



**Linden High School  
Student/Parent/Teacher  
Handbook  
2023 - 2024**

Updated: 9/28/23

**Linden High School**  
**121 W. St. Georges Ave.**  
**Linden, NJ 07036**  
**908-486-5432**  
**908-486-3242 (Fax)**

Main Office

x 8300

x 8301

x 8302

Receptionist Office

(For Visitation Appointments)

x 8344

Attendance Office

X 8358

Counseling Office

x 8325

x 8326

908-486-1118 (Fax)

Health Office

x 8311

x 8312

Student Assistance Counselor

X8459

Academy Building

908-486-2212

908-486-3270 (Fax)

Health Office

x 8460

908-925-8613 (Fax)

Academy of Excellence & Special Services

908-587-3285

## QUICK PHONE REFERENCE

|   |                   |
|---|-------------------|
| <b>Superintendent</b> , Atiya Y. Perkins                            | 486-2800          |
| <b>Assistant Superintendent for Support</b> , Annabell Louis        | 486-2800          |
| <b>Assistant Superintendent for Academics</b> , Paul Oliveira       | 486-2800          |
| <b>Human Resources Manager</b> , TBD                                | 486-2800          |
| <b>Business Administrator/Board Secretary</b> , John Serapiglia     | 486-2800          |
| <b>Assistant Business Administrator</b> , Pamela Caporale           | 486-2800          |
| <br>  |                   |
| <b><u>Directors</u></b>   |                   |
| Elementary English/Federal Programs/Early Childhood, Jennifer Smith | 486-2800 x8027    |
| Athletics/Health/PE/Safety/Medical/Athletics, Michael Firestone     | 486-7085 x8562    |
| Special Education, Marie Stefanick, Ed.D.                           | 587-3285 x8680    |
| Alternative Program, Kcyronne Zahir                                 | 587-3285 x8346    |
| Math, Richard Molinaro  | 486-2800 x8042    |
| <br>  |                   |
| <b><u>Supervisors</u></b>   |                   |
| Special Education/Elementary, Michele Altobelli                     | 486-2800<br>x8652 |
| Special Education/Secondary, Chris Kolibas                          | x8669             |
| Social Studies/Business, Gregory Grasso                             | x8035             |
| Science, Data and Assessment, Derek Kondratowicz                    | x8039             |
| Bilingual/ESL, Danie Orelie   | x8029             |
| Fine & Performing Arts/Gifted and Talented, Matthew Lorenzetti      | x8026             |
| Student Services, Ryan Devaney                                      | x8025             |
| Before/After School Programs, Angelo Monaco                         | x8401             |
| Instructional Technology/Career Technology Education, Joe Scaldino  | x8865             |
| Secondary English, Patricia Tartivita, Ed.D.                        | x8024             |
| World Languages, Tania Miguez                                       | x8046             |
| Pre-K Program, Jennifer Dougherty                                   | x8013             |
| Maintenance/Secondary, Rolando Ramirez                              | x8552             |
| Maintenance/Elementary, Jason Andersen                              | x8551             |
| <br>  |                   |
| <b><u>Support</u></b>   |                   |
| Transportation Coordinator, Lisa Ormon                              | 486-2800<br>x8033 |
| <br>  |                   |
| <b><u>Linden High School</u></b>                                    |                   |
| Principal, Charles Koonce   | 486-5432<br>x8305 |
| Vice Principal, Maria Rivera  | x8308             |
| Vice Principal, Nicole Campo  | x8479             |
| Vice Principal, Kevin Thurston                                      | x8307             |
| Social Worker/Anti-Bullying Specialist, Shamona Patterson           | x8318             |
| Student Assistance Counselor, Kathleen Volker                       | x8459             |
| Social Worker, Brad Krill   | x8352             |
| Social Worker, Jenise Walker  | x8455             |
| Learning Commons, Maria Colish                                      | x8314             |
| School Nurse, Nornette Jacobs                                       | x8311             |
| School Nurse, Tomislav Bijukovic                                    | x8312             |
| School Counseling Department  | x8325             |
| College/Career Readiness Counselor                                  | x8353             |
| <br>  |                   |
| <b><u>Linden Academy Building</u></b>                               |                   |
| Vice Principal, Wayne Happel  | 486-2212<br>x8456 |
| Social Worker, Ebony Davis  | x8458             |
| Medical Department, Patricia Ryans-James                            | x8460             |
| NJROTC, Cmdr. Boyd Decker   | x8462             |
| Linden High School Alternative Program,                             | x                 |

# **STUDENT/PARENT/TEACHER HANDBOOK**

**Linden High School Administrators**

**Charles Koonce, Principal**

**Maria Rivera, Vice Principal**

**Nicole Campo, Vice Principal**

**Wayne Happel, Vice Principal**

**Kevin Thurston, Vice Principal**

**LINDEN HIGH SCHOOL ALTERNATIVE PROGRAM**

**Kcyronne Zahir, Director**

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## **DISTRICT MISSION**

The mission of the Linden Public School District is to promote distinction through the infinite resource that is Linden's diversity, combined with our profound commitment to instructional excellence, so that all students achieve their maximum potential in an engaging, inspiring, and challenging learning environment.

## **DISTRICT VISION**

Our vision in the Linden Public Schools is to provide a safe and secure environment, which encourages each student to develop an appreciation for learning, a healthy self-image and a respect for others in our diverse society.

Each student will participate in a comprehensive educational program, which is designed to prepare students to achieve their full potential as productive members of society in the 21st century.

We accept our responsibility to ensure that our efforts meet the needs of students, their families and the community and that these efforts have a positive effect on continuing those values, which give dignity and purpose to life and democratic processes.

## **LINDEN HIGH SCHOOL MISSION STATEMENT**

Linden High School is dedicated to providing a safe and secure learning environment conducive to our uniquely diverse community of learners. All students are encouraged to become lifelong learners, develop a healthy self-image and strive for excellence in academic and vocational skills in order to maximize their potential. By focusing on a positive school culture, setting high standards for teacher performance, high academic standards for all students, and engaging the community, it is our goal that all students are on track to be college or career ready.



## **OVERVIEW**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health

or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

# PROCEDURES

## I. ATTENDANCE REGULATIONS POLICY # 5113

Absences for any reason (with the exception of school sponsored activities, administratively approved and excused absences) that exceed any of the following limits shall result in no credit for that class(es).

The total of **\*excused plus unexcused** days should not exceed:

- A. Eighteen (18) days in a full-year course.
- B. Nine (9) days in a half-year course.

STUDENTS WITH EXCESSIVE ABSENCES WILL BE CONSIDERED FOR THE LINDEN HIGH SCHOOL ALTERNATIVE PROGRAM (3:30PM-7:30PM).

(\***Excused** days still count toward the total days absent; excused = with appropriate documentation/explanation)

Once a student has reached 5 unexcused absences from a class in a marking period, it shall result in no credit for that marking period. This will be reflected as a 40 for the marking period through Genesis.

