

# JACKSON LIBERTY HIGH SCHOOL



**STUDENT PLANNER**  
**2016-2017**

**JACKSON LIBERTY HIGH SCHOOL  
FULL DAY BELL SCHEDULE**

Homeroom	7:15 - 7:20
Period 1	7:20 - 8:40
Period 2	8:46 - 10:06
Period 3a	10:12 - 10:40
Period 3b	10:42 - 11:10
Period 3c	11:12 - 11:40
Period 3d	11:42 - 12:12
Period 4	12:18 - 1:38
Period 5	1:45 - 2:15

**DELAYED OPENING**

Homeroom	9:15 - 9:20
Period 1	9:20 - 10:20
Period 2	10:26 - 11:26
Period 3	11:32 - 12:32
Period 4	12:38 - 1:38
Period 5	1:45 - 2:15

**EARLY DISMISSAL**

Homeroom	7:15 - 7:20
Period 1	7:20 - 8:24
Period 2	8:30 - 9:34
Period 3	9:40 - 10:44
Period 4	10:50 - 11:54

**NOTE: The cafeteria is closed on delayed openings and early dismissals. Please plan accordingly.**

## **Welcome to Jackson Liberty!**

The administration, teachers and staff at Jackson Liberty High School would like to welcome the students and parents into our high school and the Liberty family. This handbook has been prepared as a guide to familiarize the students and the parents with valuable information regarding the policies and procedures which in turn will make your experience at Jackson Liberty successful and rewarding.

We also encourage the students to become actively engaged in the academics and extracurricular opportunities available at the high school. We have found that most students that get involved in the activities at school not only have a better high school experience, but also higher academic achievement.

Good luck and best wishes for a successful school year.

### **Principal**

Maureen Butler

### **Assistant Principals**

Geoff Brignola

Brian Currie

John Lamela

**PARENTS: there are sign-off on both sides of this page to be torn out and returned to your child's homeroom teacher.**

*This is to confirm that we have received and reviewed the Jackson School District Student Handbook for the 2016-2017 school year. It is also to confirm that we received and reviewed the "Acceptable Use of Computer Network/Computers and Resources" and "Plagiarism" policies.*

<hr/> <i>Print Student Name</i>	<hr/> <i>Student Signature</i>
<hr/> <i>Parent Signature</i>	<hr/> <i>Grade</i>

*Homeroom Teacher:* \_\_\_\_\_

*Parent Email:* \_\_\_\_\_

*You may use this email address to send me emails and information about school and district news and events. (If yes, parent initial here)* \_\_\_\_\_

\_\_\_\_\_

**Jackson School District Media & TV Publicity Permission Form and NJ Parental/Guardian Consent Form for Internet Publication of Student Information/Images**

September 1, 2017

This notice is to inform you and request permission for your child's photo/image and personally identifiable information to be published on the district and/or school web sites. It also seeks permission to publish this information for press releases, and to broadcast/publish this information on the Jackson School District television station (JTV on Cablevision's Channel 77). We are also requesting permission to release this information to outside media such as newspapers, news magazines, broadcast media outlets and online news outlets. Please be advised that the majority of newspapers today archive/publish their print editions on their own websites.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian, which is granted through this form. Personally identifiable information as *described by the state* includes student names, photo or image, residential addresses, email address, phone numbers and locations and times of class trips.

Please be aware that the *Jackson School District's practices in publishing/releasing student information are actually more restrictive than the state law*. **The Jackson School District only publishes and/or releases to the media your child's name, image and school/grade**. The other personally identifiable information described above will not be released. Student work (e.g. art, writing, concert/drama performances, athletic events) and interviews may also be published/broadcast/released in the methods described above.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

*Questions? contact the District Communications Office at 732-833-4618*

**Check ONE of the following boxes/choices:**

***Please keep in mind that if you want your child to be featured on the district or school websites, in information we release to the media or on JTV, you will need to select the first option below.***

I/We GRANT permission for this student's name, photo/image and all other personal identifiers described above to be published on the school and/or district's public Internet site and any social media sites run by the district. This permission also allows for the same name, photo/image and personal identifiers to be used in newsletters, presentations, flyers and press releases, on Jackson Television, and in outside and news publications and broadcasts as described above.

**OR**

I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and/or district's public Internet site/social media sites run by the district or to be used in district newsletters, presentations, flyers and press releases, on Jackson Television, or in outside news publications and broadcasts as described above.

Student's Name: (print) \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

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# GENERAL EDUCATIONAL GOALS

## Jackson Liberty High School

Students will be offered the opportunity to:

- Acquire and use skills in obtaining information, solving problems, thinking critically and communicating effectively.
- Develop sufficient skills and knowledge to select and take advantage of either career or advanced educational opportunities necessary for a lifetime of continuous learning.
- Learn to make independent decisions through analysis and creative thought so as to allow them to adapt to a changing society and world. Be able to recognize their own strengths, talents, and potentialities.
- Understand that ethical principles and values are the foundation of responsible citizenship in our democratic society.
- Acquire an understanding of the skills required to allow them to assume a responsible role in a producer-consumer oriented society and technological world.
- Develop habits, interests, and attitudes that promote physical, mental, social, personal and community well-being within the traditional curriculum and through alternative educational experiences.
- Become effective and responsible contributors to the decision making process of community institutions.
- Acquire basic information concerning the principles of the mathematical, physical, biological and social sciences; the historical record of human achievements and failures along with current social issues.
- Develop skills in reading, writing, speaking and listening in English and world language study to communicate more effectively with others in a global society.
- Form cooperative skills to develop relations in a multicultural society.
- Develop technical and creative skills to promote vocational success and to encourage effective use of vocational and leisure time.

## ACCEPTABLE USE OF COMPUTER NETWORK/RESOURCES

Policy # 2361 Adoption 10/2004

### PROHIBITED ACTIVITIES

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

1. Using the computer for illegal, inappropriate or obscene purposes or in support of such activities.
2. Using the computer to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
  - a. Intentionally disrupts network traffic or crashes the network;
  - b. Degrades or disrupts equipment or system performance;
  - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - d. Steals data or other intellectual property;
  - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - f. Gains or seeks unauthorized access to resources;
  - g. Forges electronic mail messages or uses an account owned by others;
  - h. Invades privacy of others;
  - i. Posts anonymous messages;
  - j. Possesses any data which is a violations of this policy; and/or
  - k. Engages in other activities that do not advance the educational purposes for which computers are provided.

Individuals violating this policy shall be subject to the consequences as indicated in regulation No. 2361 and other appropriate discipline.

GOVERNING LAW - Federal and state law also regulates unauthorized access to computer facilities, software and licensed software. A brief summary of federal law relevant to this issue follows. Note that the laws of New Jersey and other states may apply depending on the actual location of computer facility(ies) in question.

FEDERAL LAW - It is a violations of Federal law to intentionally

1. Access a computer without authorization and thereby to obtain classified information;
2. to access a computer without authorization and thereby to obtain financial records of a financial institution;
3. to access any US government computer without authorization if such conduct affects the use of the government's operation of the computer;
4. access a federal computer without authorization with the intent to defraud;
5. access a financial institution or US government computer without authorization and thereby alter, damage or destroy information which causes losses to others of a value exceeding \$1,000 or more during any one year or which modifies or impairs medical diagnosis, treatment or care; or
6. with intent to defraud or to traffic in passwords or similar information through which a computer may be accessed if the trafficking affects interstate commerce or the computer is used by the US government The penalty can be a fine or as much as twenty (20) years in the federal penitentiary for certain violations (18 USCA, sec. 130). Copyright is a constitutionally conceived property right which is designed to promote progress of science of the useful arts by securing for an author the benefits of his/her original work for a limited time (US Constitution Art. 1, Sec. 8). Congress has passed the Copyright statute (17 USCA, Sec. 101 et seq) to implement this policy by balancing the author's interest against the public interest in the dissemination of information affecting areas of universal interest.

## Section 1: Jackson School District Policies

**These are some important policies that must be read and understood by parents and students. They can be read in full in the Appendix at the end of this document. All district policies are available on the district website.**

### **Policy 2361 - Acceptable Use of Computers Policy – See Appendix**

An Acceptable Use Policy Parent/Guardian Permission Slip is given to parents at the beginning of the school year. See the Appendix for the full policy.

### **Policy 3283 – Electronic Communications Between Teaching Staff Members and Students**

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.

**Please see the full policy in the Appendix for a list of acceptable protocols and reporting requirements.**

### **Policies 5350 and 5351 - Student Homicide/Suicide – See Appendix for Full Policy**

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.

**See the full policies in the Appendix.**

### **Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying -- See Appendix 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: Mrs. Nicole Pormilli – Assistant Superintendent and Affirmative Action Officer  
Address: Jackson Public Schools, 151 Don Connor Blvd., Jackson, NJ 08527  
Telephone: 732-833-4600

**Policy 5516 - Remotely Activated Paging Devices/ Cellular Phones – See Appendix**

A pupil is not permitted to have turned on or use an Electronic Communication or Recording Device on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**See the Appendix for the full policy.**

**Policy 5530 – Substance Abuse - See Appendix**

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.

**See Appendix for full policy.**

**Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix for Full Policy**

**Policy 5610 – Suspensions**

Extreme misconduct of 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.

**See the full policy in the Appendix**

The State of New Jersey, under Title 18A, Chapter 37, identified student behavior which constitutes good cause for suspension or expulsion. A student guilty of such conduct, but is not 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**

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**

**Policy 5701 – Plagiarism – See Appendix**

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.

**See the Appendix for the full policy.**

**Policy 5751 – Sexual Harassment – See Appendix**

**Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix**

**Policy 8431 – Preparedness for a Toxic Hazard – See Appendix**

**Policy 8601 Supervision After Dismissal**

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.

**Please see the full policy in the Appendix the full details of the policy.**

**Policy 8690 – Monitoring Devices on School Vehicles – See Appendix**

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**Section II**  
**PARENT RESPONSIBILITIES**

This handbook has been prepared so you may be aware of the opportunities and expectations of Jackson Liberty High School. Parents are encouraged to read the entire handbook to better understand the school's role in establishing the best education for your child.

