

# Thomas Jefferson School

95 East Main Street  
Rockaway, NJ 07866  
Tel: 973-625-8603  
Fax: 973-625-7355



**R** Respect Yourself and Others **A** Achieve Academic Excellence **M** Make Good Choices **S** Stay Safe

Principal's Secretary  
Mrs. Jean Swanick  
Email: [jswanick@rockboro.org](mailto:jswanick@rockboro.org)

Main Office Secretary  
Mrs. Diana Pinto  
Email: [dpinto@rockboro.org](mailto:dpinto@rockboro.org)

School Nurse  
Mrs. Linda Savercool  
973- 625- 8603 Ext. 305

School Counselor  
Ms. Bryanna Dennison  
973-625-8603 Ext. 331

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

# Student Handbook And Code of Conduct

## **Parent Information**

**Agenda Book:** We ask that all parents check their child's agenda book on a nightly basis. This book was designed to help parents and students understand the policies and procedures that are necessary to run a successful and safe school environment. 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 all assignments and nightly homework, as well.

**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)

Every day 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. Regular attendance in school is essential to obtaining good grades and establishing a requirement for being employed in adult life. Students are responsible for making up work missed when absent. Students are to request the assignments from the teacher. 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 above medical absences to be accounted as excused absences, 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.

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

- Parents should call the office by the day of the absence and prior to 8:25 A on the day that the student will be absent. The telephone number is 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).
- An excused absence shall entitle absentees to seek the assistance from their teachers in making up missed class work and tests with full credit for results produced (if timely).
- Students or parents may phone the school office for homework assignments If an extended period of illness occurs. Requests must be made prior to 8:45 AM for pick up on the same day. Assignments may be picked up in the office between the hours of 3:15 PM and 4:00 PM but only for absences longer than two days.

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

- Two days or less: Work may not be sent home to students who are absent two (2) days or less. It is the responsibility of students to seek make-up assignments when they return.
- Three days or more: Students who will be absent for three (3) days or longer may request work prior to 8:25 AM for pick up on the same day. *Assignments* may be picked up in the office between the hours of 3:30 PM and 4:00 PM
- Students and teachers should work together to ensure all make-up homework, quizzes, tests etc., when absent from school are completed in a timely manner. It is at the discretion of the classroom teacher to assign due dates for material missed.

**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 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 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.

**Late to School:** All students who arrive late to school 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 must be signed in to the Main Office with a parent/guardian. The late student cannot be admitted to class without a late pass. Students who are tardy frequently may be required to make up the time lost or may have privileges restricted depending upon the teacher or principal's decision (See discipline policy regarding tardiness/late to school). Attendance conferences will be scheduled between administration and parents for those students who have excessive tardies and/or absences. Students who arrive after HR has begun, 8:25 AM, will report to the main office.

**Closings:** It is strongly recommended that parents visit [www.rockboro.org](http://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 heavy 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 School Messenger, social media and on [www.rockboro.org](http://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.

**Conferences and Closings:** Individual student conferences are scheduled twice per academic year. A letter will be sent home in the fall and spring either requesting a conference. If a conference is requested, 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.

**Guidance Services:** The school guidance 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 guidance counselor at any time. Students must bring a pass to see the guidance counselor if coming from another class.

**Instant Alerts:** Rockaway Borough employs the School Messenger 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 with C.W. Bollinger Company is provided for every student. The premium for this insurance is paid by the Board of Education.

**Meal Information (price & procedure):** All students must eat in the school lunchroom. Lunch may be purchased through the cafeteria or brought from home. The lunch provider is Pomptonian Food Service. Lunch menus can be found online through the district website. The cafeteria provides a complete lunch daily, including milk and juice. When buying lunch, it is the student's responsibility to record the lunch order when they are in the Homeroom. To eliminate wastefulness, food is prepared only on *order*.

- The cost of breakfast is \$2.50, lunch is \$3.90
- It is recommended that all parents register for PaySchools (see link on our website) in order to prepay for lunches.

All 2023-2024 meal information and more detailed information can be found on the [rock-boro.org](http://rock-boro.org) website under the *Meal Program* tab (found within the *Parents & Students* section.) Parents are encouraged to apply for Free & Reduced Lunch through the Realtime Parent Portal. Paper copies no longer get sent home, but if one is required, Spanish & English versions are available in the Main Offices.

