



JACKSON TOWNSHIP

5-6 SCHOOL

2026-2027

STUDENT HANDBOOK

[Para leer el manual en Español, utilice este enlace.](#)

 835 PATTERSON ROAD
JACKSON, NJ 08527

 732-833-4610
FAX: 732-833-4749



DISTRICT WEBSITE

WWW.JACKSONSD.ORG



SCHOOL WEBSITE

JT56.JACKSONSD.ORG



SCHOOL ADMINISTRATION

DEBRA PHILLIPS, PRINCIPAL
MELISSA LAMBERT, ASSISTANT PRINCIPAL (6TH GRADE)
MARCUS VILLECCO, ASSISTANT PRINCIPAL (5TH GRADE)



CENTRAL OFFICE ADMINISTRATION

DANIEL BAGINSKI, SUPERINTENDENT OF SCHOOLS
DR. LAURA GODLESKY, ASSISTANT SUPERINTENDENT
ROBERT ROTANTE, ASSISTANT SUPERINTENDENT
SANDY PATTERSON, BUSINESS ADMINISTRATOR/ BOARD SECRETARY



BOARD OF EDUCATION

MEGAN GARDELLA, PRESIDENT BRIAN MCCARRON, VICE PRESIDENT
ALLISON BAROCAS TINA KAS ERICA OSMOND TARA RIVERA MICHAEL WALSH



IMPORTANT INFORMATION

THIS STUDENT HANDBOOK IS TO BE REVIEWED BY BOTH PARENTS/GUARDIANS AND STUDENTS. PARENTS WILL SIGN OFF VIA THE [PARENT PORTAL](#) THAT BOTH THE PARENT AND CHILD HAVE REVIEWED IT AND UNDERSTAND ITS CONTENTS.



PLEASE PAY PARTICULAR ATTENTION TO THE IMPORTANT UPDATES ON THE NEXT FEW PAGES.



THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK SUPPLEMENT THE BROAD DISCRETIONARY POWER OF ADMINISTRATION TO MAINTAIN SAFETY, ORDER AND DISCIPLINE IN OUR SCHOOL.

OUR SCHOOL BUILDINGS USE DOOR ACCESS TECHNOLOGY AND A CLOSED CIRCUIT CAMERA MONITORING/SURVEILLANCE SYSTEM.



IMPORTANT NOTICES

FOR 2026-2027

CELL PHONE AND SMARTWATCH USE REGULATIONS

“OFF AND AWAY”

On January 8, 2026, Governor Murphy signed legislation concerning student use of internet-enabled devices in New Jersey public schools during regular school hours, on a school bus, or during school-sanctioned events when the student is under the direct supervision of a teaching staff member or an employee of the Board.

To ensure a safe, respectful, and distraction-free learning environment, the following requirements (under district Policy and Procedures 5516) apply to all students in grades PreK through 12 regarding internet enabled devices, including **cell phones, “Smartwatches”, tablets and any other internet-enabled devices. This also includes ear buds and headphones.** This does NOT include school-issued devices.



EXPECTATIONS

DURING THE SCHOOL DAY

- All student cell phones and smartwatches must be stored in the students assigned locker before the homeroom bell.
- Devices must remain in the assigned locker for the entire instructional day.
- Devices may not be carried on a student’s person, in clothing, or in backpacks during the school day.
- Personal electronic devices may not be used during class, lunch, recess, passing periods, restrooms, in the nurse’s office or any other part of the school day unless authorized by school staff.
- Students may retrieve and use their devices only after the final dismissal bell.

AT OTHER TIMES

Unless the use breaks the Code of Conduct, our procedures for the following times will be in place for all grades:

- Is usage permitted on the bus? **YES**
- Is usage permitted before and after school? **YES**
- Is usage permitted on school-sponsored trips/events off school grounds during the school day (field trips) **YES**
- **Under Teacher / Staff Member Direction**
- Is usage permitted at school-sponsored events OUTSIDE of the school day (e.g. clubs)? **YES**
- In the event of a crisis/emergency? **YES, if available and under the direction of a staff member.**



PROGRESSIVE DISCIPLINE

1st Offense:

Device confiscated and returned to the student at the end of the day; discipline letter for 1st violation of the policy; parent/guardian notified

2nd Offense:

Device confiscated; parent/guardian must pick up the device; discipline letter for 2nd violation of the policy; parent/guardian notified

3rd Offense:

Device confiscated by school staff and held in an administrator office; discipline letter: lunch detention; parent/guardian notified

4th Offense:

Device confiscated by school staff and held in main office. Parent/guardian required to pick up device prior to the end of the day and sign off that this is the fourth offense. Morning detention 8:00 - 9:30 am along with a parent conference and guidance referral for remediation plan.

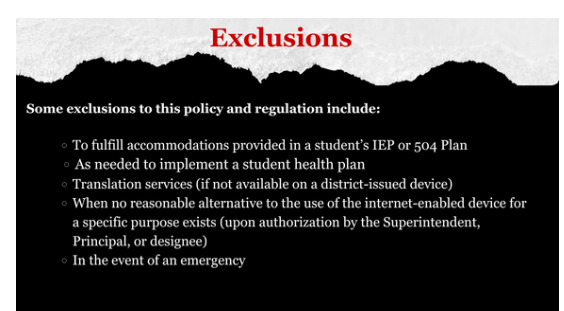
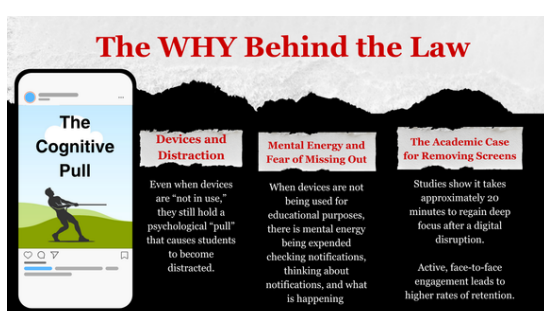
Beyond 4th Offense: Prohibited from bringing device on school grounds; Progressive Discipline with ISS to OSS and/or loss of privileges; Parental Conference.



In the event of a family emergency, parents **should contact the main office directly.** Parents, we can not interrupt instructional classes for non-emergencies such as notifying your child in a change in their pick up status (bus or parent pick-up)

THE “WHY” BEHIND THE LAW

PLEASE take a moment to learn more about this policy, including **WHY this law emerged and HOW this will advance student learning.**



All Info on Policy / Regulation 5516 - www.jacksonsd.org/5516



IMPORTANT NOTICES

FOR 2026-2027

FREE AND REDUCED LUNCH APPLICATIONS AND MEAL PRICING

We strongly encourage families to investigate whether they are eligible for Free/Reduced Lunch through the National School Lunch Program. **The income thresholds have been raised significantly this year and many more families may be eligible!** Please consider applying immediately so there are no disruptions in services.