A student shall be recorded as absent in the school register when not in attendance unless the absence is due to a religious holiday; in which case, it shall be recorded as excused. An excused absence for any reason, other than due to religious holiday approved by the state, shall not be counted as a day of attendance in the school register.

Unexcused absences due to travel/vacation will result in the student being dropped from the register after five consecutive days. Students will need to be re-registered at Central Registration to return back to school.

Parents should call the morning of a student absence. **When a pupil returns to school, he/she will bring a physician's note containing the name of the student, all dates of absence and an acceptable explanation for not attending school.** The note is to be given to the attendance office within 5 days of the student's absence.

An absence shall be considered an "**excused absence**" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school

code of conduct for attendance, with appropriate verification, for the following reasons:

1. The student's illness (Doctor's or parent note)
2. Requirements of a student's individual health care plan
3. A death or critical illness in the student's immediate family, or others with permission of the principal
4. Quarantine
5. The student's suspension from school
6. Requirements of the student's Individualized Educational Plan (IEP)
7. Alternate short or long term accommodations for students with disabilities
8. The student's required attendance in court
9. Interviews with an admissions officer of an educational institution
10. Necessary and unavoidable medical or dental appointments
11. Such good cause as may be acceptable to the principal
12. College visits – juniors and seniors only (up to 3 per year)

An "**unexcused absence**" is a student's absence for all or part of a school day for any reason other than those listed above. Examples of such are:

1. Activities unrelated to the school program
2. Leaving school without permission when school is still in session
3. Leaving class because of illness and not reporting to the school nurse as directed
4. Being present in school but absent from class without approval. Such absence from class is a "**class cut**"
5. Being out of class for more than 10 minutes (this includes first period) is considered a class cut and thus an unexcused absence.

Any student that has been diagnosed as being chronically ill must submit documentation from a certified physician. This information will be reviewed by the principal, vice principal, guidance counselor, school nurse and school physician to determine if a 504 Plan is appropriate.

A doctor's note shall be required for pupils re-entering school from a serious illness or injury.

Consideration will be given by the Attendance Review Committee for exemptions to the attendance policy in case of extreme or unusual circumstance. This committee will consist of the principal and/or vice principal, school nurse, and the student's guidance counselor. The committee shall review all pertinent data and interview the student and parent/guardian before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. **THE DECISION OF THE ATTENDANCE REVIEW COMMITTEE WILL BE**

**FINAL.** The appropriate vice principal shall be the chairperson of the Attendance Review Committee.

## **VIRTUAL ATTENDANCE**

Virtual attendance is only approved by the superintendent's office.

## **ASSURANCES**

The district assures that each receiving school is required to report to the sending district each student with five or more cumulative unexcused absences (N.J.A.C. 6A:16-7.6(c)i).

The district assures that for each student with five or more cumulative unexcused absences reported by the receiving school, it follows the policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) above the provisions of N.J.A.C. 6A:16-7.6 (a)4ii through iv and (b).

## **PERFECT ATTENDANCE**

Students may be recognized for having perfect attendance during their four years at the high school. In order to be eligible for a perfect attendance award, students must **not** have:

1. Any absences (except for field trips and college visits)
2. Any unexcused tardiness

## **EARLY DISMISSAL**

High school students may be released from school for medical or dental appointments, college or job interviews, and motor vehicle road tests. In each case, prior to the early dismissal, the appointment must be verified on appropriate stationery with the designated school personnel.

**A parent/guardian or designated person must follow school/district visitation procedures by contacting the main office prior to arrival. ID will be required. Verbal authorization must match emergency information on record in the school's database for a student to be released.**

Students must be in attendance for four (4) instructional hours (not including homeroom, passing time and lunch) in order to get credit for the day.

## **LEAVING SCHOOL DUE TO ILLNESS**

The school nurse is the only person authorized to send a student home ill. The nurse will contact the parent/guardian to inform said person of illness.

## **TARDINESS**

A student is tardy if he/she reports to homeroom after 7:45 a.m. Tardy students are to report to the Attendance Office.

Students who have missed 10 minutes of class or more, because of tardiness are considered absent from that class. More than five (5) absences from a class, in a marking period, shall result in no credit for that marking period.

## **BELL SCHEDULE**

**Full-day, regular schedule:**

| <b>Period</b> | <b>From</b>  | <b>To</b>    |
|---------------|--------------|--------------|
| <b>HR</b>     | <b>7:45</b>  | <b>7:55</b>  |
| <b>1</b>      | <b>7:55</b>  | <b>8:46</b>  |
| <b>2</b>      | <b>8:50</b>  | <b>9:41</b>  |
| <b>3</b>      | <b>9:45</b>  | <b>10:36</b> |
| <b>4</b>      | <b>10:40</b> | <b>11:05</b> |
| <b>5</b>      | <b>11:07</b> | <b>11:32</b> |
| <b>6</b>      | <b>11:34</b> | <b>11:59</b> |
| <b>7</b>      | <b>12:01</b> | <b>12:26</b> |
| <b>8</b>      | <b>12:28</b> | <b>12:53</b> |
| <b>9</b>      | <b>12:57</b> | <b>1:49</b>  |
| <b>10</b>     | <b>1:53</b>  | <b>2:45</b>  |

**Half-day without lunch schedule:**

| <b>Period</b> | <b>From</b>  | <b>To</b>    |
|---------------|--------------|--------------|
| <b>HR</b>     | <b>7:45</b>  | <b>7:55</b>  |
| <b>1</b>      | <b>7:55</b>  | <b>8:27</b>  |
| <b>2</b>      | <b>8:31</b>  | <b>9:03</b>  |
| <b>3</b>      | <b>9:07</b>  | <b>9:39</b>  |
| <b>4/5/6</b>  | <b>9:43</b>  | <b>10:15</b> |
| <b>6/7/8</b>  | <b>10:19</b> | <b>10:51</b> |
| <b>9</b>      | <b>10:55</b> | <b>11:26</b> |
| <b>10</b>     | <b>11:30</b> | <b>12:00</b> |

**Half-day with lunch schedule:**

| <b>Period</b> | <b>From</b>  | <b>To</b>    |
|---------------|--------------|--------------|
| <b>HR</b>     | <b>7:45</b>  | <b>7:55</b>  |
| <b>1</b>      | <b>7:55</b>  | <b>8:36</b>  |
| <b>2</b>      | <b>8:40</b>  | <b>9:23</b>  |
| <b>3</b>      | <b>9:27</b>  | <b>10:09</b> |
| <b>4</b>      | <b>10:13</b> | <b>10:38</b> |
| <b>5</b>      | <b>10:40</b> | <b>11:05</b> |
| <b>6</b>      | <b>11:07</b> | <b>11:32</b> |
| <b>7</b>      | <b>11:34</b> | <b>11:59</b> |
| <b>8</b>      | <b>12:01</b> | <b>12:26</b> |

(periods subject to change)