**Nurse:** If you become ill or injured during the school day, you must visit the school Nurse. You may not go to the nurse during hall passing. If a student needs to visit the Nurse, they must tell a staff member who will call the Nurse prior to the student going to ensure that the Nurse is available and can see the student. 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 evaluated, and then decided upon by the nurse. The nurse may not legally diagnose illness or injury and has no jurisdiction over any injury that occurs at home. The nurse may not dispense medications, except under specific circumstances. If a student was found contacting home to have a parent pick them up, at school without first visiting the Nurse, disciplinary action may be taken.

**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.

**Realtime Parent Portal:** The Realtime program is regularly utilized to keep parents fully informed about their child's school progress. By using Realtime, 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 Realtime, we will no longer send home paper Progress Reports. 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.

**Progress Reports:** Progress Reports are released via Realtime, four times per academic year. They are released at the marking period halfway mark in each quarter and will be available through the parent portal. Parents will receive a reminder of the release dates via the School Messenger alert system. We encourage you to view the Progress Report with your child and discuss academic success and/or failure with strategies for improvement. This is also a great time to reach out to individual teachers with questions and/or comments associated with your child's academic progress.

**Report Card Schedule & Procedure:** Report Cards are issued four times per academic year. 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.

**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.
- If you have any instruction 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 Guidance Counselor or Main Office.

**Publications:** A newsletter is generally published the last Friday of each month via Constant Contact. 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:** 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.

**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. Family membership in the Home and School Association is \$10.00 per year until December 1st, or \$20.00 after that date. Membership shows your support of the H.S.A., allows you to partake in the voting process of the organization, and enables your family to participate in various programs. Please consider joining this worthwhile organization.

**School Hours:** School hours for grades 4-8 are: 8:25-3:15. Students may arrive at school between 8:00-8:20. Please be advised that supervision and admittance into the school building will not be offered until 8:00; so please plan accordingly. All students must be in homeroom by 8:25 AM. Otherwise, please see our attendance policy.

**Teacher Websites:** All faculty have access to classroom websites. The homework schedule is connected to teacher plan books; therefore this is a resource for parents. Teachers post homework, important notes and events in the classroom, and announcements regarding trips and special projects due throughout the academic year. 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. For the safety of others, bicycles are not to be ridden on the school grounds. Violators of these regulations or the state regulations will not be allowed to use their bicycles for school for an indefinite period and detentions may be assigned.
- **Busing:** 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. Depending on the situation, masks may be required to wear on buses.
- **Personal Transportation:** When dropping your child off in the morning, students must enter and exit through their assigned grade level doors: 4th graders-doors outside the 4th grade wing, 5th graders-at end of the 5th grade hallway which opens out to the back parking lot/fields areas; 6th-8th graders through the front 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 church next door can also be used for pick-up. The back 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 administration and staff parking only. Thank you in advance for your consideration of these requests.
- **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. 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 exact 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**

**Accelerated Reader:** Accelerated Reader (AR) is an independent reading time set aside for students to choose and enjoy leisurely reading. Students self-select books that are of interest to them and read at their own pace during this time period. It is expected that students will come to AR prepared with reading material to read for the predetermined time frame. No talking is allowed during AR. Students not following the AR expectation will be subject to teacher referral to the office. For students in grades 6-8, AR is embedded into their double block of Language Arts.

**Announcements:** 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 Guidance 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 inside 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 either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that 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 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, or has the effect of insulting or demeaning any pupil or group of pupils, or 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. Upon entering the kitchen, students take a tray and receive their lunch, remembering exactly what was ordered. After paying, students move directly to the table areas.
- No more than four to a bench 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 go to the lavatory after eating may do so with permission. 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 will be excluded from the privilege of using the lunchroom facilities.
- The administration reserves the right to arrange seating of students.

**Cheating/Plagiarism:** 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 or submitting another's work as one's own
- Presenting collaborative work as independent work

**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 In all 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 discipline points are not permitted to attend). In most cases, students must be picked up by parents/guardians from the dance. Students will not be allowed to walk home without prior written permission 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.