Think you don't qualify?

You might! Income limits have increased, and New Jersey's limits are even higher than the federal limits – meaning many more families are eligible!
(Example: A family of four with an income of \$73,920 or less is eligible!)



Don't eat school lunch?

Still apply! If eligible, you may qualify for other benefits e.g. Internet discounts, reduced SAT/ACT, free AP testing, scholarships, grants).



Don't think it matters?

It does! The district receives additional funding based on the number of eligible students – and those funds support ALL students!

You must reapply EVERY YEAR.



See the [Free and Reduced Meal Application Page](#) for more information and links/forms to apply.



See our [NEW online menus!](#) These menus feature pricing, nutrition/allergen information, and links to applications and forms for our parents.

2026-2027 MEAL PRICING



Breakfast

\$2.30



Lunch

\$3.75



Milk

\$1.00

Prices are subject to change.



ATTENDANCE MATTERS

Be Here. Be Ready. Be Your Best.

WHEN STUDENTS ARE IN SCHOOL, THEY...



LEARN MORE



STAY ENGAGED



BUILD STRONG RELATIONSHIPS



ACHIEVE THEIR GOALS



PREPARE FOR A BRIGHT FUTURE

PARENTS & STUDENTS—

YOU
ARE THE DIFFERENCE!

- ✓ Good attendance leads to **better learning.**
- ✓ Missing even a few days can make it **harder to keep up.**
- ✓ Let's build habits today that lead to **success tomorrow!**

EVERY DAY. ALL DAY. ON TIME. *TOGETHER, WE CAN DO IT!*



HIB (Harassment, Intimidation & Bullying)

The Jackson School District is committed to creating a safe learning environment for ALL of our students. When an organization responds quickly and consistently to bullying behavior, it sends the message that it is not acceptable. Therefore, we are deeply committed to preventing bullying, harassment, and intimidation in our schools. More information can be found on our district website. If you wish to report an incident of HIB, please complete a 338 form linked ([HERE](#)).



Linewize: Chromebook Monitoring

The district actively monitors student Chromebook activity both during the school day and after school hours. Please remind your child that any inappropriate searches or activity conducted at home or outside of school hours will still be flagged and may be reported to district security and, if necessary, the Jackson Police Department. We appreciate your partnership in helping students use their devices responsibly and safely.



Transportation Safety

The safety of our students and staff is our most important responsibility. It is vital that all parents and students understand that the expectations for good behavior and adherence to our Code of Conduct in school INCLUDE behavior on the school bus. Our bus drivers are dedicated to the safety of our students and must be able to focus on safely navigating their routes.



PARENTS AND GUARDIANS - WE NEED YOUR HELP!

- Please speak to your children about the proper way to behave on the bus and bus stop.
- Please review all the information on this page with your children.
- Please remind them that RIDING THE BUS IS A PRIVILEGE and that in accordance with the procedures we have in place to monitor and report bad bus behavior, it is possible to lose that privilege.



BUS RULES, PROCESSES and EXPECTATIONS

Violations can result in forfeiture of bus riding privileges.

1. Students are expected to respect each other and the bus driver and obey the driver at all times. Riding the bus is a privilege.
2. Students should be at their assigned bus stop 10 minutes prior to time shown on pass.
3. Students should wait 20 feet away from the road while at the bus stop and cross 10 feet in front of the bus.
4. While waiting for the school bus, be careful not to damage property at the bus stop.
5. Students must use their Student ID to scan on and off the bus.
6. Students must wear seat belts at all times while on the bus.
7. Students must be able to fit belongings on the lap and under the seat - nothing may be in the aisles.
8. The driver will assign seats - all passengers must remain seated while on the bus and keep their body inside the bus.
9. No eating, drinking or smoking on the bus.
10. Smoking or vaping on the school bus is not tolerated and will result in discipline.



Important Transportation Reminders

- Parents are always encouraged to accompany their children to the bus stop and supervise children. For students in Grade 2 or younger, parents must be at the bus stop to receive the child after school, or make arrangements with another adult to receive the child.
- Students must use their Student ID to scan on and off the bus. If your child loses his/her ID, they should alert the front office of their school (or their teacher if in elementary school) and a replacement will be made (\$5 replacement fee).
- Students should carry their Bus Pass with them when on the bus. A photo of the pass saved on a student's phone is sufficient.
- The Jackson School District's bus stops are created so that students do not have to cross busy roads. If you see your bus go past your child on the other side of the street - it means the driver is operating his/her route and will be picking up your child on YOUR SIDE of the road, by design. Please do not cross the road or wave the driver down to stop and cross the street to attempt to board the bus.



Important Note Regarding Need for Timely Pick Up

We do understand that there can sometimes be circumstances or emergencies that may delay your ability to meet your young child's bus or to pick up your child on time if he/she does not ride the bus. However, in repeated instances when a child must be brought back to the school - or if a parent is repeatedly late (15 minutes past dismissal) from picking up their child at the school - please be advised that this may result in a pro-rated child care fee. See "Students Returning to School After Dismissal" in this handbook.



Student ID Cards

In order to continue to strengthen school safety, students are issued student identification cards. Students who were in district last year should have and use their ID cards from the previous year. New students will receive their new Student ID cards in their homerooms. Please reinforce with your child the need to take care of this ID and to utilize it when directed to do so by their teachers and bus drivers.

- All students will be expected to use the ID card when boarding and exiting the school bus.
- Elementary students will hand the ID badge to their teacher when they arrive at school and will have it returned to them at the end of the day for the bus ride home (which minimizes losses during the day).
- If an ID card is lost the student needs to notify the appropriate assistant principal's office, so the card can be replaced. A \$5.00 replacement card fee will be applied.
- Any questions about the student identification card should be directed to the building principal (elementary).
- Students will NOT be stopped from riding the school bus if they have forgotten their card on a particular day. Bus drivers will have the ability to check them on and off the bus manually, but this will slow down the onboarding process, which could cause delays. Please know repeated instances of students forgetting their ID may result in parental contact and discussion.

DISTRICT MISSION STATEMENT

The Jackson School District is a partnership of dedicated staff, learners and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate and motivate students to become independent, creative and critical thinkers who will thrive in a diverse, evolving global society.