**Delayed opening schedule:**

| <b>Period</b> | <b>From</b>  | <b>To</b>    |
|---------------|--------------|--------------|
| <b>HR</b>     | <b>9:45</b>  | <b>9:55</b>  |
| <b>1</b>      | <b>9:55</b>  | <b>10:22</b> |
| <b>2</b>      | <b>10:26</b> | <b>10:53</b> |
| <b>3</b>      | <b>10:57</b> | <b>11:24</b> |
| <b>4</b>      | <b>11:26</b> | <b>11:53</b> |
| <b>5</b>      | <b>11:55</b> | <b>12:22</b> |
| <b>6</b>      | <b>12:24</b> | <b>12:49</b> |
| <b>7</b>      | <b>12:51</b> | <b>1:16</b>  |
| <b>8</b>      | <b>1:18</b>  | <b>1:43</b>  |
| <b>9</b>      | <b>1:47</b>  | <b>2:14</b>  |
| <b>10</b>     | <b>2:18</b>  | <b>2:45</b>  |

## II. BULLETINS AND ANNOUNCEMENTS

Bulletin boards have been placed in strategic spots in the corridors to inform students of special activities, scholarships and work opportunities, etc. In addition, bulletins of information are announced regularly during homeroom. Listening to each announcement is of utmost importance to students. Announcements or posters pertaining to personal matters and non-school activities cannot be posted on any school bulletin boards or on any school walls. All posters, bulletins and announcements posted within the school or on school property must relate to approved school events and must be cleared through the administration. Posters are only to be affixed to bulletin boards. Information is primarily distributed via the district/school webpage and various social media platforms.

## III. CHANGING CLASSES

Students will be allowed four minutes to change classes. This provides sufficient time for a student to get to any part of the building. During the changing of classes, students are to walk (not run) and be courteous, not only to administration and faculty, but also to their fellow students. Students who wish to use the lavatory should do so during this time slot; however, students must arrive to class on time. When students arrive to their assigned classroom, they should enter the room promptly.

**Occasional unannounced hallway sweeps will be conducted by administration to identify students loitering in the halls or outside their designated class. Appropriate consequences will be issued to these students in accordance with the Code of Conduct.**

## IV. CLOSING SCHOOL AND DELAYED OPENINGS

In cooperation with our district, the following TV/radio stations will announce school closings and delayed openings beginning at 6:30 a.m. Closings and delays may also be communicated through automated calls, emails and social media.

WCBS Channel 2  
WNBC Channel 4  
WNYW Channel 5  
WABC Channel 7

WINS 1010 AM  
NJ 101.5 FM  
NJ News 12  
Local Access Cable TV – Channel 36



## **V. DISMISSAL**

School is dismissed regularly at 2:45 p.m. Students are to leave school directly from their tenth period class. Students, not on school business, must leave the school property, clearing both inside and outside of the building, by 3:00 p.m. This violation will be subject to consequences.

## **VI. FINES**

A student must pay all fines assessed against him/her at the end of each school year. These may include such items as laptops, textbook loss or damage fines, library fines, lock fines, laboratory breakage fines, shop material fees, loss or damage to other school property, non-return of uniforms, fund-raising monies, etc. Grade report/transcript mailings will be withheld due to non-payment of fines. Graduation diplomas will be withheld until all fines are paid.

## **VII. HOMEROOM PERIOD**

The homeroom period is a ten-minute period during which time attendance is taken. Each morning, the public-address system is used for opening exercises, which include the pledge to the flag, announcements, notice of upcoming activities, etc.

The Pledge of Allegiance is recited each school day during homeroom. Students who have conscientious scruples against such pledge or salute or are children of accredited representatives of foreign governments extended diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect while the pledge is being given. (NJSA 18A:36-3)

## **VIII. HOMEWORK**

It is general practice at LHS that each subject teacher will assign homework. Students are responsible for completing each day's assignment on time. Teachers are not expected to give full credit for assignments completed after the due date.

## IX. GRADUATION REQUIREMENTS

120 credits are required for graduation.

|                  |   |
|------------------|---|
| Language Arts –  | 20 credits  |
| Mathematics –    | 15 credits  |
| Science –        | 15 credits  |
| Social Studies – | 15 credits -1 World History<br>2 US History Courses |
| PE & Health –    | 20 credits (Driver's Ed Sophomore Year)             |
| F & P Arts -     | 5 credits   |
| Practical Arts - | 5 credits   |
| World Language-  | 5 credits – 10 credits required for college         |

Additional classes and electives will be added for credits. Average per year = 35 credits

Students who are under-credited/off track to graduate or in danger of aging out, will be identified as needing placement within the Linden High School Alternative Program (3:30PM-7:30PM).

## X. HONOR LISTS

Grades in all subjects are used in determining student eligibility for the honors lists. A student may qualify for one of three honor lists

|                         |   |                      |
|-------------------------|---|----------------------|
| Principal's Honors List | - | All "A" s            |
| High Honors List        | - | All "A"s and One "B" |
| Honors List             | - | All "A"s and "B"s    |

Numerical equivalents of letter grades are as follows:

|   |   |        |   |   |                   |
|---|---|--------|---|---|-------------------|
| A | - | 90-100 | F | - | 40 - 59           |
| B | - | 80-89  | I | - | Incomplete        |
| C | - | 70-79  | M | - | Medically Excused |
| D | - | 60-69  |   |   |                   |

## XI. LOCKERS

### ONLY SCHOOL-ISSUED LOCKS MAY BE USED ON LOCKERS

Lockers are the property of the Linden Board of Education. School administrators have the right to inspect the contents of student lockers at any time. Therefore, while student lockers allow privacy from other students, the lockers are

accessible to the administrators who have master keys and combinations. Lock combinations should not be revealed to anyone.

A locker is assigned to each student for his/her personal use during the school year. Each locker is the personal responsibility of the student to whom it has been assigned. A fine will be assessed at the end of the school year for damage beyond ordinary use.

**Lockers will be subject to periodic inspection, for any reason and at any time, to ensure the health and safety of the school and to determine their condition.**

Reasonable suspicion that a student has broken school rules, or a law, will result in a search of the student's locker. Use of lockers for the storage of contraband, drugs, alcohol, weapons and/or any other illegal paraphernalia will result in immediate suspension from the school and will be reported to the police.

**A word of caution: Please do not store valuable items or money in lockers, and do not share lockers with other students.**

## **XII. LOST AND FOUND**

The lost and found is located in the Main Office. All found items should be taken there. Anyone wishing to claim an item may do so from 7:00 -7:35 a.m. and from 2:45 p.m. to 3:45 p.m. Books will remain in the lost and found for a period of two weeks; after that time, they will be returned to the department to which they belong.

## **XIII. LUNCH PERIODS**

Five lunch periods are used to accommodate all students in the cafeteria. Students are assigned to one of the following five lunch periods:

|                          |                       |       |   |       |
|--------------------------|-----------------------|-------|---|-------|
| (4 <sup>th</sup> period) | 1 <sup>st</sup> Lunch | 10:40 | - | 11:05 |
| (5 <sup>th</sup> period) | 2 <sup>nd</sup> Lunch | 11:07 | - | 11:32 |
| (6 <sup>th</sup> period) | 3 <sup>rd</sup> Lunch | 11:34 | - | 11:59 |
| (7 <sup>th</sup> period) | 4 <sup>th</sup> Lunch | 12:01 | - | 12:26 |
| (8 <sup>th</sup> period) | 5 <sup>th</sup> Lunch | 12:28 | - | 12:53 |

No food of any kind can be taken from the cafeteria. No food shall be eaten in the halls or classrooms of the school at any time. Students are responsible for keeping their tables clean and throwing away all garbage. All cans and bottles must be placed in recycling containers.