**1:1 Chromebook Initiative:** All Thomas Jefferson students will be issued a district Chromebook and all will take them home each night. It is the responsibility of the students to charge their Chromebooks at home each night and bring them to school each day. Students will not be given loaner Chromebooks if their own Chromebooks are not charged or run out of a charge during the school day. All Parents will have the opportunity to attend a district Parent Academy focused on the 1:1 and will need to sign off on all appropriate forms. These forms will be distributed at the Parent Night and sent home. All information will also be posted on the district website.

**Detention:** In the unlikely event that less than stellar behavior warrants a detention, Thomas Jefferson School implements two different types of after school detention, **ASCD (after school central detention) and teacher assigned detention**. A teacher, principal, superintendent or designee will assign students the detention for misbehavior requiring a consequence. Please refer to the point system associated with detentions located in the Expected Behavior section of the handbook. (Ref: RBBOE Policy Code 5114). When a student is assigned a detention, their parents/guardians will be notified by phone and/or letter. If there is a schedule conflict, an alternate date will be assigned. Detentions will be run as needed on Tuesday-Thursday from 3:15 until 4:15 PM. Detentions take precedence over all other after school/extra-curricular activities. Students assigned to detention may not participate in any extra-curricular activities that day. Parents/guardians are responsible for all of their child's transportation regarding after school detention.

**Students serving detention:**

- 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 detention, or misbehave in detention may be assigned to the next two (2) ASCD's or other appropriate consequences including suspension after the first offense.

**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. 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 other than those for religious reasons.

- 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: This includes 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.
- Undergarments are not to be visible.
- "Shagged" or sagging pants are not acceptable. Pants must cover the underwear and remain pulled up to an acceptable "hip high" level (even when covered by shirt bottoms).
- 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, "Heelys", and footwear intended for the beach. Physical education uniforms worn in the classroom except as authorized.
- Clothing that is soiled, excessively 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.

#### **Dress Code Enforcement:**

- Teaching staff members will report perceived violations of the dress code to the principal, counselor or nurse, who will interpret and apply the code.
- 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 abuse of drugs, alcoholic beverages, narcotics, sedatives, tranquilizers, tobacco, and other dangerous substances and chemicals, (herein referred to as drugs) is a major health problem in our society today. The improper use of drugs in the school system is a threat to the health and welfare of the district's students. 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 of student's misuse of drugs. (Ref: RBBOE Policy Code 550)

- **Smoking:** Smoking tobacco, chewing tobacco, or using electronic cigarettes in the building or anywhere on the school grounds during the school day, during after-school activities, or evening activities is not permitted. Students referred for chewing tobacco or smoking will be suspended and will not return to school until a parent conference is held with the principal.

**STATE LAW PROHIBITS ANYONE SMOKING ON SCHOOL PROPERTY AT ANYTIME OR EVENT.**

**Electronics:** 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 backpacks or lockers for the duration of the school day.

**Emergency Drills:** Drills are held periodically as a rehearsal 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 the teacher/designee in the area 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 reaching the 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 rehearsed 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.

- **High Honors/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.

**Guidance Services:** Students may request an appointment with the guidance counselor to discuss any problem that centers on school and relationships with others. If students wish to visit the guidance counselor from a class, they must obtain a pass from their teacher. Eighth grade students will meet to discuss high school course selection throughout the year.

**Gum Chewing:** Gum chewing is forbidden anywhere in the school building (including the cafeteria and gym). Teachers are expected to enforce this in their classrooms and on duty. Gum chewing may only occur if given permission from administration.

**Homeroom:** Every student is assigned a homeroom. This is where you will sign up for lunch, 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, we are 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 a few minutes at the primary levels to an hour or more at the middle school level. Please see individual teachers for homework policies.

**Homework, Parent's Role -- Parents should:**

- 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-- Students should:**

- 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. Homework may also be worked on during a students' EXCEL period.

**Library Books:** You must obtain a pass from your classroom teacher if you wish to borrow a book during class time. Books are checked in and out. 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 as convenient a location to homerooms as possible. 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 these 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 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.
- Students may not use their cell phones at their lockers, during the school day. All cell phones must be turned off and in lockers during the school day.



**Lost and Found:** If you lose something throughout the school year, please check the Lost and Found. 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.