**ORDER OF CONTACT PROCEDURES**

<u><b>Discipline</b></u>	<u><b>Academics</b></u>	<u><b>Extra Curricular</b></u>
Teacher	Teacher	Coach/Advisor
AP	Guidance/CST	Athletic Supervisor
Principal	Supervisor	Principal
Asst. Superintendent	Principal	Asst. Superintendent
Superintendent	Director of Curriculum	Superintendent
Superintendent		

**PARENT CONFERENCES**

Parents are encouraged to discuss and confer with teachers when it seems necessary or desirable. Appointments may be made through the guidance counselor at a mutually convenient time. Appointments may also be made with the counselor or appropriate administrator to discuss general progress. It is requested that visits for these purposes be made by appointment.

**BACK-TO-SCHOOL NIGHT**

Each fall the high school faculty and administration conduct a Back-to-School Night. On this evening parents are invited to the school to meet teachers and discuss the overall educational program for the upcoming year. Parents are highly encouraged to attend.

**PARENT-TEACHER-STUDENT NETWORK**

Jackson Liberty High School is proud to support an excellent PTSN which affords all concerned citizens an opportunity to become actively engaged in their schools.

**VANDALISM AND PARENT LIABILITY**

The parent or guardian of any pupil who vandalizes school property shall be liable for the amount of the damage to be collected by the Board of Education of the district in any court competent jurisdiction, together with civil suit. (18A:37-3). Adult pupils shall be accountable for their own actions while attending public school. Financial responsibility for vandalism of school property rests with the adult pupil rather than his parent or guardian.

**PUPIL RECORDS**

In accordance with requirements set forth in the New Jersey Administrative Code, Title 6A, Chapter 32, Subchapter entitled "Pupil Record", local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable state and federal laws and local policies upon request. Pupil records shall contain only such information relevant to the education of the pupil. Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey statute, regulation or authorized administrative direction. Examples are:

- Identifying pupil's name;
- Address;
- Date of birth;
- Citizenship and sex of pupil;
- Records of daily attendance;
- Description of pupil progress;
- History and status of physical health compiled in accordance with state regulations, and;
- All other records required to be kept by the state regarding the education of handicapped pupils.

Permitted pupil records are those which a local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are:

- Group achievement and intelligence tests and interest inventories;
- Systematically gathered teacher or counselor ratings, and;
- Observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your student have a right to individual privacy and the right to know concerning information gathered by the school. If you have any questions or desire to examine your 17 child's records, you must arrange to do so by making an appointment with the Guidance Office.

### **SIGNING STUDENTS OUT OF SCHOOL**

Student sign-outs take place in the Main Office only with parent/guardian consent. Individuals signing out a student must be on the emergency card, be at least 18 years of age, and must provide identification.

### **VISITORS**

Upon entering the building, visitors must surrender identification and sign in with the appropriate receptionist to obtain a visitor identification badge. Visitors will be escorted to their desired location. Visitors must sign out with the receptionist upon departure.

### **STUDENT GUESTS**

It is acknowledged that some schools may be closed on days when Jackson Liberty High School is in session and that you might have a friend or relative who would like to visit our school during such a time. We cannot accommodate such requests.

### **FINAL EXAMS**

All students are required to take a final exam at the conclusion of each subject unless an exemption is earned (See Final Exam Exemption). Final exams must be taken on the assigned date unless prior administrative approval is granted. Vacations and other activities must be arranged after the close of the exam schedule. No exceptions or requests will be honored. **During the final exam, students are required to stay for the entire exam period and there will be no sign-outs during the exam.**

### **FINAL EXAM EXEMPTIONS**

Students will be permitted to earn an "exemption" from the final exam, if the student earns a 93% or higher for all three marking periods (semester and A/B classes). Students enrolled in a full year class that meets everyday must earn a 93% or higher for all six marking periods. If a student elects to take the "exemption", then his/her final grade will be the average for all three or six marking periods.

## **Section II SCHOOL SERVICES**

### **HEALTH SERVICES**

A nurse is available for assistance at all times during the normal school day. The correct procedure to handle all medical problems or illnesses is to report to the appropriate health office. If the nurse is out of the office on an emergency, you should report to the main office. Students will not be admitted to the health office without a pass from the teacher except in cases of emergency. ***Students should not report to the health office between classes. Students must go to their scheduled class and obtain a pass to the health office from that teacher.***

Screenings for height, weight, vision, hearing and scoliosis will be performed as per state guidelines. Nurses are available for health counseling and education on an individual basis but no diagnosis will be given. State law mandates that all public school students meet current immunization requirements to either be enrolled or to remain in school. The nurses will notify parents or guardians one month before an immunization is required.

All students who are injured or ill must report to the health office. If students are going home due to injury or illness they are to be signed out by their parent or guardian in the health office.



## PE MEDICAL EXEMPTIONS

All students are required by state law to participate in physical education classes so long as they are physically capable. A student who is to be excused from participation in physical education class is required to present a doctor's note explaining the reason for the medical excuse. No student is excused from participation in physical education class without the consent of the nurse. *Medical notes excusing students from physical education must be renewed yearly.*

## MEDICINES AND DRUGS

All prescriptions, medicines, and over-the-counter drugs must be placed in the care of the nurse who will dispense them in accordance with the directions of the prescribing physician. *Students taking any medications must provide a completed form signed by the doctor and the parent. **This must be renewed each year.***

## ORTHOPEDIC ASSISTIVE DEVICES

For the purposes of this policy, the following devices are considered orthopedic assistive devices: Wheelchairs, crutches, canes, walkers and any orthopedic weight supportive device. Procedure is as follows:

1. Parents must provide the Health Office with a physician's prescription to use any device while on school premises. This prescription is to include the diagnosis supporting the use of the device and the time frame for usage.
2. The physician must certify that the student has been instructed in proper usage and safety concerning the prescribed device. The device is to remain with the person using it at all times.
3. The school shall not be responsible for providing the assistive device.
4. The school will not be liable for any injury incurred while the above person is operating said device.
5. The school will not be responsible to provide a personal assistant to the individual utilizing the device.
6. Only approved district personnel may assist in transporting the student.

Jackson Township Schools adhere to the requirements as stated by the Americans with Disabilities Act.

## LIBRARY

The Jackson Liberty High School Library offers students resources for their coursework, their own interests and needs, as well as materials for recreational reading. Books, magazines, maps, computers and online databases are available for student research. Students are encouraged to ask the librarian for assistance.

**A student must have a valid pass from a teacher to use the library.** Students who use the library after school must arrive at the library before 1:50 pm and remain in the library until the 2:15 pm release bell.

Students may borrow books from the library for a period of two (2) weeks with the option to renew books for an additional two (2) week period. Overdue notices are delivered to homerooms for 20 distribution to students. Those who do not return books on time are subject to penalties as determined by the administration. **Students are reminded to review the district's computer use policy and plagiarism policy.**

## GUIDANCE DEPARTMENT

The basic responsibility of the guidance department is to assist each student in making his/her school experience as enriching as possible. Each student is assigned a counselor whose services are available to the student, his/her teachers and parents. Guidance is a shared responsibility between the home and school and most effective when all work together in the best interest of the student. The main function of the counselor is to establish a relationship with the student that will help him/her to interpret and evaluate information and make better present and future decisions about his social, educational, and career plans.

## GUIDANCE STAFF

Kurt Holtz	Director of Guidance Services
Robert Kay	Counselor
Diane Koehler	Counselor
Catherine Ferrara	Counselor
Signe Lockwood	Counselor
Greg Patterson	Counselor
Mike Tomaino	Counselor
Andrea Mangini-Harold	Student Assistance Counselor

## PUPIL CUMULATIVE RECORDS

Pupil records are maintained by the guidance department and may be reviewed upon request by parents, legal guardians and adult pupils. A parent or legal guardian has access to student records unless there is a court order in the student's file prohibiting this access.

## STANDARDIZED TESTING

The following is the school's standardized testing schedule:

- PARCC Assessments-The primary purpose of the Partnership for Assessment of Readiness for College and Careers (PARCC) is to provide high quality assessments of students' progression toward postsecondary readiness and success. Each semester, course-specific PARCC assessments are administered to students taking courses covering the English 1, English 2, English 3, Algebra 1, Geometry, and/or Algebra 2 curriculums.
- New Jersey Biology Competency Test. All New Jersey public high school students, regardless of grade level, who are enrolled in a first-year biology course any time during the school year, must take the New Jersey Biology Competency Test.
- ACT-The ACT test is a college readiness assessment and standardized test for high school achievement used by many colleges to evaluate applicants. Typically students will take the ACT during spring of their junior and fall of their senior year. Please consult with your school counselor for specific questions about the ACT. Additional information as well as registration information can be found at [www.actstudent.org](http://www.actstudent.org).
- PSAT—Sophomores take the PSAT 10 in March and Juniors take the PSAT in October. The Junior year PSAT may qualify students for the National Merit Scholarship Recognition.
- PSAT 10- 10<sup>th</sup> grade students will take the PSAT 10 in March of their Sophomore year.
- SAT-The SAT is a standardized test that many colleges use to evaluate applicants. Typically students will take the SAT during spring of their junior and fall of their senior year. Please consult with your school counselor for specific questions about the SAT. Additional information as well as registration information can be found at [collegeboard.org](http://collegeboard.org).
- SAT SUBJECT TEST- Subject tests are college admission exams on specific subjects administered by the Collegeboard. The SAT Subject Tests are the only national admission tests where you choose the tests that best showcase your strengths and interests. Some schools may require these tests for admissions or to assist in college course placement. Not all schools require these tests. Please consult your school counselor for specific questions about the SAT Subject Tests. Additional information as well as registration information can be found at [collegeboard.org](http://collegeboard.org).

## Section III

### POLICIES AND PROCEDURES FOR STUDENTS

#### HOMEROOM

All students must report to his/her homeroom by 7:15 AM. Attendance will be taken by teachers during the homeroom period. Anyone reporting to school after 7:15 AM will sign in with the appropriate receptionist.