#### **XIV. MAKE UP WORK**

The Linden Board of Education believes that the material covered in each class session is an integral part of the course. Therefore, each student is required to complete make-up assignments for all absences, whatever their cause.

1. Time allowed to make up work should not exceed the amount of time absent, i.e., work missed during a five-day period of absence should be made up immediately following the first five days the student returns to school. Arrangements to make up work must be initiated by the student.
2. Students may make up work for time missed because of actions initiated by the authorities of the school, i.e., suspension.
3. Students are required and responsible for obtaining their assignments during suspensions from their teachers.

#### **XV. MARKING PERIODS**

There are four marking periods per school year. Each marking period grade receives equal weight in computing the final average for the course. Students' grades shall be determined on the basis of tests, classroom participation, quizzes, homework, and special teacher assignments. **Students receiving an incomplete grade must make up the missed work as per BOE Policy # 6154.**

#### **2023-2024 Marking Period Dates**

| <b>Marking Period</b> | <b>Beginning Date</b> | <b>Interim End Date</b> | <b>End Date</b>   |
|-----------------------|-----------------------|-------------------------|-------------------|
| <b>First</b>          | September 7, 2023     | October 13, 2023        | November 17, 2023 |
| <b>Second</b>         | November 20, 2023     | December 22, 2023       | January 31, 2024  |
| <b>Third</b>          | February 1, 2024      | March 8, 2024           | April 15, 2024    |
| <b>Fourth</b>         | April 16, 2024        | May 21, 2024            | June 25, 2024*    |

\*Date may be moved up if inclement weather days are not used.

## **XVI. PARENT CONFERENCES**

Parents are cordially invited to visit the school and to consult with the principal, a vice principal, school counselors and/or teachers. All conference appointments are to be made through the Counseling Department.

## **XVII. PARKING**

Parent/Visitor parking on school property is limited to designated spots; student parking on school property is prohibited. Illegally parked vehicles are subject to being towed at the owner's expense.

## **XVIII. PASSES**

A student may not leave a classroom, the cafeteria, or their homeroom without an official school pass.

## **XIX. PLAGIARISM**

Plagiarism results when a person uses another person's ideas or words and presents them as their own. Students found guilty of plagiarism will be subject to the consequences of the discipline policy.

## **XX. RANDOM SEARCHES**

The Board of Education has authorized school officials to carry out a random search plan to detect illegal weapons in the schools. If selected, students and belongings in their possession will be searched using hand-held metal detecting wands. Selection of students will be on a completely random basis with the selection method masked from the students to prevent students from being able to predict, or accurately speculate, when they may, or may not, be selected for a search. These random searches are instituted to act as a deterrent against students introducing weapons into the schools. Hand-held wands are also authorized for use in doing reasonable suspicion and probable cause searches.

## **XXI. SAFETY AND SECURITY DRILLS**

Safety and security drills are held for the purpose of practicing orderly exits, evacuations, and lockdowns in the case of any emergency. Students must follow directions of teachers in charge and remain quiet at all times during drills. A directive will dictate an "all clear" signal at which time students and staff will resume a regular school day. The laws of the state mandate that all students must follow the prescribed procedures of the drill under the directives of the administration. Parent/Guardians will receive notification when safety drills are conducted.

## **XXII. SCHEDULE CHANGES**

Parental consent is required for any schedule changes. No schedule changes will be made after the start of the school year. Principal approval is required for any schedule changes after the start of the school year. Only conflicts or extenuating circumstances will be considered for review.

## **XXIII. SCHOOL-SPONSORED ACTIVITIES AND ATHLETIC EVENTS**

Students are responsible for their actions at all school-sponsored activities. Any breach of discipline will carry the same corrective measures as if school were in session.

To attend or participate in any extracurricular activity, students must be in school on the day of that activity if school is in session. Once a student leaves the activity, he/she may not return.

## **XXIV. STUDENT IDENTIFICATION CARDS**

Students must wear a school-issued ID, on a lanyard and around their neck, at all times. IDs must be current and visible and will be required for admittance to school and all school related activities. IDs must be worn over clothing and cannot be concealed or defaced in any way. Students must show their ID to any staff member upon request. IDs are required for Learning Commons admittance, nurse visitation and bus transportation; additionally, purchase of breakfast and/or lunch will require scan of a student's ID.

A student who does not have an ID may obtain a second ID through their vice-principal. An ID that is lost must be replaced at the expense of the student. No student will be allowed to remain in school unless an official LHS ID is visible. Any student not displaying proper ID will be placed in ISS until such time as their ID is replaced.

## **XXV. TEXTBOOKS, COMPUTERS AND OTHER ASSIGNED MATERIALS FOR STUDENT USE**

These materials are assigned to a student for his/her school use and should be kept in a locked locker when not in use to avoid damage or loss. Each student is responsible for the care and protection of these materials and will be required to reimburse the school for damage beyond normal wear or loss of the items.

## **XXVI. UNATTENDED CLASSROOMS**

If a student arrives at a classroom that is locked or unattended by a teacher, he/she should report to the nearest staff member and inform them of the situation.

## **SERVICES**

### **I. ACADEMIC ASSISTANCE**

If help is needed in any subject, the student should take responsibility for making an appointment to meet with the teacher. Teachers are often available before or after school to provide assistance to students who require their help. Although teachers may not be available every day due to other professional activities, they are available on certain days; therefore, prior appointments should be made. Peer tutoring may also be available; students should see their guidance counselor for more information.

### **II. CAFETERIA SERVICES**

Full cafeteria services are offered to students for breakfast and lunch. Please note that the online application portal will open on August 10, 2023, for 2023-2024 Meal Applications. Carryover eligibility will expire on October 20, 2023, for students who were approved for free or reduced lunch as of the last day of the 2022-2023 school year.

An eligibility notification letter informing students of their status (**Free, Reduced or Denied**) will be e-mailed or mailed within five (5) school days of submission. Please submit only one application per household.

If you receive a **Direct Certification letter** before the start of the school year, you do not have to submit an application for the students listed on the letter. They automatically receive benefits. Free and Reduced lunch applications received after October 20, 2023, can take up to ten (10) days to process. Benefits will not begin until an eligibility notification letter is received. You are responsible for payment of lunches during this period.

### **III. INTERVENTION AND REFFERAL SERVICES**

I&RS is a process available to assist teachers and faculty members to better meet students' needs with academic, emotional, or behavioral concerns. I&RS is a multidisciplinary team which may consist of the principal, school social worker,

general education and special education teachers, support service professionals and the school nurse. The I&RS Team provides the classroom teacher with strategies to best support students who are experiencing difficulties. In accordance with N.J.A.C. 6A:16-8.1. & 8.2, the goal of the committee is to see measurable student improvement in the identified target areas.

