and public refusal to follow directions. Also, repeated instances of refusing to follow class/school rules and/or adult directions will constitute open defiance. | **1st offense:** 1 ASCD/ 1 E-Day & 3 points<br>**2nd offense:** 1 E-Day/ 1 OSS & 4 points<br>**3rd offense:** 1 OSS/ 2 OSS & 4 points | *Stay Safe*<br><br>*Respect Self and Others* |
| **M) Physical Aggressiveness**<br><br>Physically acting against another student out of frustration, anger, or competition. | **1st offense:** 1 ASCD/ 1 E-Day & 3 points<br>**2nd offense:** 1 E-Day/ 1 OSS & 4 points<br>**3rd offense:** 1 OSS/ 2 OSS & 4 points | *Make Good Choices* |
| **N) Inappropriate behavior on school vehicles**<br><br>Acting in an unsafe manner on the bus, or | **1st offense:** 1 ASCD/ 1 E-Day & 3 points<br>**2nd offense:** 1 E-Day/ 1 OSS & 4 points<br>**3rd offense:** 1 OSS/ 2 OSS & 4 points | *Stay Safe* |

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| failure to follow the directions of the bus driver regarding safe behavior. | *Possible suspension or removal from the bus. | |
| **O) Harassment/Intimidation/Bullying Sexual Harassment**<br><br>See “Bullying/Harassment” Policy in Student Handbook Section. | Penalties in accordance with the HIB case(s).<br><br>*Possible Police notification | *Make Good Choices*<br><br>*Respect Self & Others* |
| **P) Truancy**<br><br>See “Truancy” in Attendance under Parent Information. | **1st offense:** 1 E-Day & 3 points, parent conference<br>**2nd offense:** 2 E-DAY & 3 points<br>**3rd offense:** 1 OSS/2 OSS & 4 points | *Stay Safe*<br><br>*Make Good Choices* |
| **Q) Leaving Designated Area w/o permission**<br><br>Leaving a designated area, hiding, and/or intentionally visiting an undesignated location. | **1st offense:** 1 E-DAY & 3 points, parent conference<br>**2nd offense:** 1 OSS & 4 points<br>**3rd offense:** 2 OSS & 5 points | *Stay Safe* |
| **R) Inappropriate Use of Social Media***<br><br>Posting inappropriate messages on social media. | If done in school, will follow the policy on **Improper/unauthorized use of electronics.** Additionally, an HIB may be filed.<br><br>If done out of school, an HIB may be filed. | *Make Good Choices* |

**<u>LEVEL THREE - Serious Violations:</u> Consequences assigned by administration. Violations/criminal offenses may require Police Notifications.**

**Key: ASCD = After School Central Detention; E-DAY = Extended Day Detention; OSS = Out of School Suspension;**
*** = Possible Police Notification; ^ = Possible Expulsion; + = Possible or Mandatory Drug/Alcohol Screen**
**Note: Parental Contact will be made in all cases under this category.**

| Violation & Description | Discipline & Behavior Points | RAMS Violation |
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| **S) Disorderly Conduct ***<br><br>Aggressive, dangerous actions including throwing items, flipping desks, etc., that may not include actual physical contact with another person. | **1st offense:** 1 E-DAY & 3 points<br>**2nd offense:** 1 OSS & 4 points<br>**3rd offense:** 4 OSS & 5 points<br><br>*Possible police notification | *Make Good Choices*<br><br>*Respect Self & Others*<br><br>*Stay Safe* |
| **T) Fighting/Assault ***<br><br>A person attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another. | **1st offense:** 1 OSS & 4 points<br>**2nd offense:** 3 OSS & 5 points<br>**3rd offense:** 5 OSS & 5 points<br><br>*Possible Police notification | *Make Good Choices*<br><br>*Respect Self & Others*<br><br>*Stay Safe* |
| **U) Criminal Threat ***<br><br>Expressing – either physically, verbally or electronically – the intent to commit one of the following violent criminal offenses: homicide, aggravated assault, sexual assault, kidnapping, or arson. The threat must be made for the purpose of placing another in imminent fear of one of these violent acts, under circumstances that would | **1st offense:** 3 OSS & 4 points<br>**2nd offense:** 5 OSS & 5 points<br>**3rd offense:** 10+ OSS & 5 points<br><br>*Possible Police notification | *Make Good Choices*<br><br>*Respect Self & Others* |