We are resolved that through commitment to scholarship, character and initiative, our students will succeed beyond the expectations of the New Jersey Learning Standards as they excel in their life-long pursuit of knowledge.

DISTRICT VALUES AND BELIEFS

We believe that:

- 1

All students can learn.
- 2

Students learn best in an atmosphere of acceptance, tolerance and mutual respect.
- 3

All staff will set high expectations for themselves and for their students.
- 4

Education is most successful when individual learning styles, needs, and talents are respected and utilized.
- 5

It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
- 6

Attendance is essential to motivate students to learn.
- 7

Current and relevant technology is an integral part of enhancing instruction.
- 8

Offering diverse instructional opportunities in core subjects and in the fine and performing arts is essential to providing an effective and well-rounded education.
- 9

Athletics and extracurricular activities are valuable to a student’s collective educational experience and to creating a culture of leadership, sportsmanship and initiative.
- 10

Collaboration among highly qualified educational staff, students, families and the community will maximize the potential of all students.

Jackson Township 5-6 Elementary School Mission Statement

At the Jackson Township 5-6 School, we are committed to supporting the unique needs of early adolescents as they transition from elementary to middle school. Our learning environment fosters academic growth, personal development, and a sense of community.

We believe that strong foundational skills, combined with a diverse and engaging curriculum, prepare students for future success. Through critical thinking, creativity, and collaboration, we challenge students to reach their full potential.

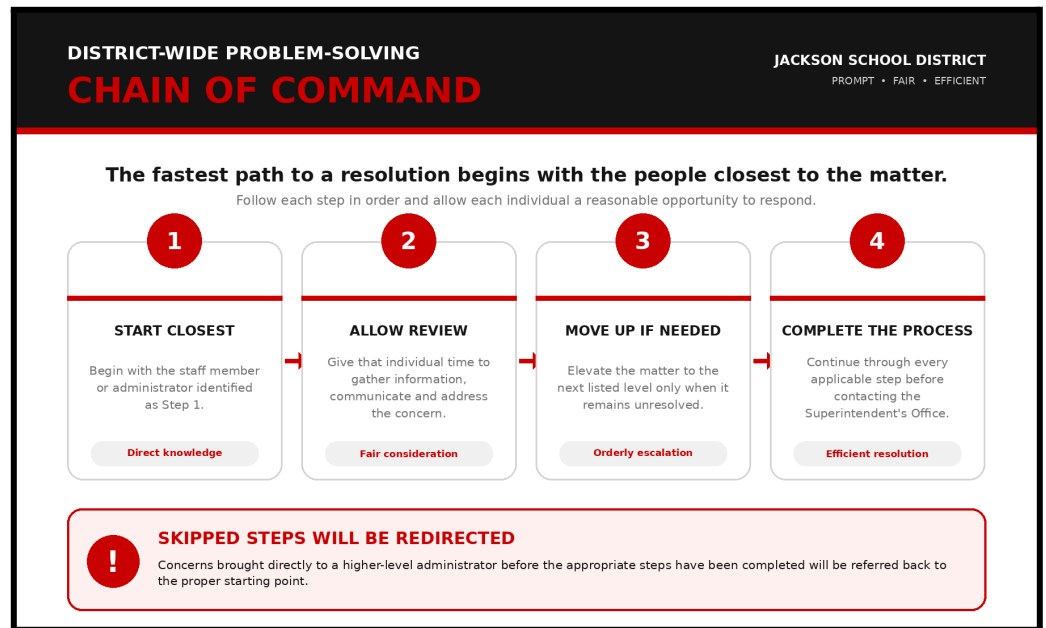
Recognizing that a positive sense of self is key to learning, we cultivate individual strengths and talents while promoting respect, kindness, and responsibility. Our school is a community where students, families, and staff work together to create a safe, supportive, and inspiring place to learn and grow.

District-Wide Problem-Solving Chain of Command

The Jackson School District is committed to addressing questions and concerns **promptly, fairly and at the level closest to the matter.**

The individuals listed at each step are best positioned to gather the relevant information, communicate directly with those involved, and work toward an efficient resolution.

Concerns brought directly to a higher-level administrator before the appropriate steps are completed will be referred back to the proper starting point. When escalating, please be prepared to share your previous contacts.



This process PREVENTS DELAYS, AVOIDS DUPLICATION, and SUPPORTS THE MOST EXPEDITIOUS RESOLUTION.

Curriculum (Academic concerns, including grades, student performance, teacher concerns)

1. Teacher
2. Subject Area Supervisor
3. Principal
4. Assistant Superintendent - either Elementary (PreK-6) or Secondary, depending on grade

Student Discipline (Code of Conduct violations)

1. Assistant Principal
2. Principal
3. Assistant Superintendent (either Elementary or Secondary, depending on grade of student)

Harassment, Intimidation, and Bullying

1. School Anti-Bullying Specialist
2. Coordinator of Mental Health
3. Principal
4. Director of Security
5. Assistant Superintendent for Elementary

Transportation or Cafeteria

1. Principal
2. Director of Transportation/Director of Food Service
3. Business Administrator

Publications or District Website

1. Coordinator of Communications & Technology
2. Superintendent

Special Education

1. Teacher
2. Child Study Team
3. Supervisor of Special Education
4. Principal
5. Director of Special Education
6. Assistant Superintendent for Elementary

504 Plans

1. School 504 Case Manager
2. Principal
3. Director of Guidance
4. Director of Special Education (Appeal)
5. Assistant Superintendent - either Elementary (PreK-6) or Secondary, depending on grade