### **I&RS Process**

1. After a staff member or parent concludes that there is a student in need of support with a learning, behavioral or health challenge encountered in the general education setting, the staff member will begin documentation of implemented interventions for the student's identified area of need. In addition, the teacher will contact the parent/guardian to inform them of the student's area of concern.
2. The teacher will contact the school's I&RS coordinator to complete the Request for Assistance form. The form will reflect the reasons for the request, observed behaviors and all prior interventions to begin the I&RS process.
3. Once the I&RS coordinator receives the completed Request for Assistance, the coordinator will notify the students' parents/guardians to invite them in for a meeting with the I&RS Team to discuss the areas of concern.
4. At the meeting, the I&RS Team, along with the parents/guardians, will sit together to further discuss the areas of concern and develop a written action plan, including strategies to best assist the student.
5. After an action plan is developed, the teacher will implement the interventions which have been suggested; data will be collected based on the formulated action plan to determine if additional support is still warranted.
6. After a designated period of time, the data and the implemented action plan will be reviewed and assessed for effectiveness. At this time, it may be necessary to modify the action plan to better meet the student's needs if initial action plan is not found to be successful.
7. This process will continue as additional support is needed.

I&RS is not an automatic route for Child Study Team involvement - I&RS is a continual process. This process helps support teachers to increase the achievement of students who are experiencing academic, emotional or behavioral difficulties during their academic day. The continued support of parents/guardians during this process is imperative to achieving student success.



#### **IV. SECTION 504: AN OVERVIEW**

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities. Section 504 guarantees the right to full participation and access to a free appropriate public education (FAPE) as enforced by the Office for Civil Rights (OCR). Section 504 ensures that students with medical or other disabilities have equal access to an education. Qualified students may receive accommodations and modifications planned by persons knowledgeable about the students. Section 504 is designed to provide equal access and fairness in general education to students with disabilities through an accommodation plan. It is **not** a plan designed to enhance a student's performance, or modify the general education curriculum expectations, but rather a way to provide fairness and equal access to education.

#### **Who is Eligible under Section 504?**

A student may be considered eligible under Section 504 regulations if he or she:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such an impairment, or
3. is regarded as having such impairment.

"Substantially limits" is defined as unable to perform a major life activity that the average person in the general population can perform or significantly restricted to the condition, manner, or duration under which an individual can perform a particular major life function as compared to the condition, manner, or duration which the average person in the general population can perform that same major life activity. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The disabling condition need only substantially limit one major life activity in order for a student to be eligible.

#### **Section 504 – Referral Process**

In compliance with federal law, students must be identified, referred and evaluated by a 504 Committee in order to determine eligibility. Parents, guardians and school staff should refer students to the 504 Coordinator if they know, or suspect, that a student may benefit from accommodations in the general education program.

1. The referral process begins when the school receives notification from an adult who is knowledgeable about the students' specific situation. Once a

request for 504 accommodations is received, the 504 Coordinator will schedule a meeting with the parent/guardian and the committee to further discuss the students' limitations based on their impairment.

2. At the meeting, information will be collected from both the family as well as the students' teacher to determine eligibility. Information requested may include reports from physicians, observations, standardized tests etc.
  - a. If the student is found eligible, a 504 plan will be developed to assure accommodations provided to the student are proportionate with their peers.
  - b. Once developed, the 504 Coordinator will schedule a meeting to review the implementation of the 504 Plan with all relevant parties. If in agreeance, all members will be asked to sign the 504 Plan indicating their agreement.
  - c. It is then 504 Coordinator's responsibility to disseminate the information to teachers with educational responsibility to the student and to monitor the 504 Plan.
  - d. The students' 504 Plan will be reviewed on an annual basis to determine continued eligibility and documentation.
3. If the student is found ineligible, the 504 Team will discuss alternative interventions to best assist the student.

## **V. CHILD STUDY TEAM SERVICES**

Students experiencing educational, emotional or adjustment problems may be referred to Special Services. This team is composed of a school psychologist, a social worker, and a learning disabilities teacher-consultant. It may also include a school nurse, a speech teacher, and any other specialists who might be needed. Evaluation by the Child Study Team may result in providing the student with a special education program of instruction.

## **VI. CITIZENSHIP**

All students are taught the importance and duties associated with being good citizens through Social Studies classes and other related curriculums. Students are afforded the opportunity to demonstrate good citizenship within the school and the outside community.

Recognizing the importance of the right to vote, the school provides students with the opportunity to register to vote when they reach the age of 18.

## **VII. COLLEGE ENTRANCE EXAMINATIONS**

Many colleges require applicants to take the Scholastic Assessment Test (SAT) and other achievement tests constructed and distributed by the College Entrance Examination Board located in Princeton, NJ. Applications and explanatory booklets for the SAT and achievement tests are available in the Guidance Office. Students should discuss their plans for taking these tests as early as 9<sup>th</sup> grade. It is in their best interest to take the tests in 10<sup>th</sup> and 11<sup>th</sup> grade. Achievement tests taken in the spring of 11<sup>th</sup> grade ensure a student the opportunity to apply for early admission in the fall of their senior year. Students have the opportunity to take the SAT exam several times before beginning their senior year.

The Preliminary Scholastic Assessment Test (PSAT) is administered at Linden High School in October. All college-bound juniors should plan to take the PSAT. Honor students are encouraged to take the PSAT as sophomores.

Some colleges require applicants to take the ACT, an aptitude test constructed by the American College Testing program. Registration forms and information about this exam is available in the guidance office.

## **VIII. COLLEGE INFORMATION CENTER**

The College Information Center is located in room 351 and is designated as a research area for students and counselors. Students and counselors work individually and in small groups to plan for post-secondary education and/or career planning.

A college and career readiness counselor has been designated to assist students.

Computer programs are available to assist students in their college planning and preparation.

Linden High School also hosts college fairs to inform students of post-secondary opportunities.

## **IX. GENESIS PARENT ACCESS**

Parents or guardians may have access to student information such as attendance and grades via the Genesis database. To obtain access, a parent or guardian may bring a completed form to the school's main office, along with a photo ID. Information and a password to access student accounts will

be forwarded to the applicant via email. Genesis access forms may be downloaded from the district website [www.linden.k12.nj.us](http://www.linden.k12.nj.us), or obtained from the school's main office.

## **X. COUNSELING SERVICES**

The Linden Board of Education provides counseling facilities and staff services to assist students and their parents in educational, vocational, and personal decision-making. The counseling staff consists of school counselors and professional secretaries. All school counselors are fully certified and have had appropriate training in counseling services.

Each student is assigned to a counselor who will work with him/her during his/her entire high school experience in the areas of scholastic, career, and personal matters.

Students who wish to see their counselor should make an appointment either before school or after school. In an emergency, a classroom teacher can issue the student a hall pass to see their counselor. In addition to student-initiated requests, counselors will periodically call students for conferences.