**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.

**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 rules regarding participation, preparation and unpreparedness will be reviewed the first day of class with your physical education teacher.
- Students must provide their own athletic footwear.
- Gym uniforms may be purchased through the Physical Education department. (T.J. shirt and athletic shorts)
- Gym lockers and locks will be distributed by the Physical Education teacher.

**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 accordance with the above philosophy, a student is expected to satisfactorily complete all courses attempted based on a yearly average. (Four out of five core academic subjects – Language Arts Literacy, Mathematics/Algebra, Science, Social Studies, and, Spanish). Teachers will identify students in danger of not meeting the standards and will notify the parent or guardian 3 weeks prior to the end of the year when the possibility of retention is determined.
- Students not meeting the previously mentioned standards will have their case reviewed by the faculty, guidance counselor, and parents.
- Students will be retained when he/she earns a final average of “F” in two or more academic subjects for the year. Eighth grade students that have earned a final average of “F” in two or more of the academic 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.
- 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 academic 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:** The school day begins at 8:25 and ends at 3:15 for all students. Students are not permitted in the building before 8:00 am. Students reporting to school between 8:00-8:20 are to report to their respected areas designated per grade level. No student is to be in the halls or at their lockers prior to dismissal from their morning reporting areas.

**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 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.”

Testing dates will be forthcoming. Students in grades 5 and 8 will also take the New Jersey Student Learning Assessment-Science (NJSLA). 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.

**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:** Student use of school telephones should only be in extreme 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 or backpacks during the school day.

**Textbooks:** Students should take good care of textbooks and novels. You can do this by

covering the 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.

**Expected Behavior:** 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. Thomas Jefferson School follows the R.A.M.S model for behavioral excellence. Remembering and practicing this acronym on a regular basis will alleviate any behavioral problem that may be less than stellar throughout the school year.

# **Respect Self and Others**

# **Achieve Academic Excellence**

# **Make Good Choices**

# **Stay Safe**

**Discipline Policy/Code of Conduct:** The following procedures have been developed to ensure a consistent discipline policy throughout the school and reinforce expected modes of behavior on the part of the students. NOTE: The administration has the right to assign a more severe consequence dependent upon the severity of the action. Lunch detentions may be held in place of an after school central detention if administration feels that it fits that particular situation. In all cases, a restorative practice activity may be put in place during a detention/ISS. Other strategies of restorative measures may take place in the form of peer mediation and/or counselor check-ins.

## **Level One – Minor violation; consequences may be assigned by staff member:**

### **A) Violation of basic school rules**

(Ex. Not prepared for class, possession of electronic devices, repeated chewing gum in school, etc.)

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 2 ASCD 2 points

3<sup>rd</sup> offense – 3 ASCD/1 SAT 5 points

### **B) Tardy (Late to school)**

After 5<sup>th</sup> late - warning 0 points

After 10<sup>th</sup> late - 1 ASCD 2 points

After 15<sup>th</sup> late - 2 ASCD 2 points

### **C) Improper/unauthorized use of electronics**

1<sup>st</sup> offense- Device is confiscated and taken to Main Office. Student can pick up at the end of the school day.

2<sup>nd</sup> offense and any offense thereafter- Device is confiscated to Main Office and parent must pick up the device at school, at the end of the school day. Level One A. may also be followed for other improper use of electronics

3<sup>rd</sup> offense – 3 ASCD/1 SAT 2 point

### **D) Inappropriate language and/or profanity**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 2 ASCD 2 points

3<sup>rd</sup> offense – 3 ASCD/1 SAT 5 points

### **E) Disobedience/disruption**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 2 ASCD 2 points

3<sup>rd</sup> offense – 3 ASCD/1 SAT 5 points

### **F) Misbehavior for substitute**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 2 ASCD 2 points

3<sup>rd</sup> offense – 3 ASCD/1 SAT 5 points

4<sup>th</sup> offense – 1 ISS 5 points

### **G) Cheating/Dishonesty/Unbecoming Conduct/Forgery/Plagiarism**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 2 ASCD 2 points