Athletics

1. Head Coach
2. Director of Athletics
3. Principal
4. Assistant Superintendent for Secondary

District Affirmative Action

1. Assistant Superintendent for Secondary
2. Superintendent of Schools

Building Affirmative Action

1. Principal
2. Assistant Superintendent of Secondary

Technology

1. Director of Technology
2. Assistant Superintendent for Elementary

SECTION 1 - SCHOOL CULTURE.....	2
CHARACTER AND COMMUNITY.....	2
SECTION 2 - DAILY OPERATIONS AND PROCEDURES.....	3
SCHEDULES AND HOURS.....	3
TRANSPORTATION.....	4
EMERGENCY PROTOCOLS.....	5
SECTION 3 - STUDENT EXPECTATIONS AND CONDUCT.....	5
CORE IDENTIFICATION AND EQUIPMENT.....	5
BEHAVIORAL EXPECTATIONS.....	6
CELL PHONES.....	6
DRESS CODE.....	7
DISCIPLINE AND SOCIAL PROBATION.....	7
SECTION 4 - HEALTH, SAFETY, AND SECURITY.....	8
LOCKER SEARCHES.....	8
HARASSMENT, INTIMIDATION, and BULLYING (HIB).....	8
SECTION 5 - INSTRUCTIONAL RESOURCES AND ACADEMIC SERVICES.....	8
PARENT PORTAL (GENESIS).....	8
CURRICULUM AND LEARNING.....	10
CHROMEBOOKS, MONITORING, AND ACCEPTABLE USE.....	10
SECTION 6 - STUDENT WELLNESS AND SUPPORT.....	11
SUPPORT TEAMS.....	11
ATTENDANCE EXPECTATIONS.....	11
CRISIS RESOURCES.....	12
SECTION 7 - EXTRACURRICULARS AND STUDENT LIFE.....	13
PARTICIPATION.....	13
ELIGIBILITY.....	13
RECOGNITION.....	13
SECTION 8 - COMMUNITY AND EXTERNAL RELATIONS.....	14
VISITOR PROTOCOLS.....	14
PARENTAL ENGAGEMENT.....	14
RESIDENCY.....	14

SECTION 1 - SCHOOL CULTURE

CHARACTER AND COMMUNITY

Character Education

Our school is committed to promoting the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. These values help create a positive, inclusive learning environment where every student feels valued, supported, and prepared for success in school and beyond.

Student Pledge

In order to soar for success,
I pledge to be a person of character.
I will show respect for myself and others
and will have the courage to do the right thing.
I will be helpful to others
even when no one else is looking.
I will be responsible in what I say and do.
I will listen to others,
trying to understand their point of view.
I will always be honest by
doing what I say, and saying what I do.
I will be kind and polite, saying
“Please” and “Thank You!”
I will be a good citizen in my
school and community and treat others fairly.
I came to school to learn,
and I will make today a great day.

The DEN System

The JT 5-6 School DEN system is designed to foster a school-wide culture of Perseverance, Respect, Integrity, Dependability, and Empathy [P.R.I.D.E.]. By engaging students in the overall school community, the system helps them build essential social relationships with both staff and peers. Each student is selected into one of four DENs, where they collaborate and compete in year-long activities and challenges. This structure not only encourages friendly competition but also strengthens the sense of belonging and teamwork among students. Through the DEN system, we aim to create a supportive and inclusive environment that promotes personal growth and community spirit.

SECTION 2 - DAILY OPERATIONS AND PROCEDURES

SCHEDULES AND HOURS

School Day Hours

Regular School Day Hours: 9:10am-3:20pm

Shortened Day Hours: 9:10am-1:40pm

Delayed Opening Hours: 11:10am-3:20pm

Students should arrive no earlier than 10 minutes before the start of the school day and no later than 10 minutes after the start of the day. Please note that outside of this timeframe, proper supervision of your child will be unavailable unless you have previously registered for our Child Care Services.

Class Schedules

5th Grade Students	6th Grade Students
Literacy - 64 minutes	Literacy - 64 minutes
Math - 64 minutes	Math - 64 minutes
Social Studies (or ELL) - 42 minutes	Social Studies (or ELL) - 42 minutes
Science - 42 minutes	Science - 42 minutes
Specials (PE, Tech, Art, and choose one: Chorus or Band) assigned Mondays - Fridays - 42 minutes	Specials (PE 3x/ week, choose one: Band, Chorus 2x/week) assigned Mondays - Fridays - 42 minutes
WIN - 20 minutes	Unified Arts: World Language, Health, Art, Technology (one marking period each) - 42 minutes
Lunch - 30 minutes	Lunch - 30 minutes
Recess - 30 minutes	Flex Time - 10 minutes

5th grade classes will be team taught. Students will have one teacher for Math and Science and a second teacher for Literacy and Social Studies instruction.

6th grade classes will be departmentalized. This means that students will have different teachers for their four core academic subjects: Literacy, Math, Social Studies and Science. Students will independently change classes throughout the day.

On shortened or delayed opening days, FLEX Time for grade 6 will be dropped so that students have time for a proper lunch.

TRANSPORTATION

Bus Rules and Expectations

The safety of our students and staff is our most important responsibility. It is vital that all parents and students understand that the expectations for good behavior and adherence to our Code of Conduct in school INCLUDE behavior on the school bus. Our bus drivers are dedicated to the safety of our students and must be able to focus on safely navigating their routes. Violations of the below rules can result in forfeiture of bus riding privileges.

1. Students are expected to respect each other and the bus driver and obey the driver at all times. Riding the bus is a privilege.
2. Students should be at their assigned bus stop 10 minutes prior to time shown on pass.
3. Students should wait 20 feet away from the road while at the bus stop and cross 10 feet in front of the bus
4. While waiting for the school bus, be careful not to damage property at the bus stop.
5. Students must use their Student ID to scan on and off the bus.
6. Students must wear seat belts at all times while on the bus.
7. Students must be able to fit belongings on the lap and under the seat - nothing may be in the aisles.
8. The driver will assign seats - all passengers must remain seated while on the bus and keep their body inside the bus.
9. No eating, drinking or smoking on the bus
10. Smoking or vaping on the school bus is not tolerated and will result in discipline.

Transportation Reminders

Parents are encouraged to accompany their children to the bus stop and supervise them while they wait. The Jackson School District's bus stops are created so that students do not have to cross busy roads. If you see your bus go past your child on the other side of the street; it means the driver is operating their route and will be picking up your child on your side of the road, by design. Please do not cross the road or wave the driver down to stop and cross the street to attempt to board the bus.

Students should carry their bus pass with them when on the bus. A photo of the pass saved on a student's phone is sufficient. Students must use their student ID to scan on and off the bus. If your child loses their ID, they should alert the front office at their school and a replacement will be created for a \$5 replacement fee.

Parents:

- Please speak to your children about the proper way to behave on the bus and bus stop
- Please review all the information on this page with your children
- Please remind them that RIDING THE BUS IS A PRIVILEGE and that in accordance with the procedures we have in place to monitor and report bad bus behavior, it is possible to lose that privilege

Timely Pickup

We do understand that there can sometimes be circumstances or emergencies that may delay your ability to meet your young child's bus or to pick up your child on time if he/she does not ride the bus. However, in repeated instances when a child must be brought back to the school - or if a parent is repeatedly late (15 minutes past dismissal) from picking up their child at the school - please be advised that this may result in a pro-rated child care fee.