Students are encouraged to consult with their counselors whenever necessary and make full use of the guidance services and facilities.

## **XI. HEALTH OFFICE**

School health services are provided to foster the personal development, health, and growth of students and to detect and help correct any health conditions which prevent optimum learning and development. Two full-time school nurses and several part-time physicians perform physical examinations, vision and hearing tests, and tuberculosis and scoliosis screening. The nurses are available to counsel and assist students with health issues.

The Board of Education requires evidence of immunization for measles, rubella, polio, mumps, diphtheria, and tetanus. Boosters for diphtheria and tetanus are required every ten years.

Ring Worm - A student with a suspected case of ringworm will be sent home to begin treatment. The student may return to school with a doctor's note or evidence of appropriate treatment. While in school, the infected area must be covered. Exclusion may occur if the infection is spreading or is not under medical care. A student with ringworm of the scalp must wear a clean cap during school hours and have a doctor's note to return to school. Students in the

class will be sent home with a letter notifying the parent/guardian of possible exposure and information about ringworm.

Lice - When a case of lice is found, all students in the classroom will be checked, as well as any siblings in the district. If the student rides a bus, those students on the bus will also be checked. The student found to have lice will be sent home for appropriate treatment and may return to school after all eggs have been removed and clearance from the school nurse is given. Parents/guardians of the students in the class will be notified by letter that lice were found, along with guidelines for preventing and controlling outbreaks.

Bed bugs - A suspected bed bug should be placed in a plastic bag, or jar, for identification. The student, along with their belongings, will be sent to the school nurse to be checked further for any signs of bed bugs. If nothing is found, the student will return to class. The parent will be notified of the situation and a letter will be sent home with the student for parent signature in order for the student to return to school. Maintenance will be notified, and the exterminator will be called to identify the bed bug and check for any infestation. If bed bugs are found in any classroom, a letter will be sent home notifying parents and guardians.

#### Health Office Regulations

1. In addition to student ID, a health office pass must be issued by the classroom teacher and is necessary for admittance to the Health Office. In an emergency, students will be escorted to the nurse by crisis intervention staff.
2. Injuries, other than those incurred on school property or during school activities, should not be referred to the school nurse for treatment. School nurses will give first aid for sudden illness and accidental injury, but they are not authorized to give subsequent treatment.
3. Doctor's notes must be presented to the health office upon the student's return to school.
4. Before any medication may be administered to or by any pupil during school hours, the Board policy requires the written request of the parent/guardian, which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board policy requires the written order of the prescribing physician which shall include:
  - the purpose of the medication
  - the dosage
  - the time at which, or the special circumstances under which, medication shall be administered
  - the length of time for which medication is prescribed
  - the possible side effects of the medication

5. The district will continue to follow the guidelines from the Centers for Disease Control and Prevention and the New Jersey Department of Health regarding Covid-19 protocols. Proper hand and respiratory hygiene are strongly encouraged. We ask that parents/guardians monitor their children for Covid compatible symptoms and keep them home when ill. Please speak with the School Nurse for specific questions/concerns.

## **XII. HEALTH INSURANCE**

Students who are not covered by health insurance are eligible for either free or low-cost coverage through the NJ Family Care Program. When filling out your Emergency Cards for the school year, be sure to answer the question regarding health insurance.

## **XIII. HOME INSTRUCTION**

The Linden Board of Education, in compliance with state law, provides home instruction when necessary. When a parent requests home instruction, a letter from the attending physician must contain (1) a specific request that home instruction be provided; (2) the nature of the disability; (3) approximate length of student absence. It is the responsibility of the parent to request home instruction if the expected duration of the absence will exceed two weeks. All requests for home instruction will go through the Superintendent's Office.

Students returning from home instruction will not be permitted back to school without a doctor's note.

All requests for home instruction will go through the Student Services Office.

## **XIV. LEARNING COMMONS**

The Learning Commons is open to students throughout the school day. Students may use the Learning Commons by securing a hall pass from their teacher and will only be able to enter with the hall pass and their student ID. Some after school hours are available throughout the week. Students must maintain the same code of conduct as regular school hours.

## **XV. SOCIAL WORKERS**

Linden High School has four full-time social workers on staff to provide students with counseling and support on an individual basis.

## **XVI. WORKING PAPERS/JOB OPPORTUNITIES**

All students under 18 years of age must obtain working papers if they wish to work after school hours or during vacation. Inquiries for working papers may be made in the main office before or after school. You may not apply for working papers unless you have a specific job promised to you. A social security card and birth certificate are needed to apply for working papers. They are issued only for one specific job and are not transferable from job to job without state approval.

## **STUDENT CONDUCT AND SCHOOL CITIZENSHIP**

### **I. DRESS CODE**

The Board of Education, supported by court rulings, upholds its right to impose student dress codes that prohibit immodest or suggestive clothing, dress that would create a disturbance or distraction, and clothing that is unsanitary or creates a health hazard. Students are prohibited from wearing dress that contains obscenities or leaves the student scantily clad. Clothing that conveys messages that are obscene, vulgar or refer to alcohol or illegal substances are prohibited. Clothing that contains messages of hate and violence is also prohibited. This restriction on student speech will be imposed only where there is a well-founded expectation of disruption to the educational process or on the legitimate rights of other students or staff.

The Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel, or accessory which indicate that the student has membership in, or affiliation with, any gang associated with criminal activities. **In accordance with NJSA18A:11-9.**

The Board of Education confirms its desire to authorize uniform school dress for students. The Linden Board of Education supports this policy for the following reasons:

1. To instill discipline and create a positive educational atmosphere
2. To help with issues of peer pressure
3. To increase classroom concentration
4. To promote a sense of identity and improve security
5. To increase school spirit and school unity
6. To help families with economic issues regarding costs
7. To enhance community image; and,
8. To assist students in preparing for the work world.

The Linden Board of Education will not adopt policies regarding uniform student dress in order to regulate appearance or to establish a sense of good taste. Uniform student dress policies will not interfere with a student's right to religious expression or other rights of expression.

Students requesting exemptions for religious or other reasons must do so in writing. If an exemption is granted, they will not be penalized academically or otherwise discriminated against for noncompliance.

The Board of Education is open to receive recommendations from schools to adopt a school-level dress code policy that includes uniform modes of student dress. Such recommendations will be made by the principal and forwarded to the Board of Education for approval through the Superintendent. These recommendations must provide evidence that a majority of teachers and parents in the school are supportive of the proposed code and that provisions are made for economically disadvantaged students. The Board will hold a public hearing on any such proposal and shall not implement the new policy with less than three months' notice to the parents and guardians of the students.