3<sup>rd</sup> offense – 2 ASCD 2 points

### **H) Dress Code Violations**

1st offense – warning 0 points

2nd offense – 1 ASCD 2 points

3<sup>rd</sup> offense – 2 ASCD 2 points

**I) Inappropriate Displays of Affection**

1<sup>st</sup> offense – warning 0 points

2<sup>nd</sup> offense – 1 ASCD 2 points

3<sup>rd</sup> offense – 2 ASCD 2 points

**J) Antagonizing/Instigating Conflict**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 3 ASCD/1 SAT 5 points

3<sup>rd</sup> offense – 1 ISS 5 points

**K) Roughhousing**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 3 ASCD/1 SAT 5 points

3<sup>rd</sup> offense – 1 ISS 5 points

**Level Two – Substantial violation; requires administrative action**

**L) Open Defiance/Insubordination**

1<sup>st</sup> offense – 3 ASCD/1 SAT 5 points

2<sup>nd</sup> offense – 1 ISS or 1 OSS 5 points

3<sup>rd</sup> offense – 3 ISS or 3 OSS 5 points

**M) Physical Aggressiveness**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 3 ASCD/1 SAT 5 points

3<sup>rd</sup> offense – 1 ISS 5 points

**N) Inappropriate behavior on school vehicles**

1<sup>st</sup> offense – 1 ASCD 5 points

2<sup>nd</sup> offense – 3 ASCD or 1 SAT 5 points & 5 day removal from bus

3<sup>rd</sup> offense-5 ASCD or 3 SAT 5 points & 15 day removal from bus

4<sup>th</sup> offense-5 ASCD or 3 SAT 5 points and permanent removal from bus.

**O) Harassment/Intimidation/Bullying/Sexual Harassment**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – see Level Three

**P) Smoking/Possession of tobacco products**

1<sup>st</sup> offense – 1 ISS/2 SAT 5 points

2<sup>nd</sup> offense – 2 ISS/ 4 SAT 5 points

3<sup>rd</sup> offense – 1 OSS 5 points

**Q) Truancy**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 3 ASCD/1 SAT 5 points

3<sup>rd</sup> offense – 1 ISS 5 points

**R) Leaving Designated Area w/o permission**

1<sup>st</sup> offense – 1 ASCD 2 points

2<sup>nd</sup> offense – 3 ASCD/1 SAT 5 points

3<sup>rd</sup> offense – 1 ISS 5 points

**S) Inappropriate Use of Social Media \*possible Police notification**

1<sup>st</sup> offense-1 ASCD 2 points

2<sup>nd</sup> offense-2 ASCD 5 points

**Level Three – Require administrative action; Criminal offenses may require the notification of outside authorities**

**T) Disorderly Conduct /Indecent Exposure\***

1<sup>st</sup> offense – 1 ISS 5 points  
2<sup>nd</sup> offense – 3 OSS 5 points  
3<sup>rd</sup> offense – 5 OSS 5 points  
\*Possible police notification

**U) Fighting/Assault\***

1<sup>st</sup> offense – 1 OSS 5 points  
2<sup>nd</sup> offense – 3 OSS 5 points  
3<sup>rd</sup> offense – 5 OSS 5 points  
\*Possible Police notification

**V) Criminal Threat\***

1<sup>st</sup> offense – 5 OSS 5 points  
2<sup>nd</sup> offense – 10 OSS 5 points  
3<sup>rd</sup> offense – 10+ OSS 5 points

**W) Physical Aggression/Assault on Staff \***

1<sup>st</sup> offense – Removal from the regular educational setting, immediate homebound instruction, CST evaluation, & Board hearing.  
\*Police notification and possible expulsion

**X) Vandalism/Destruction of school property\***

1<sup>st</sup> offense – 3 ASCD/1 SAT 5 points  
2<sup>nd</sup> offense – 1 ISS/1 SAT 5 points  
3<sup>rd</sup> offense – 3 OSS 5 points  
\*Police notification and possible expulsion

**Y) Theft**

1<sup>st</sup> offense – 3 ASCD/ 1 SAT 5 points  
2<sup>nd</sup> offense – 1 ISS/ 1 SAT 5 points  
3<sup>rd</sup> offense – 3 OSS 5 points