#### LUNCH PERIODS

**FOOD IS NOT TO BE TAKEN FROM THE CAFETERIA.** No open cans, mugs, thermoses, coffee containers, bottles or squeeze bottles are allowed in hallways or classrooms. Students will not be permitted to leave the campus during lunch period. Late to lunch is considered late to class. Students violating cafeteria rules will be subject to disciplinary action.

**PLEASE REMEMBER THAT ON SHORTENED DAYS OR DELAYS THERE WILL BE NO LUNCH PERIODS. THE CAFETERIA WILL BE CLOSED.**

#### LOST AND FOUND

Lost and found is located in the Main Office and the Assistant Principal Offices.

#### TELEPHONES—MESSAGES—DELIVERIES

Students may use office phones for *LEGITIMATE REASONS*. Phone calls and messages to students will be honored only for emergencies. Other than school essentials, deliveries to students will NOT be accepted. No flowers, singing telegrams, balloons, food orders, etc.

## STUDENT ATTENDANCE

Every parent/guardian has the responsibility to make sure his/her child attends school regularly. According to NJ State Law (18A:38-25), children between the ages of 6 and 16 must attend school regularly. Completing the curriculum requirements and participating in class activities are mandatory to pass the class and receive credits. A student who has more than ten (10) absences during a semester does not meet the minimum instructional requirements. Those students will be denied credit for all courses taken and passed that semester.

### ATTENDANCE REVIEW COMMITTEE

In order to achieve academic success, students need to know the importance of attending school on a regular basis. The Attendance Review Committee was established in order to assist our students with chronic absenteeism. Students who are in jeopardy of losing credit will be contacted by this committee to review the district policy and to determine credit status. Excessive absences will result in referral to the District Attendance Officer, for possible court action.

Students must be present in school for a minimum of 4 hours in order to attend and/or participate in a team practice, competition, activity group meeting or function. Exceptions to this rule include absences due to the following: driver's education examination, court, school sponsored activity, religious obligations, medical obligations and bereavement, or any absence which receives prior administrative approval. For high school this means the student must be signed into school by 9:30 a.m., and if they are signing out of school early, they must stay until at least 11:30 a.m.

Written documentation for absences must be submitted to the attendance office within five days of occurrence. Failure to bring a note in a timely manner will not be considered for an excused absence during appeal process if requested.

The following is the procedure regarding absences and loss of credit:

- Four (4) absences: A parent letter will be generated by Genesis and sent via the parent portal indicating the total number of absences accumulated by the student. Parents who have opted out of the parent portal will be mailed a copy of the letter. The school's Attendance Committee (ARC) Chairperson or designee may meet with the student for a verbal consultation.
- Seven (7) absences: The school's Attendance Review Committee (ARC) Chairperson will meet with the student and/or the parent to discuss the student's attendance.
- Eight (8) absences: A parent letter will be generated by Genesis and sent via the parent portal indicating the total number of absences accumulated by the student. Parents who have opted out of the parent portal will be mailed a copy of the letter.
- Ten (10) absences: A parent letter will be generated by Genesis and sent via the parent portal indicating the total number of absences accumulated by the student. Parents who have opted out of the parent portal will be mailed a copy of the letter.
- Eleven (11) absences: The Offices of the Assistant Principals will generate a Credit Withdrawal Letter.

#### **Credit Withdrawal Procedures:**

- A written appeal must be presented to the ARC by the parent(s)/guardian(s) within five (5) school days of receiving the credit withdrawal letter.
- The ARC will consider such criteria as the nature of the absences, supporting documentation, etc., in determining whether to excuse or not to excuse certain absences. Upon final determination, absences deemed excused and/or unexcused by the committee will be indicated as such in Genesis by the District's Attendance Secretary.
- The ARC, at their discretion, may also draft an "Attendance Contract" for those students they feel have not met the minimum "attendance requirements" for course credit.

*NOTE:* Once the appeal process has been concluded, and a student was successful in getting some or all absences excused, absentee/credit withdrawal letters will no longer be generated. It will be up to the ARC to continue to monitor these students for any future violations of the Attendance Policy.

- Once the ARC meets and their decision reviewed by the school's principal, a "final decision" letter will be sent to the parent(s)/guardian(s) through the principal's office.

**SPECIAL NOTES:** These procedures do not preclude administrators or staff from getting the Attendance Officer involved at any time during the process.

**Absentee Note procedure:** Students should bring in notes for absences within five (5) days of occurrence. Failure to bring a note in a timely manner will not be considered for an excused absence during appeal process if requested.

Absences with note (medical or otherwise) will no longer be marked as excused in Genesis. All absences *with the exception of the following* will be marked as unexcused:

- Bring Your Child to Work Day (BCW)
- Religious Holidays recognized by the State of New Jersey (see <http://www.state.nj.us/education/genfo/holidays.htm> for further information)
- Three (3) college visits per year for Juniors and Seniors
- I.E.P. or 504
- Suspensions

Once the semester has concluded, the automated letters generated by Genesis will be reset. It will be up to the ARC to continue to monitor those students who have already been identified as an attendance risk for any future violations of the Attendance Policy.

### **NOTICE TO ALL STUDENTS**

School District Policy 5700 provides, “a pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegate to his/her parents(s) or legal guardians(s).” Therefore, if a student is not emancipated he/she does not possess all the rights of an adult, i.e. the right to sign himself/herself out of the school for the day, the right to sign consent forms for field trips, etc. It is important that all students within the high school follow the same procedures, unless otherwise documented through emancipation.

### **WITHDRAWAL OF CREDIT APPEAL**

- A written appeal must be presented to the Attendance Review Committee by the parents(s)/guardian(s) within five (5) school days of receiving the credit withdrawal letter.
- The Attendance Review Committee will consider such criteria as the nature of the absences, supporting documentation, etc., in determining whether to excuse or not to excuse certain absences.
- The Attendance Review Committee, at their discretion, may also draft an “Attendance Contract” for those students they feel have not met the minimum “attendance requirements” for course credit.

### **GUIDELINES FOR WITHDRAWAL OF CREDIT APPEAL**

1. The appeal must cover a specific date;
2. The appeal must be based on a specific reason for the specific date;
3. Reasons for appeal (documentation required):
  - Death in immediate family;
  - Religious observance;
  - Legal obligations;
  - Illness, verifiable by medical note or other documentation;
  - Extenuating circumstances “considered”—does not mean automatic approval.

### **TRUANCY**

Truancy is the failure to report to and remain in school when the parent/guardian is under the impression that the student is in school. Consequences for truancy will be consistent with the Code of Discipline.

### **“CUTS” - UNAUTHORIZED CLASS ABSENCE**

Any late to class in excess of twenty (20) minutes, without a valid pass, is considered a cut and an absence from class and will result in disciplinary action, this includes period 1 class. A cut is defined as an “unauthorized absence from class.” A student should not expect any teacher to excuse them from another teacher’s class.

### **FIELD TRIP NOTIFICATION – SPONSORED ACTIVITIES**

Students must have each subject teacher sign the Field Trip Notification Form indicating approval. This form must be returned to the teacher in charge of the trip. Failure to receive approval will be considered a class cut. It is the responsibility of the student to make up the work missed.

## INCOMPLETE SCHOOL DAY

Students must be in school for 4 hours to be considered present for the day. Students who sign in after 9:30 AM will be counted absent for the AM session. Students leaving before 11:30 AM will be marked absent for the PM session. An initial notification is sent to the parents or legal guardians as a warning that their child is jeopardizing his/her ability to satisfactorily complete the 24 prescribed courses of study. Withdrawal of course credit will occur after the 10th absence.

## RECORDKEEPING—REPORTING ABSENCES

Absences and tardiness from school shall be recorded in Portal. Letters of notification will be mailed to parents or guardians alerting them of the danger of non-compliance with the attendance requirements. Letters will be mailed upon the occurrence of the 4th, 7th, and 10th absence. In addition, the school's attendance review chairperson may meet with the student for a verbal consultation on the 4th and 7th absence.

## ANTICIPATED ABSENCES

It is strongly suggested that parents do not plan to take their family vacations when school is in session. ***Absences for vacations are not excused.***

## MAKE-UP WORK

Work missed for absences must be made up. Students must contact their teachers for the missed work and it must be made up on a day for day basis. Students are required to make up missed Physical Education classes during fifth block. In the case of an extended absence, teachers must have 24 hours notice to gather the missed work.

## TARDY

Students who are tardy to school will receive a warning for the first two offenses each semester and appropriate discipline for additional offenses. Lateness to school after 7:40 AM will result in an absence for period one.

## EARLY RELEASE

Legitimate reasons for early release are:

- Sent home ill by school nurse;
- Written documentation of doctor or dental appointment;
- Written documentation of court appointment.

Student will have to provide proper documentation. With parent/guardian consent, individuals signing out a student must be on the emergency card, be at least 18 years of age, and must provide identification. ***No current student can sign out another current student.***

## CHANGE OF ADDRESS

Students who move during the school year must report change of address and phone number to the Guidance Office.

## TRANSFERS AND WITHDRAWALS

Students who are leaving school or transferring to another school must complete a Student Transfer form, which is available in the Guidance Office. If the student is transferring, a transfer report is then prepared and processed, recorded and approved in the school office, and forwarded to the pupil's new school. All student obligations must be fulfilled before the transcript process is completed.

## EMERGENCY SCHOOL CLOSING

In the event of "snow days" or other emergency closings, announcements are made over radio stations WOBN, WWOR, WJLK, WABD and WJRZ as soon as they are notified. As well, announcements are available on the Jackson School District website, JTV (channel 77), and the district automated phone messaging system. Please do not call the school.

## EVACUATION DRILLS

Evacuation drills are used for all emergency evacuations of the building. Evacuation drills will be conducted regularly in accordance with state law. These drills are serious exercises designed to protect life and should be conducted in such a manner. Students are to follow the directions of the staff without hesitation. Absolutely no detours, trips to the locker, etc., will be allowed.

## HALL PASSES

It is absolutely necessary that the student use a pass whenever he or she is excused from class. It is mandatory that the following be observed in the use of passes:

- Teachers will not issue a pass to excuse a student from another teacher's class;
- Passes will not be issued for the cafeteria or gym;
- Passes (except lavatory passes) will not be issued by cafeteria staff except in emergencies. Students may leave the cafeteria only upon presentation of a valid pass.