EMERGENCY PROTOCOLS

Emergency Closings

The school district carefully weighs the decision to close schools early as we know many parents work and do not expect their children to be home until the regular time. It may be necessary to close the school and/or dismiss students during the day due to a building emergency or inclement weather. Students should know what to do in case parents are not at home when they arrive following an emergency dismissal. Our district website www.jacksonsd.org is the best first resource for school closings. The following radio stations will provide information during an emergency or inclement weather: WOBN 92.7FM or 1160 AM, WJLK 94.3FM or 1310AM, TV Channel 12 - News 12 New Jersey, or J-TV Channel 77 on Cablevision.

Parent Student Early Sign-out Procedures

Any student who is dismissed early must be picked up at the main office through the receptionist. Please notify the office in writing whenever an early dismissal is necessary. A parent, guardian, or authorized individual must present valid photo identification when signing out a child. Students will be released only to individuals who are listed in Genesis as authorized to pick them up. Additionally, students will not be released to anyone under 18 years of age.

SECTION 3 - STUDENT EXPECTATIONS AND CONDUCT

CORE IDENTIFICATION AND EQUIPMENT

Student ID Cards

To enhance school safety, all students are required to wear their school-issued ID card on a lanyard while at school and on the school bus. Incoming fifth-grade students and new transfer students will receive an ID card and lanyard. Students who attended the district last year should continue using their previously issued ID card.

Student ID cards include the student's photo, school name, school year, and barcode. They are used to:

- Ride the school bus (students must scan their ID when boarding and exiting the bus)
- Purchase lunch
- Borrow library books
- Sign in at school offices, including the Health Office and School Counseling Office

Parents/guardians are encouraged to remind their child to care for their ID card and have it with them each day. If a student forgets their ID card, they will still be permitted to ride the school bus. Bus drivers can manually check students on and off the bus; however, this process may cause delays. Repeated instances of forgetting an ID card may result in parent/guardian contact. If an ID card is lost, the student should report it to the Main Office as soon as possible so a replacement card can be issued. A \$5.00 replacement fee will apply. Students who are unable to produce their ID card when requested by a staff member may be subject to administrative intervention. Questions regarding student identification cards should be directed to the Main Office.

Lockers

Each student is assigned a school locker. Students are expected to memorize their locker combination and keep it confidential. Locker combinations should not be shared with other students. Students may not bring or install personal locks on school lockers. Lockers should be kept neat, clean, and free of food or other items that may create an odor or attract pests. Students should not leave money, electronics, or other valuable items in their lockers. The school is not responsible for lost, stolen, or damaged items kept in school lockers. Students should report any locker that is damaged or in need of repair. To request a repair, students should complete the Locker Repair Sheet, located in the Assistant Principal Secretary's Office.

Personal Property

Students are strongly discouraged from bringing large amounts of money or valuable personal items to school. The school cannot assume responsibility for the loss, theft, or damage of personal property. Students may not bring items to school for the purpose of selling, trading, or distributing them to other students or staff. Items brought to school for these purposes may be confiscated and returned to a parent or guardian at the end of the school year. Students may also be subject to disciplinary action in accordance with school and district policies.

Book Bags and Backpacks

For safety and organizational reasons, book bags and backpacks may be used to and from school but must be stored in the student's locker before homeroom. Students may retrieve their bags at the end of the school day. Book bags and backpacks are not permitted to be carried throughout the school during the instructional day. Book bags and backpacks should be a reasonable size and may not have wheels.

If a student needs to carry materials between classes, a small string bag may be used when appropriate. String bags should be of a reasonable size and should not interfere with the safe movement of students through the building.

These expectations will be consistently enforced. Students are encouraged to develop effective locker organization and management skills. Students should bring only the materials they need for each class rather than carrying all of their belongings with them throughout the school day.

Lost and Found

Students should check the Lost and Found when they have misplaced an item. Lost items may be located outside the Cafeteria. Smaller items, such as eyeglasses, jewelry, and other personal items, may be turned in to the Main Office.

Students and families are encouraged to label clothing and personal belongings with the student's name. This includes coats, jackets, gloves, hats, caps, sweaters, raincoats, and other frequently misplaced items. Unclaimed items may be donated or otherwise disposed of in accordance with school and district procedures.

BEHAVIORAL EXPECTATIONS

Code of Conduct

Students are expected to conduct themselves in an orderly, courteous manner at all times. The vast majority of the time, students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated. If the individual teacher has exhausted all interventions including teacher detention, parent contact, and Guidance/CST intervention, to improve behavior, the Assistant Principal will become involved. Consequences from an administrator may include a documented administrative warning or conference, detention, in-school suspension, or out of school suspension. These expectations are clearly reviewed with students at the beginning of every year.

CELL PHONES

****NEW CELL PHONE AND SMART WATCH USE GUIDELINES**** "OFF AND AWAY" - See Page 3 of the Handbook

Emergencies

- Student Access: Students needing to make an emergency call may request to use a phone in the Main Office, Guidance Office, Nurse's Office, or CST.
- Parent Contact: Parents/guardians who need to reach their child during the school day should call the main office directly. Parents, we cannot interrupt instructional classes for non-emergencies such as notifying your child about a change in their pick-up status (bus or parent pick-up).

Social Media & Testing Security

- Social Media: Using devices to take pictures/videos or post to social media that reflects negatively on the school or individuals is strictly prohibited and will result in disciplinary action.
- Testing Security: Cell phones are strictly prohibited in any testing room (e.g., NJSLA, LinkIt). Violations will result in disciplinary consequences.

Refusal to surrender a device to a staff member will result in immediate school suspension per District Suspension Policy 5610. Students must lock/turn off their phones before turning them in.

DRESS CODE

Students' dress should be comfortable and in good taste. Clothing advertising beverages and tobacco products or containing inappropriate language and/or messages will not be worn. Clothing and shoes should also provide for the safety of your child. Students may be asked to change their attire or be given a change of clothes if it is deemed necessary.

- Students are required to wear sneakers on days they are assigned Physical Education class. Flip flops, slides, Crocs, Hey Dudes are not permitted for Phys Ed classes.
- Flip flops and slides are not permitted to be worn in school due to safety concerns.
- Crocs are to be worn in Sports Mode at all times. Crocs are not permitted for Phys Ed class.

Please see [BOE Policy 5511](#) for more details.

DISCIPLINE AND SOCIAL PROBATION**Discipline**

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and the students to learn. Please review District Policy 5600 posted under the Board of Education page on the district website. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time.