**Z) Possession of Drugs/Alcohol/Paraphernalia\* (Mandatory drug & alcohol screen as per New Jersey State Law)**

1<sup>st</sup> offense – 4 OSS 4 points  
2<sup>nd</sup> offense – 10 OSS - Expulsion hearing with Board  
\*Police notification  
\*Possible expulsion

**AA) Under the Influence of drugs/alcohol/steroids (positive test result)\*  
(Mandatory drug & alcohol screen as per New Jersey State Law)**

1<sup>st</sup> offense – 4 OSS 4 points  
2<sup>nd</sup> offense – 10 OSS - Expulsion hearing with Board  
\*Police notification  
\*Possible expulsion

**BB) False Fire Alarm\***

1<sup>st</sup> offense – 3 OSS 5 points  
2<sup>nd</sup> offense – 5 OSS 5 points  
\*Police notification

**CC) Bomb Scare\***

1<sup>st</sup> offense – Removal from the regular educational setting, immediate homebound instruction, CST evaluation, & Board hearing.  
\*Police notification and possible expulsion

**DD) Possession of weapons\* Procedure to follow the zero-tolerance law and Board Policy. \*\*Police will be notified.**

# DEFINITIONS OF PROBLEM BEHAVIORS/R.A.M.S. EXPECTATION-VIOLATING BEHAVIORS

<b>Problem Behaviors</b>	<b>Definitions of Minor Problem Behaviors</b>
<b><i>Violation of basic school rules</i></b>	<ul style="list-style-type: none"> <li>• Chewing gum, abusing property, repeated lateness to class, or any other failure to meet basic expectations.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Tardiness/ Late to School</i></b>	<ul style="list-style-type: none"> <li>• Arriving to school after the designated start time without permission.</li> <li>• Behavior Expectation Violated: <i>Achieve Excellence</i></li> </ul>
<b><i>Unauthorized use of electronics</i></b>	<ul style="list-style-type: none"> <li>• Using a cell phone, tablet or other device without staff permission.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Inappropriate language and/or profanity</i></b>	<ul style="list-style-type: none"> <li>• Using non-threatening verbal or gestural messages within conversation that include swearing, name calling, and/or use of words in an inappropriate way.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Disobedience/Disruption</i></b>	<ul style="list-style-type: none"> <li>• Failure to comply with the direction of a staff person.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Misbehavior for substitute teacher</i></b>	<ul style="list-style-type: none"> <li>• Failure to comply with the direction of a substitute teacher will not be tolerated; it is the responsibility of our school to welcome visitors and demonstrate RAMS behavior.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Cheating/Dishonesty/Unbecoming Conduct/Forgery/Plagiarism</i></b>	<ul style="list-style-type: none"> <li>• Intentionally lying, cheating or misrepresenting facts to a staff member</li> <li>• Behavior Expectation Violated: <i>Make Good Choices</i></li> </ul>
<b><i>Dress Code Violations</i></b>	<ul style="list-style-type: none"> <li>• See “Dress Code”</li> <li>• Behavior Expectation Violated: <i>Make Good Choices</i></li> </ul>
<b><i>Inappropriate Displays of Affection</i></b>	<ul style="list-style-type: none"> <li>• Contact between students that does not fit normal public behavior</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Antagonizing/Instigating Conflict</i></b>	<ul style="list-style-type: none"> <li>• Intentionally encouraging or initiating a situation of conflict between students.</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Roughhousing</i></b>	<ul style="list-style-type: none"> <li>• Any play that includes pushing, shoving, poking, hitting, running, etc. that compromises the safety of others.</li> <li>• Behavior Expectation Violated: <i>Stay Safe</i></li> </ul>

<b><i>Open Defiance/Insubordination</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Respect Self and Others</i></li> </ul>
<b><i>Physical Aggressiveness</i></b>	<ul style="list-style-type: none"> <li>• Physically acting against another student out of frustration, anger, or competition.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices</i></li> </ul>
<b><i>Inappropriate Behavior on School Vehicles</i></b>	<ul style="list-style-type: none"> <li>• Acting in an unsafe manner on the bus, or failure to follow the directions of the bus driver regarding safe behavior.</li> <li>• Behavior Expectation Violated: <i>Stay Safe</i></li> </ul>
<b><i>Harassment/Intimidation/Bullying/Sexual Harassment</i></b>	<ul style="list-style-type: none"> <li>• See “BULLYING/HARASSMENT POLICY”</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self &amp; Others</i></li> </ul>
<b><i>Smoking/Possession of tobacco products</i></b>	<ul style="list-style-type: none"> <li>• Possessing or using tobacco or nicotine products on school grounds.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices</i></li> </ul>
<b><i>Leaving designated area without adult permission</i></b>	<ul style="list-style-type: none"> <li>• Leaving the designated area, school building and/or grounds without the expressed permission of a staff member and/or administrator.</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choice</i></li> </ul>