### **ARRIVAL AND DISMISSAL**

Early Dismissal - The school will not be able to accommodate any student signouts after 1:30 PM. Therefore, all appointments must be scheduled before this time period.

Unauthorized Dismissal - Under no circumstances may a student leave school without the permission of the main office or school nurse. Students claiming illness during any period are required to report to the nurse. Students failing to comply with this procedure will be considered cutting or truant. Students who are ill and must leave school must be signed out by a parent, guardian, or parent designee. Bus transportation will not be provided

### **TRANSPORTATION**

During the course of the school year, many students will desire to remain after the regular school day to participate in our extracurricular program, to seek extra help from various subject teachers, to make up tests, and to utilize our library facilities. In all of these situations students will be provided with bus transportation at the end of the school day.

Bus safety is a concern of both students and school personnel. In order to insure the safety of all students who ride the bus to and from school, the following should be observed:

- Students on the bus must remain in their seats at all times unless entering or exiting the vehicle.
- Students should be self-controlled at all times so as not to cause any disruptions for the driver, or one's fellow students.

**All students must ride on their assigned bus unless given permission by an administrator. A parent/guardian must submit a request in writing in advance.**

Any vandalism or disruptive behavior on the part of any student will result in removal from his/her bus for a specified period of time. Restitution will be made in cases of vandalism. Habitual or chronic misbehavior on the bus may result in permanent loss of bus transportation.

A pupil may be excluded from the bus for disciplinary reasons by the principal or designee. The pupil's parents shall provide for his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

Any student who would like to walk to or from school, please fill out form on page 43 and return to the main office.

### **PERIOD 5 - AFTER SCHOOL**

Students may remain during 5th period with teacher approval for make-up work, extra help, project work and use of the library. Depending upon teacher availability, club activities will be offered during 5th block. Students remaining after school must be under the direct supervision of a staff member. Students remaining after school not under direct supervision of a staff member are subject to disciplinary action.

### **STUDENT LOCKERS**

Each student will be assigned a locker and is responsible for its contents. The locker remains the property of the school district and may be opened for inspection at any time, whether or not the student is present. The student is to keep the locker clean and orderly. Students are expected to secure the locker door and lock it as this is the best deterrent against loss. The school district is not responsible for any losses that occur from using a locker, therefore it is highly recommended that students do not bring large amounts of cash or valuables to school. In addition, students should not share their locker or give their combination to anyone.

### **LOCKERS, DESKS OR OTHER STORAGE FACILITIES**

Locker assignments will be distributed by the homeroom teacher. Students must not give the locker combination to anyone else. The school cannot be responsible for the contents of any locker and advises all students against leaving valuables there. Students are to keep their lockers neat and clean. Locker doors must be closed and LOCKED when not in use. Locker difficulties are to be reported in writing to the Assistant Principal's office immediately.

## **LOCKER SEARCHES**

Lockers are the property of the Board of Education and are subject to search. In no pupil storage place provided by the Board of Education, including but not limited to their lockers, desks, and other storage facilities, shall pupils have an expectation of privacy. These storage areas may be searched at any time by school officials for any reason they deem appropriate with or without cause. Students are held responsible for the contents of their assigned locker. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

## **LUGGAGE**

The school reserves the right to search any and all student luggage associated with school sponsored trips, events or activities.

## **USE OF VIDEO CAMERAS/CELLPHONE CAMERAS**

The use of video cameras/camera cell phones is strictly prohibited. Any use of such devices must be authorized by administration only.

## **CANINE SEARCH**

A canine search may occur on school premises. Certain classrooms may be cleared of all students and the dogs will enter for the search. Students will be expected to leave personal belongings such as book bags, pocket books, outer garments, etc., in the classroom. Vehicles parked in the student parking lot may also be inspected by the dogs. The areas to be inspected will be supervised by certified school personnel.

## **VEHICLE SEARCH**

Student vehicles parked on school property and with permission from administrators are susceptible to a warrantless search as long as there is reasonable suspicion.

## **TEXTBOOKS/SCHOOL MATERIALS**

Each student is responsible for the care and protection of assigned books and materials, and will be required to reimburse the school for damage beyond normal wear or for loss.

## **FINES**

Any student with outstanding fines for books, fundraising money, uniforms, athletic equipment, etc. will be placed on conduct probation until such time as that fine is paid or the property of the Jackson Board of Education, as noted above, is returned. Failure to pay fines may result in not being able to attend/participate in student/school activities such as but not limited to sports, dances, proms, graduations, etc.

## **WORKING PAPERS**

Students wishing to obtain working papers may do so during regular school hours from 7:30 AM until 2:30 PM in the guidance office. Students should bring with them their birth certificate and certification form with the promise of employment and physical sections. Working papers may also be obtained when school is not in session when the office is open. We suggest calling in advance. During the summer, the office is open Monday through Thursday, from 9:00 AM until 2:30 PM.

## **SCHOOL DISCIPLINE - PHILOSOPHY**

Good school discipline begins with a sound instructional program and a dedicated, involved professional staff. The teacher is by far the best and prime disciplinarian in any given situation, whether it is in the classroom, hallway, cafeteria, athletic event or other such area where the teacher may be present. The effectiveness of the educational program at Jackson Liberty High School relies heavily upon each individual faculty member professionally handling routine matters of discipline. The staff members' actions may include one or more of the following:

- Individual student conferences;
- Counselor/teacher conferences;
- Parent conferences;
- Supervisor/teacher conferences, etc.

The role of the school administration, the Dean of Discipline, and other authorized personnel is one of support to the individual teacher in these matters. It is believed that the consistent enforcement of those regulations will affect a positive learning atmosphere where teachers can teach and students can learn. A student of Jackson Liberty High School:

- Shows respect for his fellow students, for faculty and staff, and for all others;
- Expresses himself/herself in respectful language;

- Maintains high personal standards of integrity;
- Dresses neatly and appropriately for school (see dress code below);
- Respects public, private and school property;
- Refrains from the use of intoxicants and narcotics;
- Obeys all school regulations, school board policies, and state laws.

## **STUDENT DRESS CODE**

We at Jackson Liberty High School believe that each individual should strive for personal cleanliness and good grooming. Standards of dress are an important part of personal pride which can result in higher academic achievement, better behavior and greater school spirit.

Students who wear attire which is obscene, indecent, or unsafe, will not be permitted in school. The final interpretation and enforcement of proper school dress resides with the faculty and administration.

Restrictions on student dress will be imposed whenever the mode of dress in question is:

- Unsafe either for him/her or those around him/her;
- Disruptive of school operation and the education process in general. Specifically:
  - No wearing of hats, caps, sweat bands, hoods, visors, bandanas, and do-rags inside the building;
  - Picks and combs placed in the hair are not allowed.
  - No clothing or jewelry that promotes violence, profanity or use of restricted substances. Jewelry and clothing should not restrict movement, be distracting, or cause a safety hazard to self or others;
  - Shirts/blouses must cover all areas in front from the shoulder to collarbone and collarbone to the pant waistline; the back should cover from the shoulder blade to the pant waistline; not expose the rib panel. Bra sides should not show. Be free of graphics or wording describing or suggesting any of the following:
    - Drugs, alcohol/beer, and tobacco products, violence, racial, or ethnic slurs, sexual language, profanity, or symbols, anything deemed inappropriate by the school administration
  - No excessively short skirts or shorts will be permitted. Use the 'fingertip rule' when deciding if shorts/skirt is too short to wear to school. No boxer or spandex shorts will be allowed;
  - Pants must be worn at the waistline. No sagging is allowed;
  - No spandex and/or stretch or revealing clothing;
  - All students must wear shoes at all times for safety and health reasons; athletic shoes, loafers, sandals, and oxfords are allowed;
  - No slippers are allowed;
  - Shoes with wheels are not allowed;
  - Shoelaces must be tied properly for safety;
  - Attire that protects the health and safety of the student must be worn;
  - Book bag size and usage should be at the discretion of the building principal;
  - Students are not permitted to have chains or chain wallets;
  - Specific classes may require additional clothing limitations for reasons of safety.
  - Other Items That Will Not Be Accepted:
    - o Attire which may be used as a weapon. This includes, but is not limited to chains, wallet chains, and items with spikes or studs.
    - o Sleepwear of any type.
    - o Tinted/sunglasses or non-prescription contact lens, except for health purposes.

## **STUDENT CODE OF CONDUCT**

Educational institutions have the duty and authority to protect the student body through the establishment of standards of conduct. The Jackson School District is required by law to provide proper facilities and to maintain an appropriate educational program. School age residents have a right to attend the Jackson Schools in an atmosphere which is conducive to learning. Disruption shall not be condoned nor tolerated. The teachers and staff of Jackson Liberty High School want all students to succeed in their academic programs. To attain that goal, positive, appropriate, and safe behavior is necessary.

Student conduct that in any way disrupts classwork or involves substantial disorder or impedes the rights of others will not be tolerated. Such behavior may be cause for suspension or expulsion. Parents will be notified as promptly as possible. In cases involving out-of-school suspension of five days or less the pupil will be given an opportunity to explain his or her version of the events leading to the disciplinary action. A parent conference may be scheduled during the suspension period.



## SUBMISSION OF PUPIL'S AUTHORITY

N.J.S.A. 18A:37-1 *"Pupils in public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them."*

## SEXUAL HARASSMENT

The sexual harassment of individuals is a violation of law and public policy. It is viewed as a form of illegal sex based discrimination. Definition: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating intimidating, hostile, or offensive education environment.

Sexual harassment, as set forth in Section IIA, may include, but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, etc.

**Procedures:** Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Sexual Harassment Policy #5751 or may complain directly to the building principal. Other building managers for informal complaints may be designated at the annual sexual harassment prevention meeting held for students and staff. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Sanctions:** A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.

**Notifications:** Notice of this policy will be circulated to all schools and departments on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools on an annual basis.

## SMOKING POLICY

No smoking or possession of tobacco products is permitted by any student anywhere on school property. Students who violate this regulation will be subject to disciplinary action as defined in the discipline code. Smoking on school grounds violates NJ Code and is subject to a police complaint.