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| reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out. | | |
| **V) Repeated Harassment/Intimidation/Bullying Sexual Harassment ***<br><br>See “Bullying/Harassment” section. | Penalties in accordance with the HIB case(s).<br><br>*Possible Police notification | *Respect Self & Others* |
| **W) Physical Aggression or Assault on Staff * ^**<br><br>Acting out physically in any way toward a staff member. | **1st offense:** Removal from the regular educational setting, immediate homebound instruction, CST evaluation, & Board hearing.<br><br>*Police notification<br>^Possible expulsion | *Make Good Choices*<br><br>*Respect Self & Others* |
| **X) Vandalism/Destruction of school property ***<br><br>Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, thereby causing an economic loss due to repair or replacement. | **1st offense:** 1 E-DAY & 3 points<br>**2nd offense:** 1 OSS & 4 points<br>**3rd offense:** 3 OSS & 5 points<br><br>Restitution must be paid by the family. The administration reserves the right to assign a penalty commensurate with the offense.<br><br>*Police notification | *Make Good Choices*<br><br>*Respect Self and Others* |
| **Y) Theft ***<br><br>The taking of the school district’s or a person’s belongings or property without consent. | **1st offense:** 1 OSS/1 E-DAY & 3 points<br>**2nd offense:** 1 OSS/ 2 OSS & 5 points and parental conference<br>**3rd offense:** 4 OSS & 5 points<br>*Police notification<br>Restitution may be required. | *Make Good Choices* |
| **Z) Possession of Drugs/Controlled Dangerous Substances/ Alcohol/Cannabis/THC Products Paraphernalia * ^ +**<br><br>See “Drugs, Controlled Dangerous Substances, Chemicals.” | **1st offense:** 4 OSS & 4 points<br>**2nd offense:** 10 OSS & 10 points plus expulsion hearing with Board<br><br>*Police notification<br>^Possible expulsion<br>+Mandatory drug screen as per State of NJ | *Make Good Choices*<br><br>*Stay Safe* |
| **AA) Under the Influence of Drugs/ Controlled Dangerous Substances/Alcohol/Steroids/Cannabis/ THC Products * ^ +**<br><br>Positive drug test result. | **1st offense:** 4 OSS & 4 points<br>**2nd offense:** 10 OSS & 10 points plus expulsion hearing with Board<br><br>*Police notification<br>^Possible expulsion<br>+Mandatory drug screen as per State of NJ<br>***Please note: In the event of a positive test result, counseling resources will be provided to the family.*** | *Make Good Choices*<br><br>*Stay Safe* |
| **BB) Possession of a non-controlled dangerous substance * +**<br><br>Examples include: electronic smoking devices, tobacco products, nicotine, etc. | **1st offense:** 3 OSS & 4 points<br><br>*Police notification<br>+Possible drug screen. | *Make Good Choices*<br><br>*Stay Safe* |
| **CC) False Fire Alarm ***<br><br>Knowingly setting off a fire alarm when no fire exists. | **1st offense:** 4 OSS & 5 points<br>**2nd offense:** 5 OSS & 5 points<br><br>*Police notification | *Make Good Choices*<br><br>*Stay Safe* |

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| **DD) Bomb Scare * ^**<br><br>A communication received via telephone, email or other means stating that a bomb (an explosive device greater in size than a firecracker) will detonate on school grounds. | **1st offense:** Removal from the regular educational setting, immediate homebound instruction, CST evaluation, & Board hearing.<br><br>*Police notification<br>^Possible expulsion | *Make Good Choices*<br><br>*Stay Safe* |
| **EE) Possession of weapons * ^**<br><br>Weapons include any instrument readily capable of lethal use or of inflicting bodily injury. | Procedure to follow the Zero Tolerance Law and Board policy.<br><br>*Police notification<br>^Possible expulsion | *Stay Safe* |

**Behavior Point System**

- The point system will be used for 4th, 5th, 6th, 7th, and 8th grade students.
- Students may receive 1 to 10 points for infractions of school rules and regulations.
- Loss of school privileges are as follows:
    - **Extra-curricular activities, after-school activities, assemblies** *(Dances, plays/musicals, ALL Clubs/Activities, ALL school-sponsored Athletic Teams, band performances/vocal music concerts, assemblies, talent show, 8th Grade Dance, etc.)*: Any student with **5 points or more** will not be allowed to participate or attend any after-school activity until those points are reduced.
    - **Field Trips:** Any student who has accumulated **10 points** or more may not be allowed to attend. This includes the 8th Grade Field Trip.

**Point Reduction:** Students can reduce points in the following ways:

- ***Good Behavior:*** Each month of good behavior removes 1 point. This is done automatically when point records are reviewed.
- ***School/Community Service:*** Students meet with the Dean of Students to set up a plan for School or Community Service. *For two hours of community or school service, 1 point will be deducted from the total.*
    - Students are limited to reducing up to 5 points per month through school/community service in one month. ALL activities must be approved by the Dean prior to the student completing the work. It is expected that students track their service time on the service tracking form and get appropriate signatures from the adult that is supervising the service. Points will only be removed from the student's discipline record after the student can prove their service with the tracking form.
- Students could reduce 6 points total per month. (Combination of 1 point for a month of good behavior (no discipline referrals in a calendar month) AND 5 points for up to 10 hours of approved service.
- ***Students will not be eligible to work off points during open and ongoing disciplinary referrals.***

**Suspension:** Serious violations of school rules will cause a student to be suspended from participating in the school program (see "Discipline Policy")

- Students will be suspended from the daily program for a period of time determined by the administration. Students may not participate in extracurricular activities of any kind until these activities are reinstated by the principal upon return to the regular program. Suspended students are not permitted on school property or at school events throughout their suspension. If they are observed to be on school property, they will be suspended an additional day and/or have trespassing charges filed against them.
- Parents of suspended students may be asked to meet with the principal for a re-entry meeting prior to their return to regular classes. Students will be expected to complete all work requirements during the period of suspension.

***Please Note:*** The Rockaway Borough Administration reserves the right to apply disciplinary consequences as appropriate. Disciplinary consequences will be administered in accordance with the context of the situation, take into account the individual student(s), and will be age appropriate. Additionally, in rare cases, the severity of a particular infraction may warrant the removal of students from any sport, club, or extracurricular activity.