Violations

The following are some examples of student behavior that violates school policy. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following:

- Use of non-school issued electronic devices including but not limited to headphones, earbuds, cell phones, and smart watches on school property during the hours of 9:10am-3:30pm
- Misuse of student-issued chromebook device
- Refusal to surrender a cell phone, electronic devices and/or other items as identified as inappropriate for school
- Possession, transmission and/or use of tobacco, e-cigarettes, vapes, drugs or alcohol
- Holding a cigarette, vape or smoking paraphernalia will be presumed to be smoking
- Disrespect or insubordination
- The use of improper language including racially offensive language
- Fighting/Intentional Physical Contact/Hitting/Punching
- Horseplay - resulting in student injury
- Pulling students pants down in public
- Rowdy behavior such as running, pushing, shoving, yelling or whistling
- Leaving a classroom, leaving school without permission, or presence in an Unauthorized Area of the building
- Class tardiness or truancy
- Vandalizing, damaging or stealing school or private property
- Threatening, intimidating or causing bodily harm to any person
- Throwing snowballs
- Creating a school-wide disruption and substantially impacting the activities of the school day
- Assaults will be enforced pursuant to NJAC6A:16-5.7

Suspensions and Social Probation

Students who are on in-school suspension (ISS) or out-of-school suspension (OSS) will be excluded from participating in any intramural sport, club, activity, special function or participate in any capacity in the school's extracurricular program on the day of suspension. This includes class trips, special events, sports/clubs and class activities that take place before or after school, during the evening hours, or on weekends. Social Probation consequences may additionally be assigned for students who have committed acts of Harassment/Intimidation/Bullying.

SECTION 4 - HEALTH, SAFETY, AND SECURITY

This building uses door access technology and a closed-circuit camera monitoring system.

LOCKER SEARCHES

Under the Constitution, all citizens are protected from unreasonable searches and seizures; however, this does not mean that students are legally protected from search and seizure of any materials in their lockers, which are school property. The student is accountable for the contents of his/her assigned locker. Any item, such as book bags, coats, etc. may be subject to a search. The school Principal and/or his/her designee will inspect lockers or other storage facilities provided for use by students periodically throughout the year. Lockers may be searched at any time.

HARASSMENT, INTIMIDATION, and BULLYING (HIB)

The Jackson School District is committed to creating a safe learning environment for ALL of our students. When an organization responds quickly and consistently to bullying behavior, it sends the message that it is not acceptable. Therefore, we are deeply committed to preventing bullying, harassment, and intimidation in our schools. More information can be found on our [district website](#). If you wish to report an incident of HIB, please complete a 338 form linked [HERE](#).

SECTION 5 - INSTRUCTIONAL RESOURCES AND ACADEMIC SERVICES

PARENT PORTAL (GENESIS)

Parents/Guardians are strongly encouraged to view their child's grades and averages and report cards on the computer via the Portal. You will be assigned a [Parent Portal](#) login ID and password when you register with the district. The following steps will allow you to obtain your Portal password if you have forgotten it or if you are locked out of the system.

Go to the district website at www.jacksonsd.org and look for the PORTAL button or use this [Parent Portal](#) link. When you come to the login page, look for the "Forgot My Password" item. Follow the instructions and put in the email address that we have on file for you and that you use as your Portal Login ID. You will receive a new temporary password, which will allow you to enter the system and change it to a new password.

If you have difficulty, you can send an email to portalsupport@jacksonsd.org. Please be sure to include the student's full name, the full name of both parents, the child's address, school and grade and your contact information. If you send the email from the account we have on file in the Parentlink system, your login information will be emailed back to you. If you are sending the email from another email address, we will have to contact you.

Report Cards and Academic Progress

For 5th Grade Students: Report cards are released on Portal four times during the school year for academic classes (Math, Literacy, Social Studies, Science) using a numerical grading system. Progress Based Grading Indicators will be released four times a year for Physical Education/Health class and twice during the year (January and June) for Band/Chorus, Art, Technology.

For 6th Grade Students: Report cards are released on Portal four times during the school year for Academic (Math, Literacy, Social Studies, Science) and Unified Arts Classes (Band, Chorus, Humanities, Physical Education, Health, World Language, Art and Technology) using a numerical grading system. Progress Based Grading Indicators will be released four times a year for our Flex Time Class.

Attendance will also be shared during each marking period. Student progress is available electronically throughout the year through the Parent Portal.

Grading System

The district utilizes a numeric system to report the work of each marking period to students and parents.

90 – 100 = Outstanding performance

80 – 89 = Above average performance

70 – 79 = Average performance

65 – 69 = Passing work but below average

64 and below = Not doing passing work

*Each subject area has its own district percentage value for homework, participation, and assessment.

**Students whose final average grade falls below 65 will fail for the year.

JT 5-6 Unified Arts Standards & Progress-Based Grading Indicators

At JT 5-6 School, students in Grade 5 for Unified Arts classes including Physical Education, Art, Technology, Band, and Chorus and students in Grade 6 for Flex Time use a standards and progress-based grading system that reflects each student's growth, effort, and understanding over time. This approach values learning as a process and emphasizes skill development rather than numerical scores.

Students will receive one of the following progress indicators:

- **EE - Exceeding Expectations**
The student consistently demonstrates advanced understanding and application of skills.
 - Completes all assignments with high quality and attention to detail
 - Shows independence and initiative in learning
 - Demonstrates creativity, problem-solving, and leadership
 - Applies skills in new or complex situations beyond grade-level expectations
- **ME - Meeting Expectations**
The student meets grade-level expectations and demonstrates steady progress.
 - Completes assignments appropriately for their age and ability
 - Demonstrates understanding of essential skills and concepts
 - Participates actively and responsibly in class activities
 - Is developing independence and confidence as a learner
- **AE - Approaching Expectations**
The student is working toward grade-level expectations with support.
 - Requires additional time or assistance to complete tasks
 - Demonstrates partial understanding of the skills and concepts
 - May be inconsistent in participation or effort
 - Benefits from targeted support or guidance to make progress

CURRICULUM AND LEARNING

Course Selection

Students who selected Band/Chorus/Humanities will remain in these courses for the duration of the program. We will not change the class schedule after your selection for one of these courses has been made. Students who selected Humanities (Gr 6 option only) will remain in this course for the duration of the program. We will not change the class schedule after your selection has been made.

Study Skills and Homework

The student who studies well:

- Brings notebook, paper, pen or pencil and other necessary materials to class.
- Brings a charged chromebook to class.
- Is an active participant in the classroom, listens well and takes part in discussions.
- Asks questions to understand the discussion if there is a problem.
- Plans work and schedules time for homework each day; makes sure the assignment is understood before leaving class.
- Uses what is learned and sees how each subject applies to the others.
- Strives to do their best work, not just enough to get by.