## ELECTRONIC VAPOR DEVICES

Any electronic device that vaporizes a liquid or any other substance is subject to confiscation by administration. Any student found in possession of or using such a device(s) will receive discipline as well as being subject to a drug and alcohol screening.

## USE OF DRUGS AND ALCOHOL

Students are not permitted to possess, use or consume any alcoholic beverage, drug, or dangerous substance, including anabolic steroids, on school grounds, school buses, or any school sponsored event or activity at any time. Prescription and nonprescription drugs must be kept at the health office and administered under the supervision of the nurse only. Students who violate these regulations will be subject to the strictest disciplinary action, as well as legal action, and/or expulsion hearing.

## DRUG POLICY (Board Policy)

In cases where reasonable suspicion is found, the student shall be required to have an immediate urinalysis, blood test, or both, as well as a medical exam. This test must be at district's cut-off values. If the student refuses to have the test, the school administration will conclude that such refusal is taken to circumvent state law and board policy and will be treated as a positive drug test. This will carry the same disciplinary action as might have occurred had there been an admission of guilt. If the test is administered and results are positive or indicate adulteration, appropriate disciplinary action will commence the day after test results arrive at the school. An adulterated test will be considered positive.

Drug paraphernalia such as, but not restricted to, roach clips, hash pipes, rolling papers, etc., are not to be possessed on school property. All drug related incidents shall be handled according to the current Board Policy and in accordance with New Jersey Statutes and Regulations.

### **STUDENT DRIVING AND PARKING**

Jackson is a district which supplies nearly 100% busing to its students, thus driving privileges are not viewed as a necessity for student attendance. Parking permits will be issued on the basis of the guidelines stated in the Parking Permit Application. Application may be made at any time by filling out an application in the Assistant Principals' offices. Further, any student who accumulates excessive discipline or lateness to school may lose his/her parking privileges. At the time of application, student drivers are issued further information regarding driving stipulations and infractions.

Underclass students are not entitled to parking privileges. Any student who parks on campus but has not gone through the proper procedure for obtaining a parking permit will be subject to suspension of parking privileges upon the submission of their application.

### **JUNIOR DRIVING AND PARKING**

Jackson Liberty High School allows certain Junior students to drive during the second semester of their 11th grade year. Junior students who meet the academic, disciplinary, and attendance criteria, as well as all other stipulations and procedures relating to the parking permit application will be considered.

### **FIREWORKS**

Students are not permitted to possess or set off fireworks or other explosive devices anywhere on school property. Students who violate this regulation will be referred to the Assistant Principal for immediate disciplinary action.

### **CERTAIN DEVICES AND OTHER ITEMS**

Devices deemed by administration to interfere with the educational process such as electronic gaming devices, skateboards, water guns, sound equipment, two-way radios, etc... are not permitted on school grounds. Students who bring such equipment to school will have it confiscated, will be released only to the parent/guardian, and may receive discipline.

### **ELECTRONIC DEVICES/CELLPHONES/OTHER ITEMS**

Devices such as cell phones, iPods, MP3 players, portable CD players, and headphones are not permitted to be used during the school day, unless permission has been authorized by a teacher for educational purposes and/or designated time set forth by administration. Please refer to the Student Code of Discipline under Unauthorized or Inappropriate Use of Electronic Devices/Cell Phones, for disciplinary action for infractions associated with these devices.

The school district assumes no responsibility for any privately-owned technology, including cell phones, brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

### **BRING YOUR OWN DEVICE (B.Y.O.D.)**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may "Bring Your Own Device" (B.Y.O.D.). Some teachers may plan to use B.Y.O.D. for certain lessons. Only teachers will decide when it may be used and for what purpose(s). The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right, without district permission, to use his or her laptop, cell phone or other electronic device while at school. Technology is allowed for educational purposes and to enhance the classroom experience. The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Acceptable Use of Computer Network/Computer Resources Policy and the Pupil Use of Privately-Owned Technology Policy

## WEAPONS (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. N.J.S.A.2C:39-5 is amended to read as follows: N.J.S.A.1C:39-5. Unlawful Possession of Weapons:

**“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.

## SCHOOL SECURITY

Security personnel have been included in the staff of Jackson Liberty High School. Their official designations as set down in Title 18A is “School Law Enforcement Officers” and are called “Jackson School L.E.O.’s” or simply “L.E.O.’s”. Students are directed to respect the L.E.O.’s and to follow their instructions in the same manner that teacher instructions are followed.

## CONDUCT PROBATION

As part of disciplinary consequences, a student may be placed on conduct probation. Students who are on conduct probation will not be permitted to practice or participate in any sport, attend any school social event, participate in any club or other activity, or function in any capacity in the extracurricular program. This includes such things as proms, formals, driving privileges and graduation.

Any student, who is on conduct probation and participates in any of the above activities, will be disciplined accordingly. This may result in ISAP or OSS and additional time on Conduct Probation.

***Any student with outstanding fines for books, fundraising money, uniforms, athletic equipment, etc. will be placed on conduct probation until such time as that fine is paid or the property of the Jackson Board of Education, as noted above, is returned.***

## TEACHER DETENTION

Students will be assigned Teacher Detention for behavior problems. Student's assigned Teacher Detention are to report to the room designated by the teacher during the 5th block on the date specified. Failure to attend teacher detention may result in further discipline in accordance with the code of conduct.

## AFTER SCHOOL DETENTION (ASD)

Students may be assigned ASD by either the administration or other such designated person for certain kinds of behaviors. The student, when so assigned, will report to the assigned room at the conclusion of his/her day **WITH SUFFICIENT STUDY MATERIALS TO KEEP BUSY.**

Failure to attend this ASD will result in additional discipline. Refer to discipline code. It is the sole responsibility of the student to make the necessary arrangements with home, work place, etc.

Students must attend the day assigned, must turn their cell phones over to the ASD teacher, and must follow all ASD procedures as posted in the ASD room. Failure to do so will result in additional discipline.

Reassignment to ASD or Teacher Detention will be given for the following reasons only:

1. Death in immediate family;
2. Certification of an emergency health care visit;
3. Legal obligations;
4. Religious observances.

Work, home commitments, outside duties, sports or other after school activities will not constitute sufficient reasons to excuse the student from assigned disciplinary actions. **The proper way to avoid this difficulty is through proper school behavior.** Should a student be absent on any day for which ASD or Teacher Detention is assigned, time will be fulfilled on the next available date.

## SUSPENSIONS FROM SCHOOL

A student on Out-of-School Suspension (OSS) is not permitted on Jackson School District school grounds at any time for any reason. Students on OSS may not attend any school related function on or off campus. In-School Alternative Program (ISAP), is a disciplinary option used by administration according to the Code of Discipline. A student absent from school on the day of an assigned ISAP will be re-assigned an ISAP. When a student is assigned ISAP, he/she is not allowed to partake in any athletic/extracurricular activities

after school. Students must turn their cell phones over to the ISAP teacher, and must follow all ISAP procedures as posted in the ISAP room. Failure to do so will result in additional discipline.

### **GANG ACTIVITY OR ASSOCIATION**

The organization, formation or participation in any gang or group activity that initiates, advocates or promotes activities which threaten the safety or well-being of persons or property in school or on grounds or that disrupt the school environment is prohibited. The appropriate law enforcement authority will be notified. Affiliation with colors is not acceptable and will be addressed by administration and law enforcement. Detailed school rules regarding gang activity or association are located in District Policy 5615.

### **CODE OF DISCIPLINE**

Certain kinds of behavioral problems will be handled at the Assistant Principal's level, while other infractions may be handled at the teacher level or through the Assistant Principal's office. Cases referred to the Administration will be handled on the merits of the particular facts. The Code of Discipline contains the guidelines that will be used to govern the actions of the Assistant Principal and Administration. Each student will have an individual discipline record which will contain an account of any problem and all actions that were taken. It should be noted that under Title 18A, the Principal in his/her responsibility for the health, safety and welfare of the building, has the power to respond to any given situation in a manner he/she judges best.

### **PROTECTION OF PUPILS' RIGHTS AMENDMENT**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material that will be used in connection with any course taught shall be available for inspection by the parents or guardians of the students.

Protection of Pupils' Rights requires written consent from parents/legal guardians and pupils who are eighteen years old or emancipated minor pupils before minor students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following eight areas referred to as "protected information surveys":

1. Political affiliations or beliefs of the pupil or pupil's parent;
2. Mental or psychological problems of the pupil or pupil's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section IV ACADEMIC INFORMATION**

### **PROMOTION AND GRADUATION REQUIREMENTS**

Graduation requirements, as defined by law, fall into four categories:

- Number of credits
- Courses required
- Pass state mandated tests
- Attendance requirements

Students must complete all discipline time.

To graduate, a senior must have a minimum of 130 credits. Required subjects are:

1. English I, II, III, IV;
2. Physical Education and Health I, II, III, IV;
3. World History, US History I and II;
4. Math— Alg 1, Geometry, and Alg. II;
5. Science— Biology, Chemistry, and one more Lab Science;
6. Visual and Performing Arts—one course;

7. Career Education and Consumer, Family Life Skills, or Career Technical Education (21st Century Life and Careers Education) one course.
8. World Language—two sequential courses;
9. Career Education—infused with curriculum;
10. Passing scores on state mandated tests;
11. Financial Literacy

Students transferring into Jackson Liberty High School in their senior year may be declared eligible for graduation if they meet all graduation requirements of their former school and all state requirements.

Appeals of any decisions about graduation may be made to the building principal in writing stating the reasons. Decisions by the building principal may be appealed to the Superintendent of Schools in writing. His/her decision may be appealed to the Board of Education. Appeals of Board of Education decisions may be made to the State Department of Education.