**Students may not wear:**

- 1. short shorts, hats, wave caps, bonnets, sunglasses, ski goggles, and bandanas;**
- 2. midriff, tube tops, strapless tops/dresses, halter-tops, tank-tops, camisoles, see-through articles, or articles that expose cleavage, stomach or excessive skin;**
- 3. garments that reveal under garments or buttocks; pajama pants, pants or sweatpants with graphics or writing across the back**
- 4. clothing and/or accessories that have any associations with illegal substances, violence or gangs;**
- 5. clothing that is offensive to any nationality, ethnicity, religion, sexual orientation, or gender identity.**
- 6. clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior whether stated or implied; or**
- 7. any footwear that does not have a back-support strap.**  
**\*Failure to comply with the above guidelines will result in disciplinary action.**

Students requesting exemptions for religious or other reasons must do so in writing. If an exemption is granted, they will not be penalized academically or otherwise discriminated against for non-compliance.

School regulations prohibit student dress and grooming practices which:

1. present a hazard to the health or safety of the student or to others in school;



2. materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to school property; or
4. prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

## **II. CAFETERIA RULES**

1. Student ID is required to purchase breakfast and lunch.
2. Students are to remain seated until dismissed from the cafeteria.
3. A pass is required to leave the cafeteria.
4. Students are responsible for their table which must be cleaned and waste deposited in garbage cans.
5. Consequences will be given to students who do not properly dispose of their waste products in the cafeteria.
6. Condiments are to be used at condiment table only.
7. Recyclables should be disposed of in proper containers.
8. No food or drink is to be taken from the cafeteria.
9. Food and drink may only be consumed in the cafeteria.
10. Students are expected to be polite, courteous, and quiet at all times.
11. No throwing of food or other objects is permitted.

## **III. CELL PHONES AND ELECTRONIC DEVICES**

1. Cell phone/headphone use is strictly prohibited in all areas during class/instructional time. Any unauthorized use will result in confiscation and subsequent disciplinary actions will be taken. Items will be returned at the end of the day from 2:45 p.m. - 3:45 p.m. in the Main Office or Academy Office.
2. Use of electronic devices is permitted prior to the official start of the school day and after dismissal, during lunchtime (in the cafeteria), and while passing from class to class in the hallways. Cell phones may be utilized in class for specific instructional purposes, if directed by the teacher.
3. The school is not responsible for the loss or theft of any cell phones or electronic devices.
4. Cell phone use is strictly prohibited in all areas during a crisis situation.

## **DISCIPLINE CODE**

**Our discipline philosophy is based on the following beliefs:**

1. Students are expected to treat other with respect and dignity.
2. Students must be held responsible and accountable for their conduct.

3. Violations of Code of Conduct may impede an individual's chances for academic success and inhibit the achievement of other students.
4. Maintaining appropriate behaviors and discipline is the shared responsibility of students, parents, teachers, and administrators.

## I. GENERAL POLICIES

1. The policies, regulations and penalties included in this code are intended to provide students, parents/guardians, and staff with the information necessary for recognizing and dealing with the problems of discipline herein stated.
2. Disciplinary procedures must be uniform for all students, clearly stated to avoid dual standards, and must be available to all parties concerned; namely, students, parents/guardians and staff.
3. It is the right of any staff member operating within the boundary of their duty to question the health, safety, and conduct of any student. In cases where students believe that "unjust treatment" has been imposed on them, they may seek recourse through the office of the next highest administrator to appeal the matter.
4. An initial attempt at remediating concerns should be made through parent/guardian involvement with guidance counselors and/or administrators. Students with the concerns should avail themselves of the services provided by their guidance counselor.
5. Students who display chronic behavioral or academic issues may be referred to the building's Intervention and Referral Services team (I&RS) by the school administrator for intervention and recommendations. The administrator making such a referral shall inform parents/guardians of this action.
6. When the principal determines that there is a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, he/she should not hesitate to take appropriate action.
7. The Board of Education recognizes that suspension from the educational program of the school is one of the most severe sanctions that can be imposed on a student and that it should not be imposed without adequate safeguards to ensure a child's elemental right to an education. All rights of "due process" are to be afforded by the administration.
8. With incidents involving disciplinary action, the parents/guardians shall be notified to meet with school personnel to review and discuss the disciplinary procedures.
9. Students assigned out-of-school suspension are forbidden on any Board of Education property. **Suspended students are not permitted on school property without administrative permission. Failure to comply may result in being charged with trespassing.** These students may not participate in any school activities without the approval of the Superintendent.

10. In the case of out-of-school suspension, retention in school will be provided for only the balance of a school day if a parent/guardian cannot be contacted.
11. A student may be detained in school for the purpose of detention.
12. The school administrator may request a conference with the parent/guardian and student at the completion of a suspension period. This conference shall serve as a means of counseling the student against repetition of negative behaviors and clarifying the administration's position toward future actions.
13. Students who are expelled shall not be allowed to go on any Board of Education property or attend any school activities until their class has graduated from high school.
14. Classified students are subject to this discipline code except where the infraction is a result of the student's disability.

## **ASSURANCE**

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places the student or other in immediate physical danger in accordance with the provisions at N.J.S.A. 18A:46-13.4 et seq.

## **II. STUDENT'S RIGHTS AND RESPONSIBILITIES**

1. Students have rights within the educational facility, which encompass respect for the individual and educational rights of other students. Each student has the right to learn free from distractions and interference from others.
2. If any student receives a penalty, which he/she feels is unjust or unwarranted, there is an appeals procedure which the student may follow to try to resolve the situation. The following is the sequence of individuals to whom he/she may speak:
  - a. The teacher who originally assigned the penalty.
  - b. Guidance counselor for academic resolutions.
  - c. A vice principal for a behavioral or discipline matter.
  - d. The Principal.
  - e. The Superintendent of Schools.
  - f. The Board of Education.
  - g. The N.J. Commissioner of Education.
  - h.

### III. DUE PROCESS (Student Grievance Procedure)

The U.S. Supreme Court has established student rights prior to suspending a student for 10 days or less.

1. The student must be given oral or written notice of the charges against him/her.
2. If the student denies the charges, an explanation of the evidence against the pupil must be furnished.
3. The student is guaranteed an opportunity to present his/her side of the story in a hearing. The required hearing is not elaborately defined. It can be limited to a discussion in which the student has an opportunity to express his/her side of the story.
4. In the court's ruling, the hearing is described as "...at least an informal give and take between student and disciplinarian, preferably prior to suspension."
5. The hearing and other due process clauses can be momentarily disregarded by the school in cases where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
6. A written statement from the teacher or other employees involved must accompany violations referred to the principal for disciplinary action as soon as possible. Said statement should be received no later than the beginning of the next school day.
7. The student shall be given an opportunity for an informal hearing to explain his/her version of the facts after being informed of the accusation and the supporting evidence. The administrator can use his/her discretion concerning more formalized procedures, i.e., a conference between the parties involved.
8. When all available facts regarding the incident have been examined by the administrator, a decision shall be made. In the case of school suspension, a parent/guardian of the pupil should be notified immediately. If possible, a written notice shall be mailed to the parents/guardians and to the superintendent the day the suspension is made. The suspension notice shall include the specific infraction or violation with a prescribed manner of resolution, i.e., parental conference, meeting with all parties concerned, the number of days suspended.
9. There need be no delay between the time of the notice or charges and the time of the informal hearing. In fact, the administrator may informally discuss the alleged misconduct with the student immediately after it has occurred. At that time, it shall be determined if a parental conference and/or an I&RS process are appropriate. A record of such conference shall be kept by the administrator.
10. Students whose presence pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be

immediately removed from school. Parent/guardian contact must follow. The necessary notice of a hearing shall follow as soon as practicable. The parent/guardian shall be informed of the seriousness of the problem and the need for special services intervention procedures. Immediate notification to the Superintendent of Schools in writing shall follow.