<b><i>Truancy</i></b>	<ul style="list-style-type: none"> <li>• See “TRUANCY”</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choices</i></li> </ul>
<b><i>Leaving Designated Area w/o permission</i></b>	<ul style="list-style-type: none"> <li>• Leaving a designated area, hiding, and/or intentionally visiting an undesignated location.</li> </ul>

	<ul style="list-style-type: none"> <li>• Behavior Expectation Violated: <i>Stay Safe</i></li> </ul>
<b><i>Disorderly conduct</i></b>	<ul style="list-style-type: none"> <li>• Aggressive, dangerous actions including throwing items, flipping desks, etc. that may not include actual physical contact with another person.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self &amp; Others, Stay Safe</i></li> </ul>



<b><i>Fighting/ Assault</i></b>	<ul style="list-style-type: none"> <li>• A person attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self &amp; Others, Stay Safe</i></li> </ul>
<b><i>Criminal Threat</i></b>	<ul style="list-style-type: none"> <li>• Expressing – either physically or verbally – 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 reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self &amp; Others</i></li> </ul>
<b><i>Repeated Harassment/Intimidation/Bullying/ Sexual Harassment</i></b>	<ul style="list-style-type: none"> <li>• See “BULLYING/HARASSMENT POLICY”</li> <li>• Behavior Expectation Violated: <i>Respect Self &amp; Others</i></li> </ul>
<b><i>Physical Aggression/ Assault on Staff</i></b>	<ul style="list-style-type: none"> <li>• Acting out physically in any way toward a staff member.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self &amp; Others</i></li> </ul>
<b><i>Vandalism/Destruction of school property</i></b>	<ul style="list-style-type: none"> <li>• Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, thereby causing an economic loss due to repair or replacement.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices, Respect Self and Others</i></li> </ul>
<b><i>Theft</i></b>	<ul style="list-style-type: none"> <li>• The taking of the school districts or a person’s belongings or property without consent.</li> <li>• Behavior Expectation Violated: <i>Make Good Choices</i></li> </ul>
<b><i>Possession of Drugs/Alcohol/Paraphernalia (Mandatory drug &amp; alcohol screen as per New Jersey State Law)</i></b>	<ul style="list-style-type: none"> <li>• See “DRUGS / CONTROLLED DANGEROUS SUBSTANCES /CHEMICALS”</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choices</i></li> </ul>
<b><i>Under the Influence of drugs/alcohol/steroids (positive test result) (Mandatory drug &amp; alcohol screen as per New Jersey State Law)</i></b>	<ul style="list-style-type: none"> <li>• See “DRUGS / CONTROLLED DANGEROUS SUBSTANCES /CHEMICALS”</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choices</i></li> </ul>
<b><i>False Fire Alarm</i></b>	<ul style="list-style-type: none"> <li>• Knowingly setting off a fire alarm when no fire exists.</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choices</i></li> </ul>

<b><i>Bomb Scare</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Behavior Expectation Violated: <i>Stay Safe, Make Good Choices</i></li> </ul>
<b><i>Possession of weapons</i></b>	<ul style="list-style-type: none"> <li>• Weapons include any instrument readily capable of lethal use or of inflicting bodily injury</li> <li>• Behavior Expectation Violated: <i>Stay Safe</i></li> </ul>