### **CLASS LEVEL ELIGIBILITY**

There are many activities, privileges, etc. that are class specific and only those students who have reached the necessary credit requirements will be able to partake in any of the activities or privileges of that class. Credit requirements include:

- Freshman – must obtain 15 credits by the end of semester 1
- Sophomore – must have a minimum of 30 credits
- Junior – must have a minimum of 60 credits
- Senior – must have a minimum of 90 credits

Some of the class specific activities or privileges include; however, it is not limited to this list:

- Athletics
- Homecoming
- Class Offices
- Junior Prom
- Senior Prom
- Driving to School
- Any grade related events such as Powder Puff

### **SCHEDULE CHANGES**

Schedules for Semester I and II are developed at the end of the preceding year through the cooperative efforts of the guidance department, home and students. All students will receive a copy of their requests in May of the preceding year for final review and consent. Therefore, the only schedule changes that will be honored will be those with an error in level, omission of required course or missing course prerequisite. All requests for schedule changes must be made in writing and signed by both the student and parent. The Director of Guidance will review each request to see if it meets the acceptable criteria.

### **HIGH HONOR ROLL/HONOR ROLL RECOGNITION**

Honor Roll:

Honor Roll and High Honor Roll are student achievements that will be recognized at the end of each semester. Letters of recognition will be posted on the student portal.

Principal Honor Roll for seniors who achieve a cumulative 4.0 over the 7 semesters will qualify for this recognition.

Semester Recognitions

Honor Roll - 3.75

High Honor Roll - 4.0

Senior Recognition

Principal Honor Roll - cumulative 4.0 over 7 semesters or cumulative 4.0 during senior year

## PHYSICAL EDUCATION

Physical education is a participation class and absences may affect grades. Therefore, it is important that students take the responsibility to make up the time missed due to any absences, daily nurse's excuses, or being unprepared for class.

At the beginning of each semester the PE teachers will distribute attendance and grading policies and procedures to all students.

### GRADING SCALE/POLICY

Grades on transcripts and report cards will be reported on an unweighted 100 point numeric system. Cumulative GPA and Honor Roll GPA will be reported using a weighted system.

The following is approved unweighted MP Grading Scale:

Reported Numeric Grade	Equivalent Alpha Grade	Equivalent on 4.0 Scale
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-65	D	1.0
Below 65	F	0.0
WC (Withdrawal of Credit)		0.0
P	Pass	2.0
F	Fail	0.0

Grade Conversion Table for Weighted GPA/Quality Points

Percentile Grade	GPA Quality Points	Percentile Grade	GPA Quality Points
110	5.5	87	3.2
109	5.4	86	3.1
108	5.3	85	3
107	5.2	84	2.9
106	5.1	83	2.8
105	5	82	2.7
104	4.9	81	2.6
103	4.8	80	2.5
102	4.7	79	2.4
101	4.6	78	2.3
100	4.5	77	2.2
99	4.4	76	2.1
98	4.3	75	2
97	4.2	74	1.9
96	4.1	73	1.8
95	4	72	1.7
94	3.9	71	1.6
93	3.8	70	1.5
92	3.7	69	1.4
91	3.6	68	1.3
90	3.5	67	1.2

89	3.4	66	1.1
88	3.3	65	1
		64 and below	0

### Grading Percentages High School

	<b>ASSESSMENT</b>	<b>PARTICIPATION</b>	<b>HOMEWORK</b>
Literacy/Advanced Placement	70%	10%	20%
Literacy/Honors	65%	10%	25%
Literacy/CP Level Courses	50%	20%	30%
Mathematics	60%	20%	20%
Mathematics Advanced Placement/Honors	70%	15%	15%
Science/Advanced Placement	65%	25%	10%
Science/Honors	60%	25%	15%
Science/CP Level Courses	55%	25%	20%
Science/Resource Courses	40%	25%	35%
Social Studies (College Prep)	50%	20%	30%
Social Studies/Honors	65%	10%	25%
Social Studies/AP	70%	10%	20%
Resource Social Studies	40%	30%	30%
Psychology/AP	30%	30%	40%
Psychology /Honors	30%	30%	40%
Psychology/College Prep	40%	40%	20%
World Language	50%	30%	20%
Music Theory	40%	35%	25%
Band/Chorus	25%	60%	15%
Art	30%	60%	10%
Business General	50%	40%	10%
Intro to Marketing SE Marketing Entrepreneurship	40%	30%	30%
Economic Honors AP Macroeconomics	60%	30%	10%

Technology	30%	60%	10%
Family & Consumer Sciences	44%	50%	6%
Physical Education/Health	30%	60%	10%
Health	40%	40%	20%
ROTC I, II, III, IV	70%	20%	10%
ROTC IV Honors	80%	10%	10%

### **MARKING PERIODS**

Each semester consists of three (3) marking periods, each 30 days in duration. Semester I report cards will be posted and available for your review on Portal in October, December and February. Semester II report cards will be posted and available for your review on Portal in March, May and June.

### **ACADEMIC RECOGNITION**

Students who have achieved the High Honor Roll for marking periods 1-5, and no grade less than an “80” on their report card, will be eligible to attend the Academic Awards Ceremony. Students who have achieved High Honor Roll for semesters 1-7 throughout their high school years will be eligible for special recognition.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to juniors and seniors who have met specific qualifications in the areas of scholarship, leadership, character and service. It is conferred upon those students who are outstanding in these areas. In order to be academically eligible for membership the junior or senior must have a cumulative grade point average of 4.0.

After meeting the academic qualification, the candidate is asked to submit a list of at least three school or community activities in which he or she has participated on a regular scheduled basis (yearly or seasonally). Confirmation of regular participation must be verified by the advisor of the activity. Three teacher recommendations are also required as is a candidate essay on a topic selected by the Honor Society Council.

A five-member council consisting of faculty members reviews the completed application. The Honor Society advisor sits on the council but does not vote. If a student wishes to appeal the decision of the selection committee he or she must submit a written appeal to the Honor Society Advisor no later than five (5) days after the receipt of the letter of rejection. The reasons for the appeal must be clear and specifically stated.

## **Section V STUDENT ACTIVITIES**

### **STUDENT ACTIVITY PROGRAM**

The student activity program is designed to give students the opportunity to apply classroom knowledge in their own activities, to develop the habit of involvement as a citizen, and to provide recreation or hobby activities.

### **STUDENT ACTIVITY FEE:**

Each student participating in a school sponsored athletic or co-curricular program will be required to pay an activity fee. Students participating in school sponsored athletics (regulated by the NJSIAA) will pay a \$50 activity fee for each sport. Students participating in school sponsored co-curricular activities will pay a \$25 activity fee for each activity. There will be a \$250 maximum cap per family, and activity fees for families that qualify by the New Jersey standards for free and reduced price meal programs will be prorated accordingly. Payment will be made prior to the student’s participation in the sport or activity, and refunds will only be granted in cases where a student is not accepted into a program or activity due to lack of available space or opportunity within the program or activity (i.e. cut from an athletic team, deemed ineligible for participation, does not receive a role in a drama production, etc.). Once accepted into a program or activity, a student who leaves a program or activity for a reason other than the above mentioned cases is not



eligible for a refund of the activity fee, including voluntarily leaving the program or activity or being removed from the program or activity by a coach, advisor, or administrator.

### **STUDENT GOVERNMENT POLICY**

The Board of Education recognizes that the student body should have a meaningful role in the formulation of ideas which influence their school environment including the school operation and curriculum.

The Board of Education recognizes the Student Council as the official representative of the student body of the high school.

### **STUDENT APPEAL**

A student appeal shall mean a complaint by a student that there appears to have been a misrepresentation, misapplication, or violation of policies.

### **FUNDRAISING ACTIVITIES**

Any club or organization wishing to operate a fundraising activity must first submit a request form to the Administrator responsible for Student Activities. If the fundraiser is approved, the dates will be entered into the fundraising calendar and scheduled so as to avoid similar activities being run at the same time. Students are NOT permitted to participate in fundraising activities during class time. Due to problems of litter and healthful nutrition, candy sales are permitted on a limited basis only with prior written administrative approval. Fundraising sales from non school groups are not permitted.

### **CLUBS, ACTIVITIES & ATHLETICS**

Art Club	Lions Roar
Art National Honor Society	Literary Magazine
Band - Stage	Marching Band
Baseball	Math League
Basketball - Boys/Girls	Mock Trial
Bowling - Boys/Girls	National Honor Society
Business Honor Society	Newspaper
Cheerleading	Outdoor Track - Boys/Girls
Chorus	Red Zone
Color Guard	ROTC
Cross Country - Boys/Girls	Science League
Dance Team	Science National Honor Society
DECA Club	Ski Club
Drama Club	Soccer - Boys/Girls
Drill Team	Softball
Fellowship of Christian Athletes	Spirit/Pep Band
Field Hockey	Social Studies National Honor Society
Football	Student Council
Future Business Leaders of America	Tennis - Boys/Girls
Glamour Girls	TV/Movie Production
Golf - Boys	Tri-M Honor Society
Gymnastics - Girls	Volleyball - Boys/Girls
Ice Hockey - Boys	Voices
Indoor Track - Boys/Girls	Weightroom
International Thespian Society	Woodwind Choir
Jazz band	World Language Club
Key Club	World Language Honor Society
Lacrosse - Boys/Girls	Yearbook

### **DANCES**

Dances at Jackson Liberty High School are often sponsored by classes and clubs to provide social experiences for our student body and as fund raising events. All such functions must be cleared through the Administrator responsible for Student Activities and applications for use of the building processed. The following apply to all school sponsored dances:

- Chaperones shall be in full and total control of the building facilities and students;
- Students may not enter any part of the building other than that which has been designated for the event;

- No one is permitted to attend any school function under the influence of alcohol or drugs;
- Students who leave the function may not return;
- Students must show obedience, respect and cooperation with all adults supervising the activity;
- Students on suspension or conduct probation may not attend any social function;
- School dances are for Jackson Liberty High School students only;
- Students should be suitably dressed for all dances;
- In order to attend a dance, students must attend school on the day of the dance;
- No dance will be permitted to continue past 10:00 PM, unless authorized by the building Principal

### **ASSEMBLIES**

Certain special events or presentations will require an assembly to be held. During these events students are to attend only with their teacher and sit in their assigned section. The success of any program relies heavily on the mature and courteous behavior of the spectators. Inappropriate or unruly behavior will result in disciplinary action, including but not limited to removal from the assembly up to suspension.

### **THE ATHLETIC PROGRAM**

The information contained in this section is intended to assist you in making your son's/daughter's participation in the athletic program at Jackson Liberty High School a safe and enjoyable experience. If you should need clarification at any time, you may call the Office of Athletics 732-415-7011.