Parents can do their part to improve homework when they:

- Cooperate with the school to make homework effective.
- Provide your children with suitable conditions (desk or table, lights, books and supplies).
- Reserve time for homework and turn off the television, cell phone and computer. Encourage your children, but avoid undue pressure.
- Show interest in what your children are doing, but do not do the work for them.
- Understand that the school expects homework to be completed and returned.

CHROMEBOOKS, MONITORING, AND ACCEPTABLE USE

The Jackson School District implements a web filtering and safety system called Linewize. This system helps us maintain a safe and supportive digital learning environment for our students. Linewize monitors activity on district-issued devices and flags certain keywords or phrases that may require further review. When a search is flagged, district administrators receive a notification that includes the student ID number, the date and time of the activity, the category of concern, and an image of the search that was conducted. This system operates 24 hours a day, 7 days a week to help ensure student safety.

Keywords are grouped into several categories, including:

- Violence toward oneself or others
- Weapons
- Bullying
- Threats
- General risk
- Offensive language
- Sexual Content

Students may sometimes encounter these flags when using AI tools, chat boxes, or conducting searches online if certain words or phrases are entered. In some situations, school administrators may follow up with the student and, if necessary, contact parents to better understand the context of the search. We encourage families to take a moment to talk with their child about using their school-issued Chromebook responsibly. Thoughtful and appropriate use of technology helps ensure that our devices remain powerful tools for learning.

Repeated misuse of technology may result in student discipline as per Board Policy 2361.

SECTION 6 - STUDENT WELLNESS AND SUPPORT

SUPPORT TEAMS

Assistant Principals

Assistant Principals will be assigned by grade level and will move up with the students from Grade 5 to 6.

- Grade 5 - Mr. Marcus Villecco
- Grade 6 - Ms. Melissa Lambert
- Secretary - Ms. Robin Linke

Guidance Department

Guidance Counselors are assigned students by grade level and will move up with the students from 5th to 6th grade.

- Mr. Jay Kipp/ Ms. Smith - Grade 6 (A- M)
- Ms. Brittany Kolber/ Ms. Anna Yavener - Grade 5 (A - M)
- Ms. Gianna Rutigliano - Grades 5 & 6 (N -Z)
- Mrs. Lindsay Costello - Anti-bullying Specialist & Student Assistance Counselor
- Secretary - Mrs. Carla Fellman

Child Study Team

- School Social Worker - Ms. Morgan Koopman
- School Psychologist - Ms. Winter Garrison
- School LDTC - Mrs. Melissa Hirschberg
- Secretary - Ms. Katrina Ranson

ATTENDANCE EXPECTATIONS

Why Daily Attendance Matters

At JT 5-6 School, we believe every day counts. Consistent school attendance is one of the most important factors in your child's academic success, social growth, and overall well-being. Students who attend school regularly are more likely to stay engaged, keep up with their peers, build strong relationships, and develop lifelong habits of responsibility and punctuality. That's why we ask for your partnership in ensuring your child is present and on time each school day, unless they are genuinely ill or facing an emergency.

What Families Need to Know

- **Communication is Key:** If your child is absent, please send a written note signed by a parent/guardian explaining the reason for the absence.
- **Notification:** Families will receive phone calls and official letters as part of our commitment to keep you informed and involved.
- **Monitoring & Support:** We will regularly monitor student attendance and may meet with families to create a plan to improve attendance if concerns arise.
- **Participation in Activities:** Students with chronic absences may become ineligible for special school events, such as trips, dances, and athletic participation.
- **Legal Requirements:**
 - Unexcused absences with a parent's knowledge may result in a legal warning or, in serious cases, further legal action.
 - If a student is absent without the parent's knowledge, it will be treated as truancy and addressed according to school policy.
 - Repeated truancy may lead to juvenile court involvement.

Our Goal is Support, Not Punishment. We want every student to feel welcomed, valued, and supported at school. Our focus is not on punishment, but on working together to make sure every student has the opportunity to thrive. We will maintain open communication with families throughout the year to celebrate positive attendance and help overcome any barriers

that may arise. Every Day Builds a Better Future. Punctuality and attendance are more than school rules; they are life skills. The habits students build now will shape their success for years to come. Thank you for making daily attendance a priority in your child's education. If you have questions, concerns, or need assistance supporting your child's attendance, we're here to help.

Procedures

As stated above, attendance is an important part of the learning process and the development of the climate, culture and success of each student. Throughout the school year, JT 5-6 promotes attendance in the following ways:

- Teachers will post outside their classroom doors when their Homeroom has 100% attendance for that day.
- Throughout the year we will host an Attendance Challenge by homeroom for a designated period of time. The Homeroom with the best percentage of attendance receives a special luncheon.
- After each marking period (45 days) students with PERFECT attendance (45 days present with no absences, excused or unexcused) will be recognized for their achievement.

Similarly, for students who have struggled with attendance, we will be reaching out to students and parents to identify the root cause for the absenteeism. We may develop action plans, assign mentors, schedule I&RS Meetings, send home letters and make phone calls home. In general, when students are not in school interacting with other students and teachers, there is a key component of understanding and mastery that is missing from the learning experience.

NJ State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents are also encouraged to monitor their child's attendance via the Portal. Note: Students who have missed 18 or more days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.

Any student who is not present for a full day (at least 4 hours), for any reason, may not participate in any after school extra curricular activity that day/evening.

CRISIS RESOURCES

2ND FLOOR HELP LINE (888-222-2228)

Parents

In operation since 2008, the 2NDFLOOR Youth Helpline is operated by 180 Turning Lives Around, Inc. out of Monmouth County. The NJ Department of Education has encouraged districts to inform their young people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students

The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR's phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR.

What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you! Additional mental health resources and a directory are available by contacting your student's counselor, or by viewing the mental wellness and crisis resource tabs on the district's website.

988: Suicide & Crisis Lifeline." 988 is available by call, text, or chat 24 hours a day, every day of the year.

SECTION 7 - EXTRACURRICULARS AND STUDENT LIFE

PARTICIPATION

Extra Curricular Activities, Intramurals, and eSports

During each school year, students will have the opportunity to participate in a number of special activities, clubs and events. Teachers and community members offer these activities as a way for students to investigate new areas and develop in those that they are especially interested in. Remember that while participating in these morning or after school activities, students are still expected to follow the school's rules and represent themselves and the school in a positive manner.

ELIGIBILITY

Any student who is not present for at least 4 hours, for any reason, may not participate in any other extra curricular activity that day/evening.