### **The Point System:**

- The point system will be used for all students.
- Students may receive 1 to 10 points for infractions of school rules and regulations.
- Students that receive 5 points may be suspended (3 points for a half-day suspension).
- Loss of school privileges are as follows:
- Extra-curricular and/or during school activities - ( assemblies, dance, play, participation in clubs, etc.) Any student with 5 points or more may not be allowed to participate or attend any after and/or during school activity until those points are reduced.
- Graduation Dance and Field Trips – Any student who has accumulated 10 points or more may not be allowed to attend.
- 8<sup>th</sup> grade class trip- Any 8<sup>th</sup> grader who has a total of 15 points or more, one MONTH prior to the 8<sup>th</sup> grade class trip, may not be allowed to participate in the 8<sup>th</sup> grade trip.
- Graduation Ceremony – Any 8<sup>th</sup> grader who has a total of 15 points or more, one week prior to an event, may not be allowed to participate in the 8<sup>th</sup> grade trip or the graduation ceremony.
- To assure compliance with rules in the weeks near year-end, points will carry over to the following year and be held in abeyance until new infractions occur. They will then re-attach on a one added for one earned basis. After September, all remaining points from the previous year will be erased.

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

- Each month of good behavior removes 1 point. This is done automatically when point records are reviewed.
- Students meet with the guidance counselor to work on school/community service. For two hours of community or school service, 1 point will be deducted from the total.
- Students could reduce 5 points a month for the combination of both good behavior (no discipline referrals in a calendar month) and 8 hours of approved service. Requested adjustments will be made as evidence of service is presented and processed well in advance.

**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 principal. Students who are suspended (either in-school or out) may not participate in extracurricular activities of any kind until these activities are reinstated by the principal on return to the regular program. Suspended students are not permitted on school property 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 prior to their return to regular classes. Students will be expected to complete all work requirements during the period of suspension.

## **Extra-Curricular Activities ~ Clubs ~ Sports**

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.

The following clubs are some of those which we offer to students of Thomas Jefferson. Some of these clubs are only offered to certain grade level students:

- Art Club
- Cube Club
- Talking Sports
- Instrumental Music Program
  - Beginner Band
  - Concert Band
  - Instrumental Music Lessons
  - Junior Band
  - Jazz Band
- Musical Theatre (Play)
- Newspaper
- Select Chorus
- Solar Cars
- Student Government Organization
- Yearbook

Thomas Jefferson School offers competitive sport teams as well as intramural opportunities and tournaments. The following is a list of teams and intramural that is offered:

### **Team Sports:**

- Cross Country
- Baseball
- Basketball
- Softball
- Soccer

### **Intramural Sporting Opportunities/Tournaments:**

- Volleyball

As with participation in any after school or extra-curricular activity, there are guidelines that need to be followed in order to participate:

- **Attendance** – Attendance – Participants are required to attend all announced practices. If plans/appointments are made to miss a practice for a dental appointment, doctor appointment, music lessons, etc., the coach/advisor must be informed concerning the absence through parental notification to the main office in advance.
- **Grades & Schoolwork are top priority.** If a teacher wants a student to come for extra help, they must do so. Students go to the practice afterwards. At any time, grades may be reviewed. Students who earn an “F” or earn two (2) “D’s” must then fulfill the requirements of the Academic Probation Policy.
- **Detentions** - Students who represent the school in any extracurricular activity should exemplify good citizenship. Detentions take priority over team participation.

**Academic Probation:** The Rockaway Borough School District believes that extra curricular/ interscholastic activities are a valuable part of the entire education of each student. Participation in these programs, however, is considered a privilege and therefore students must adhere to the district’s policy regarding academic eligibility, attendance, 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 extracurricular activities that contribute to a well-rounded education. Therefore, extra-curricular/interscholastic athletic eligibility requirements have been established 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 Extra Curricular Policy will affect participation in all extra-curricular/interscholastic athletic programs and activities. The following guidelines pertain to all students participating in extracurricular/ interscholastic athletic activities:

- 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.
- 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 will be required to join the Beyond the Bell After School Homework Assistance Program.
- 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 a 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 extra-curricular/interscholastic athletic 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 extra-curricular/interscholastic athletic 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 removed from the extra curricular/ interscholastic activity for the remainder of the activity.
- A student must be in attendance at school by 10:30 AM in order to participate or practice in any extracurricular/interscholastic athletic activity. A student must be in attendance at school on Friday by 10:30 AM in order to participate or practice in any extra-curricular/interscholastic activity occurring that weekend. Students should be present for a minimum of 4 hours in order to participate in the practice/event. Any exceptions must be approved by the administration.