A message to our prospective athletes: As participants in the Jackson Liberty High School athletic program you should familiarize yourself with the material contained in this section. This serves as the athlete's supplement to the handbook. Rules and procedures contained in this document do not supersede information found in other sections of the handbook.

### **PURPOSE OF ATHLETICS**

The Jackson Athletic Program is intended to offer the students of the High School a wide variety of athletic activities. The various teams we field have been determined by a combination of many factors some of which are student demand, available facilities, availability of coaches, budgetary factors, and availability of local competition.

Jackson Liberty High School's athletic program is governed by the State Department of Education, the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Shore Conference. Athletes must meet the academic standards set by the NJSIAA and the Jackson Board of Education.

### **ATHLETIC RULES**

- Misconduct or violation of school rules or regulations that constitutes a suspendable offense will result in immediate suspension of a student from athletic competition for the entire term of the suspension, as well as the length of conduct probation.
- All students who participate in interscholastic athletics must have the following:
  - (1) Parental permission, completed and signed;
  - (2) Emergency and conduct forms, completed and signed;
  - (3) NJSIAA Steroid Testing Policy signed;
  - (4) Passed a physical examination given by the school physician or by the student's private physician. If a private physician is used, this physician must fill out the forms used by the school with the school physician then reviewing and approving these forms.
    - A student must be in legal attendance in school on the day of an athletic event in order to participate in that event. The definition of "legal attendance" is completing a total of 240 minutes.
    - Students must use district transportation when traveling to and from athletic events.
    - Any violations of school rules and regulations may result in notification to the Administrator of Athletics and the coach of that sport.

### **ACADEMIC ELIGIBILITY**

Athletic eligibility will be determined at the start of each semester. At that time an athlete will be deemed eligible or ineligible for participation for the semester.

To be eligible for athletic or co-curricular activities for the fall and winter seasons a student must have earned 30 credits during the immediate preceding academic year. Any student interested in participating on an athletic team in the fall and/or winter is responsible for determining and/or securing their own credit standing. Passing failed classes in summer school will make a student eligible providing all other conditions of the policy are met.

To be eligible for athletic or co-curricular activities for the spring season a student must have earned 15 credits during the first semester.

## EXPECTATIONS OF ATHLETES

Athletes are expected to abide by the rules and regulations set forth in both the Student and Athletic Handbook. Infractions of these rules can cost you your privilege to participate which, in turn, can be costly to your team. Further, as a member of a team, your actions should be beyond reproach when you are with your teammates and coaches.

In addition to adhering to the school dress code, athletes should be mindful that what they wear to games/matches is a reflection on the school, the team, and themselves. Athletes must refrain from wearing anything indecent, obscene or unkempt. Additionally, coaches may suggest dress guidelines for away events. Athletes are required to sign a statement declaring they will comply with school policy regarding drug/alcohol use, possession, and distribution.

## AN ATHLETE'S RESPONSIBILITIES

An athlete accepts enormous responsibilities when he/she is a member of a team. In addition to his/her academic load, the athlete commits himself/herself to great blocks of time for practices and contests. During practice and games/ matches, an athlete is required to exert himself/herself both physically and mentally. Because of these demands a student must be committed to keeping himself/herself in prime physical condition. In addition to Board of Education policies and Jackson Liberty High School rules and regulations, coaches sometimes develop reasonable rules and regulations for their teams. Student athletes are expected to abide by these codes.

Athletes are responsible for all equipment issued to them. This equipment must be returned to the coach at the end of the season. You CANNOT give it to another student to return for you. Athletes will be responsible for lost or damaged equipment. If something was issued by the athletic trainer it must be returned to the trainer.

## SAFETY

Athletes must refrain from "horseplay" for safety reasons. Participants must remain constantly aware of unnecessary actions that can cause injury to themselves or others. An act of flagrant misconduct often results in injury. Injuries must be reported to the coach and trainer so that necessary precautions can be taken to eliminate further damage. Those who circumvent the trainer's office may have to forfeit insurance benefits when filing a claim.

***If a student has received medical attention, he/she must provide written medical clearance from said doctor to be allowed to return to action. A parent/guardian's note or athlete's request will NOT be accepted in place of a doctor's note. Additionally, if an athlete is seen by a physician and he/she states your son/daughter can return to the team in 48 hours, this clearance must be in writing.***

## SECTION VI

# CODE OF CONDUCT

The following is a general guide for disciplinary action. All disciplinary actions are subject to determination by the administration and are not limited to the rules in this book.

## CUTS AND LATES

A cut is defined as an "unauthorized absence from class, lunch, or assigned area". A student must report to the teacher before class, lunch, or permission. Twenty minutes or more missing from class equals a class cut. (Administration may review exceptions, for example, "in discipline office, nurse's emergency", etc.) Less than 20 minutes is failure to follow proper procedure.

## CLASS CUT

1st Cut	2 ASD; Teacher to call home
2nd Cut	1 ISAP; Assistant Principal to call home and review the cut policy with the parents, so the parents are well informed of the consequences that will occur if/when the student cuts a third time and fourth time.
3rd Cut	1-2 OSS - If a student cuts a specific class for the third (3rd) time, he/she will receive a <b>Credit Withdrawal</b> .

#### CUT TEACHER DETENTION

1st Offense	1 ASD
2nd Offense	1 ASD
3rd Offense (or more)	1 ISAP

#### CUT ASD

1st Offense	2 ASD
2nd Offense	1 ISAP followed by ASD
3rd Offense	1 OSS

#### LATE TO CLASS/ASSIGNED AREA

1st Late	Teacher Warning
2nd & 3rd Late	1 Teacher Detention; Teacher to notify home.
4th & 5th Late	1 ASD
6th & 7th Late	2 ASD
8th Late (or more)	Administrative Review

#### LATE TO SCHOOL (EACH SEMESTER)

1st & 2nd Late	Warning
3rd or more	1 ASD
6th Late (in a semester)	Loss of Parking privilege 10 school days
9th Late (in a semester)	Loss of Parking privilege 30 school days
12th Late (in a semester)	Loss of Parking privilege for the remainder of the semester
NOTE:	On 7th late, student will receive 5 days Conduct Probation (CP). Student will receive 5 days CP for every late thereafter.

# GENERAL MISCONDUCT

Abusive Language/Obscene Gestures	Administrative review with disciplinary action to be determined on a case by case basis. This may include ASD, ISAP, or OSS.	
Possession of Pornographic Materials	Administrative review with disciplinary action to be determined on a case by case basis. This may include ASD, ISAP, or OSS.	
Behavior Problem in ASD	1st Offense 2nd Offense 3rd Offense 4th or more	1 ASD 2 ASD; notify home 1 ISAP 1 OSS
Cafeteria Misconduct	Administrative conference with disciplinary action to be determined on the basis of each. <b>Throwing food results in minimum of 1 OSS</b>	
Failure to follow proper procedure	1st offense 2nd offense 3rd offense 4th or more	1 ASD 2 ASD 1 ISAP Administrative action to be determined on the basis of each case.
Defiance/Disrespect/Disruptive/Disobedient	1st/2nd offense 3rd or more	Teacher detention; notify home. Administrative review with disciplinary action to be determined on a case-by-case basis. This may include ASD, ISAP or OSS.
Possession of Food/Beverage Outside Cafeteria	1st/2nd offense 3rd/4th offense 5th or more	1 ASD 2 ASD 1 ISAP
<b>CONFISCATION OF FOOD OR BEVERAGE MAY TAKE PLACE.</b>		
Electronic Devices	1st offense 2nd offense or more	1 ASD; device returned to student at the end of the school day. 1 ISAP; parent/guardian pick-up device.
	Confiscated and turned into office; parent/guardian pick-up; administrative conference with disciplinary action to be determined on the basis of each case. Refusal to surrender such items will result in OSS pending parent conference.  <b><i>These items should be placed in the student's locker upon entering the school.</i></b>	
Head Coverings (hats, bandanas, visors, sweatbands, etc.)	Confiscated and turned into office; parent/guardian pick-up; administrative conference with disciplinary action to be determined on the basis of each case. Refusal to surrender such items will result in OSS pending parent conference.  <b><i>These items should be placed in the student's locker upon entering the school.</i></b>	
Horseplay	1st offense 2nd offense 3rd offense or more	1ASD 2 ASD 1 ISAP
Dress Code Violation	1st offense 2nd offense  3rd or more	Parent notification/change of clothing Parent notification/change of clothing, 1 ASD Parent notification/change of clothing, 2 ASD
In Unauthorized Area	1st offense 2nd offense 3rd offense or more	2 ASD 1 ISAP 1 OSS
<b><i>NOTE: "Unauthorized Area" includes outside of building, an unassigned area, or in the building after school hours without proper supervision.</i></b>		

Leaving School Grounds	1st offense 2nd offense	1 ISAP 1OSS Leaving school grounds may result in student being sent for a drug/alcohol screening. Seniors leaving school ground will have their driving privileges revoked: 1st offense - 10 school days 2nd offense - 30 school days 3rd or more - remainder of school year
Left Room without Permission	1st offense 2nd offense 3rd offense or more	2 ASD 1 ISAP 1 OSS
Misconduct	Administrative conference with disciplinary action to be determined on the basis of each. This may include ASD, ISAP, or OSS.	
Academic Dishonesty	Teacher to call home. Teacher will determine grade consequences. Administrative conference with disciplinary action to be determined on the basis of each case. Students who receive an academic dishonesty violation will be subject to review and possible removal/non acceptance from/to JSD Honor Societies. Please see Academic Integrity Violation Form on page 43.	
Possession of Water Pistol or objects used as same	Will result in the confiscation of objects and may result in OSS.	
Parking/Driving Violation	1st offense 2nd offense	Loss of Parking 10 school days. Loss of Parking privileges to be determined by Administration

**NOTE: Cars that are illegally parked or have no visible hang tag may be towed at the owner's expense without warning. A list of driving infractions and consequences are distributed to students who receive a parking pass. Any underclass student that is violation of the driving policy will be subject to suspension of parking privileges upon application during their senior year.**