RECOGNITION

Student of the Month

Students who comply with school expectations and otherwise contribute to the positive atmosphere of the school are eligible for certificates of appreciation and/or awards that acknowledge their good citizenship. This award is based on our P.R.I.D.E. (Perseverance, Respect, Integrity, Dependability and Empathy) initiative. This recognition will be awarded on the basis of administrative observation, teacher/counselor recommendation, and other criteria. A student may be honored as Student of the Month only once per year.

SECTION 8 - COMMUNITY AND EXTERNAL RELATIONS

VISITOR PROTOCOLS

All doors will be locked and visitors must show proper identification and sign in at the receptionist's desk of the school. A visitor's pass must be worn at all times. Students are not permitted to have visitors during the school day.

PARENTAL ENGAGEMENT

Parent Conferences

Parents are welcomed and encouraged to come to school to conference with teachers. Appointments must be made to coincide with the teachers' schedules. This may be done through the Guidance Secretary's Office. Call to make an appointment at 732-833-4610 ext 3164.

Students are to leave school grounds immediately after school is dismissed. They should stay off the grounds unless they are to participate in school-sponsored events and supervised by a staff member. Children should not come onto the grounds when morning or night meetings are being held unless a parent accompanies them.

General Suggestions to Parents

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone/text your child during school hours. Please call the office if there is an emergency and we will bring your child immediately to the office.
- Students should not bring dangerous or distracting articles to school such as guns, knives, water guns, toys, radios, jewelry, electronic equipment, etc.
- Label all articles of clothing such as coats, gloves, hats, caps, sweaters, raincoats, etc.
- The school maintains a lost and found department. Please feel free to investigate if your child lost or misplaced something.
- Instruct your child never to converse with a stranger, never accept a gift from a stranger and never get into a car with a stranger.
- If there is something that you want to know about school, something has happened at school that worries you or your child, there is a misunderstanding or you need more information for any reason, please see the Assistant Principal or the Principal.
- Visit the school. As a parent, you are not only welcome here but urged to visit. It is highly desirable that you attend the various meetings arranged by the Principal. You will also want to know your child's teacher. **If you wish to confer with a teacher, please call the Guidance Office and make an appointment. You should not take the teacher's class time to discuss an individual problem.**

RESIDENCY

Residency Requirements

If you are moving, we must be informed.

If you are moving from one house to another within Jackson, you must provide proof of address change to the school registrar so we can update your records, alter your bus stop (if applicable) and determine if your child needs to be reassigned to another school. It is your responsibility to let us know of any address change immediately. You can reach one of our school registrars on the [Registering Your Child webpage](#).

Under a newly revised district policy, students in grades Preschool - 11th grade whose parent or guardian have moved away from the school district will be permitted to finish the year in this school district with payment of tuition. The student must maintain good standards of citizenship and discipline in order to remain in district during that time.

Please see the new [District Tuition Program webpage](#) for more details or contact Assistant Superintendent Robert Rotante at 732-833-4604 or rjrotante@jacksonsd.org.

JACKSON SCHOOL DISTRICT POLICIES - SUMMARIES 2026-2027

The following pages contain summaries of key policies that must be read and understood by parents and students.

They can be read in full in the [Student Handbook Appendix](#) on our district website, or by clicking on the link for that policy below.

All district policies are also available on the [BOE Policies Page](#) of the district website.

[Policy 2361 - Acceptable Use of Computers Policy](#)

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety. An Acceptable Use Policy Parent/Guardian Acknowledgement Form is required to be submitted at the beginning of the school year.

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

[Policy 3283 – Electronic Communications Between Teaching Staff Members and Students - See Online or Appendix for Full Policy](#)

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

[Policy 5350 - Student Suicide Prevention and Policy 5351 - Student Homicide Prevention – See Appendix or Links for Full Policies](#)

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or anyone else. Student confidentiality will be guarded to the greatest degree possible.

As you may or may not be aware, childhood suicide is a growing national concern. We in the Jackson School District are fortunate to have a policy in place, which utilizes the expertise of our professional staff. These personnel will intervene in the event that a child makes statements or takes action that may imply that these thoughts are present. After a child has been seen, parents will be notified. Further intervention may be necessary.

[Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying - See Appendix or Link for Full Policy](#)

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd., Jackson, NJ, or on the district website. **It is also included in the Appendix of this Handbook.**

Contact: [Dr. Laura Godlesky](#) – Assistant Superintendent and Affirmative Action Officer

Address: [Jackson School District](#), 151 Don Connor Blvd., Jackson, NJ 08527

Telephone: 732-833-4604

[Policy 5516 - Student Use of Internet-Enabled Devices– See Appendix or Link for Full Policy](#)

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A.

18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

[Policy 5519 - Dating Violence at School - See Appendix or Link for Full Policy](#)

Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

[Policy 5530 – Substance Abuse - See Appendix or Link for Full Policy](#)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

[Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix or Link for Full Policy](#)

[Policy 5610 – Suspensions - See Appendix or Link for Full Policy](#)

Extreme misconduct or multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the Principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension.

The State of New Jersey, under Title 18A, Chapter 37, identifies student behavior which constitutes good cause for suspension or expulsion of a student guilty of such conduct, but not be limited to any of the following:

- a. Continued and willful disobedience
- b. Open defiance of the authority of any teacher or person, having authority over him
- c. Conduct of such character as to constitute danger to the physical well-being of other people
- d. Physical assault upon another pupil or upon an employee of the district
- e. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- f. Willfully causing, or attempting to cause, substantial damage to school property
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
- i. Incitement which is intended to and does result in truancy by other pupils
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- k. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

[Policy 5611 - Removal of Students for Weapons or Firearms Offenses – See Appendix or Link for Full Policy](#)

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs **“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. **See the Appendix for the Full Policy.**

[Policy 5612 - Assaults on District Board of Education Members or Employees – See Appendix or Link for Full Policy](#)

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

[Policy 5701 – Plagiarism – See Appendix or Link for Full Policy](#)

Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one's own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents.

[Policy 5751 – Sexual Harassment – See Appendix or Link for Full Policy](#)

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

[Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix or Link for Full Policy](#)

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

[Policy 8431 – Preparedness for a Toxic Hazard – See Appendix or Link for Full Policy](#)

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials.

[Policy 8500 - Food Services / Including Information on Outstanding Meal Balance Charges - See Appendix or Link for Full Policy](#)

[Policy 8601 Supervision After Dismissal- See Appendix or Link for Full Policy](#)

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

[Policy 8690 – Monitoring Devices on School Vehicles – See Appendix or Link for Full Policy](#)

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."