# SERIOUS MISCONDUCT

Falsification of Official/School Document	1st offense 2nd offense 3rd or more	1 OSS 2 OSS 3 OSS
False ID; Refusal to Give Name; False Name	1st offense 2nd offense 3rd or more	1 OSS 2 OSS 3 OSS
Physical Assault	1st offense  2nd or more	10 OSS; Parent conference; 9 weeks conduct probation starting from the date of the infraction.  10 OSS; Parent conference; conduct probation
Physical/Verbal Threat	Administrative conference with disciplinary action to be determined on the basis of each case. Special services, guidance, security, nurse and authorities notified in ALL cases. Board Policy 5141.5 may apply in life threatening situations.	
Sexual Harassment	1st offense 2nd offense 3rd or more	2 OSS; parent conference. 5 OSS; parent conference. 10 OSS; parent conference.
Harassment of any kind	1st offense 2nd offense 3rd or more	2 OSS; parent conference. 5 OSS; parent conference. 10 OSS; parent conference.
Spitting on, at or in the general direction of another person	1st offense 2nd offense	3 OSS; conduct probation 10 days. 5 OSS; 4 week conduct probation
Inciting a Fight- Physical/Verbal	1st offense  2nd offense  3rd or more	1 OSS; parent conference; security notified.  2 OSS; parent conference; security notified.  5 OSS; parent conference; security notified.
Inciting remarks of a Racial, Religious or Ethnic Nature	1st offense  2nd offense  3rd or more	1-2 OSS; parent conference; security notified.  2-3 OSS; parent conference; security notified.  5 OSS; parent conference; security notified.
<b>NOTE: Above offense will be reported to appropriate authorities.</b>		
Inappropriate Touching of another Student or Staff member	1st offense 2nd offense 3rd or more	1 ISAP 1 OSS 2 OSS

# GROSS MISCONDUCT

Any conduct, behavior, or action of a student judged to be unacceptable, disruptive, and inconsistent with good order and discipline will result in disciplinary action determined on a case-by-case basis in administrative conference. Administrative conference with disciplinary action to be determined on the basis of each case.

Fighting	1st offense	5 OSS; conduct probation from date of infraction; Parent conference.
	2nd offense	10 OSS; conduct probation from date of infraction; Parent conference.
	3rd or more	10 OSS; conduct probation from date of infraction for the remainder of the school year; Parent conference.
<b><i>Fighting infractions are cumulative throughout the student's high school career.</i></b>		
<b>Avoidance of Fights:</b> It is recognized that one student may initiate a fight situation and another may defend, but all students who fight will be suspended. Students are strongly advised to avoid a fight situation, to walk away and to seek the assistance of a teacher, counselor, or administrator when threatened or when a fight appears imminent.		
In School while on Suspension	1st offense 2nd offense 3rd or more	1 additional OSS 2 additional OSS Refer to Principal  <b>*Each offense carries a Trespassing Citation</b>
Pulling Fire Alarm / Bomb Threat	5 OSS minimum; Parent conference required and authorities notified.  <b>NOTE: Student will be escorted to the office. Security and/or Police may be summoned if necessary; parent notified.</b>	
Insubordination	1st offense 2nd offense 3rd or more	1 OSS 2 OSS 3 OSS  <b>NOTE: Security and/or police may be summoned if necessary; parent notified.</b>
Gambling/ Possession of Gambling Items	Administrative review with disciplinary action to be determined on a case-by-case basis. This may include ASD, ISAP or OSS.  <b>Security and/ Police may be summoned if necessary.</b>	
Theft	1st offense  2nd offense  3rd or more	3 OSS; notify authorities; possible complaint filed; Parent conference.  5 OSS; notify security and authorities; prosecution; Parent conference.  10 OSS; notify security and authorities; prosecution; Parent conference.
Truancy	1st offense  2nd offense  3rd or more	1 ISAP; notify home/Parent conference.  1 OSS/2 ISAP; notify home.  2-3 OSS; Parent conference; referral to Attendance Committee.
Vandalism/ Defacement/ Graffiti	Administrative actions based on each individual case. Payment for restitution; security notified; administrative conference.	
Computer Tampering	1st offense 2nd offense 3rd or more	2 ASD; notify home. 1 ISAP; notify home. 1 OSS <b>NOTE: Upon administrative review and severity of infraction, computer access may be suspended.</b>



Improper Use of Internet Access	Administrative review with disciplinary action to be determined on a case-by-case basis. This may include ASD, ISAP or OSS. <b>NOTE: Upon administrative review and severity of infraction, computer access may be suspended.</b>	
Participation in a Food Fight or other disturbance	1st offense	5 OSS; Police notified/possible arrest
	2nd offense	10 OSS; Police notified/possible arrest
Incitement to Riot	Referral to Central Administrative Office for disciplinary action; arrest/conduct probation.	

## POSSESSION, USE, OR DISTRIBUTION OF:

Tobacco Products/Electronic Vaping Devices	1st offense	2 ASD; notify home; notify security; refer to SAC
	2nd offense	1 ISAP; notify home; notify security; refer to SAC; Police complaint filed.
	3rd or more	1 OSS per administrator's decision; parent conference; refer to SAC; Police complaint filed  <b>NOTE: Students caught with or using an electronic vaping device may be sent for a drug/alcohol screening.</b>
Lighter/Paraphernalia	1st offense	2 ASD
	2nd offense	1 ISAP; notify home.
	3rd or more	1 OSS; notify home.
Alcoholic Beverages/ Drugs/ Steroids	10 OSS minimum; Conduct probation for a marking period or not less than 9 weeks from date of incident. Referral to principal (a "positive" drug screening will verify use).	
Drug paraphernalia	1st offense	5 OSS; Parent conference; urinalysis and/or blood test; notify guidance, Child Study Team, security, nurse and authorities.
	2nd or more	10 OSS; Parent conference; urinalysis and/or blood test; notify guidance, Child Study Team, security, nurse and authorities.
Explosive Device/ Hazardous Materials	1st offense	10 OSS; Police notified.
	2nd or more	10 OSS; Police notified.

## WEAPONS

Devices will be confiscated and turned into office. Administrative conference with disciplinary action to be determined on the basis of each case. Student will be referred to the Superintendent. Authorities will be notified and legal action may be taken.

## SCHOOL BUS CONDUCT

Effective September 1994, New Jersey law requires that students use the seat belts if they are installed in a school vehicle. On June 28, 1994, the school board approved adding "Failure to Use Seat Belts" within the discipline guidelines.

Transportation for students on a school bus is a privilege. No behavior by a student or group of students which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his/her vehicle, will be tolerated. School bus misconduct includes, but is not limited to, abusive language, fighting, standing on the bus, throwing items in or out of the bus, pushing, tripping, smoking, possession of drugs or weapons, and destruction of school property (seats, windows, etc.).

Disciplinary actions will be determined on a case-by-case basis. The school administrator, according to Board Policy, with the guidelines of the school policy and New Jersey Administrative Code, depending on the severity of the infraction, will make the final determination of disciplinary action to be taken.

A pupil may be excluded from the bus for disciplinary reasons by the principal or designee. The pupil's parents shall provide for his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

## DEFINITIONS

<b>After School Detention (ASD)</b>	From 1:45pm to 2:15pm. NOTE: Notes to be excused from ASD MUST be submitted to the discipline office 24 hours in advance. Students who cut ASD repeatedly will be put on conduct probation until the hours are satisfied. Any personal and/or employment related obligations are not reasons for an ASD to be excused.
<b>In-School Alternative Program (ISAP)</b>	ISAP rather than OSS may be assigned at the discretion of an administrator and space availability.
<b>Out-of-School Suspension (OSS)</b>	Students may not attend school or any school function while on OSS. OSS begins at the conclusion of the academic school day (1:38pm) and carries through until the morning of the re-entry date.
<b>Conduct Probation (CP)</b>	Students suspended more than once during the school year are subject to exclusion from participation in extracurricular activities, including but not limited to athletic events, clubs, social activities, driving privileges, prom, graduation, etc., as indicated below:
2nd OSS	Loss or Privileges for 10 days.
3rd OSS	Loss of Privileges for 20 days.
4th OSS	Loss of Privileges for 40 days.
5th or more	Loss of Privileges for the balance of the school year.
<b>5 and 10 day suspensions will result in the following conduct probation:</b>	
5 OSS	4 week conduct probation
10 OSS	9 week conduction probation

# Report of Academic Integrity Violation

## Jackson Liberty High School

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ CLASS/PERIOD: \_\_\_\_\_ TERM/YEAR: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_ INSTRUCTOR EMAIL: \_\_\_\_\_

ASSISTANT PRINCIPAL NAME: \_\_\_\_\_ INCIDENT DATE: \_\_\_\_\_

### TYPE OF ACADEMIC VIOLATION: (Please check all that apply)

<input type="checkbox"/>	Cheated/copied in class on assessment	<input type="checkbox"/>	Cut and paste from internet to excess or without proper citation	<input type="checkbox"/>	Self-plagiarism (duplicate publication or recycling fraud)
<input type="checkbox"/>	Copied from another student	<input type="checkbox"/>	Submitted another student's work	<input type="checkbox"/>	Shared own work with peer/allowed another student to copy
<input type="checkbox"/>	Failure to provide source information (citation/works cited)	<input type="checkbox"/>	Submitted work composed by someone else	<input type="checkbox"/>	Other:

### SANCTION (the academic penalty for the action):

\_\_\_\_\_  
**DESCRIPTION OF INCIDENT:** Please attach additional page(s) or a supplementary report as necessary. Include original or scanned copies of supporting documents, i.e., meeting notes, copy of paper, assignment, exam, etc.

Please check all that apply:

- This is the first academic violation in this course.
- This is NOT the first academic violation in this course.
- The student has admitted to the above.
- The student may not resubmit the assignment for credit.
- The parent/guardian has been notified of the above violation and consequences.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### Administrator comments:

Note: If you are unable to meet with the student, or the student declines to sign below please submit this form and documentation without completing the following section.

**STUDENT ACKNOWLEDGEMENT:** I have spoken with my administrator about this matter. I understand the sanctions imposed and that this report will be a part of my student file.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_