11. Students with educational disabilities will be covered under the N.J.A.C. 6A:14

#### **IV. STUDENTS UNDER THE INFLUENCE OF CONTROLLED DANGEROUS SUBSTANCE – DRUGS, TOBACCO, ALCOHOL (Summary Report of 18A: 40A)**

1. Whenever it appears to any faculty member that a student may be under the influence of a controlled dangerous substance taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, such faculty member shall report the matter as soon as possible to a school nurse, student assistance counselor, and the Principal and/or her designee.
2. The Principal and/or designee shall arrange for an immediate examination by a school nurse.
3. The Principal and/or designee shall immediately notify the parent or guardian to obtain a drug screening.
4. The student must be examined within one hour for the purpose of diagnosing whether or not the student is under such influence. A parent may choose to have their child examined by a private physician within this one hour period.
5. In the event that a parent or guardian cannot be contacted within one hour, the student will be transported to the nearest hospital via ambulance to be medically evaluated. In addition, DCP&P will be notified.
6. Failure to comply with appropriate examination and screening will be considered a positive result.
7. If a student tests positive for drugs or alcohol, further examination will be required by a physician. A written report of said examination shall be furnished in a timely manner by the examining physician to school administration.
8. Students testing positive for drugs or alcohol will be subject to disciplinary consequences in accordance with the Code of Conduct.
9. The student shall not resume attendance at school until he/she submits to the SAC a written report certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
10. Vaping is strictly prohibited.

**Refer to Linden Board of Education Policy 5131.6 for the complete policy regarding Drugs, Alcohol and Tobacco**

## **V. STUDENTS IN POSSESSION OF WEAPONS AND DANGEROUS INSTRUMENTS**

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons applies to incidents away from school grounds including on the bus, in transit to and from school, during school hours, and during school sponsored functions or social media post that raise public alarm.

A student found to be in possession of any type of weapon or dangerous instrument shall be reported to the police and immediate disciplinary action will take place pending due process and a right to a hearing. Firearms, knives, pepper spray, and other dangerous instruments identified by the school and or police are considered to be weapons.

Refer to Linden Board of Education Policy 5131.7 for the complete policy Regarding Weapons and Dangerous Instrument

## **VI. HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic that takes place on school grounds, at any school-sponsored function or on a school bus and that:

A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial interference with the orderly operation of the school.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, smart watch or computer, that takes place on school grounds, at any school-sponsored function or on a school bus.

Refer to Linden Board of Education Policy 5131.1 for the complete policy regarding Harassment, Intimidation and Bullying located in Appendix A on page 54.

## **VII. CRIMINAL COMPLAINTS AND EXPULSION PROCEDURES BY THE BOARD OF EDUCATION**

In offenses which may result in school authorities filing a complaint against a student with law enforcement authorities, a parental conference shall be required with the student being suspended up to 10 days, in accordance with due process procedures. Expulsion proceedings, as requested by the school administrator, may be initiated. Should they be initiated, the suspension shall continue until a determination is made by the Board of Education, but shall not extend beyond the period set forth in N.J.S.A. 18A: 37-5.

Expulsion procedures require a child study team evaluation and recommendation to the Board of Education as per N.J.A.C. 6A: 14-2.8

Students charged with possession, using, selling or being under the influence of drugs, alcoholic substances and/or controlled dangerous substances while on Board of Education property could result in being reported to the law enforcement authorities, the student's parents/guardians, and the student assistance counselor immediately. Alleged acts relating to the above, observed by a Board of Education employee and/or detected through medical or law enforcement procedures, shall be sufficient for the school administrator to request expulsion proceedings by the Board of Education.

Home instruction or other suitable instruction for the accused student shall be provided by the Board of Education so that there are no more than 5 school days without instruction until a decision is determined by the Board of Education.

## **VIII. RULES AND REGULATIONS FOR THE ACADEMIC AND COUNSELING PROGRAM (ACP)**

1. Students must report at the designated time and remain until they are dismissed. (3:15 p.m. – 7:15 p.m.)
2. Students must report with schoolwork and other appropriate materials. Teachers must provide class and homework assignments for that day via "Canvas" or e-mail.
3. Students must attend ACP on their designated days and failure to report will result in additional disciplinary consequences.
4. Students must work on school-related subjects during entire time period.
5. Students must dress appropriately and must comply with the discipline code set forth by the school district.

6. Parents must take complete responsibility for transportation to and from the program.
7. Parents will be contacted immediately in cases of misbehavior and sent home from the program.
8. In the event of student misbehavior, additional consequences will be issued.

#### **IX. RULES AND REGULATIONS FOR IN-SCHOOL SUSPENSION**

1. Attendance in homeroom is required.
2. Students will report to in-school suspension at 7:55 a.m.
3. Students must complete assigned days.
4. Students will remain in their assigned seats during in-school suspension.
5. No food, except for lunch ordered by the ISS teacher, will be allowed in the in-school suspension room. Food brought from home will be given to the teacher in the morning and returned during lunch.
6. Sleeping or resting heads on the desks is not permitted.
7. Students must place cell phones in the designated holding area that is monitored by the teacher.
8. Students must bring textbooks, notebooks, and other appropriate working materials to complete homework or schoolwork as assigned. **Teachers must provide class and homework assignments for that day via “Canvas” or e-mail. Vice-principals will notify teachers of impending suspension within 24 hrs.**
9. Work completed by the student will be submitted to the subject area teacher by the student.  
School counselor or social worker will be available to offer support.

#### **X. RULES AND REGULATIONS FOR OFFICE DETENTION**

1. Students will report to office detention at 2:50 p.m.
2. Students must sign in to receive credit for attending office detention.
3. Students may work on school assignments during office detention.
4. Students who fail to report to office detention or cause a disturbance during office detention will be issued an additional consequence.

#### **XI. RULES AND REGULATIONS FOR SATURDAY PROGRAM**

1. Students must report at the designated time and remain until they are dismissed. (8:00 a.m. – 12:00 p.m.)
2. Students must dress appropriately and must comply with the discipline code set forth by the school district.
3. Parents must take complete responsibility for transportation to and from the program.



4. The administrator/teacher in charge will contact parents immediately in cases of misbehavior or absence from the Saturday Program.

## **XII. SCHOOL BUS RULES**

In the event that you have a question or problem concerning the transportation of your child/children to school, the first person to contact should be the principal. The principal is responsible for taking disciplinary action. The Transportation Coordinator will be notified of any problems. If your questions cannot be answered or problems resolved, the Superintendent of Schools may be notified.

All students being transported on school district provided vehicles must be considerate of the safety and well-being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting students.

For the safety of all riders, students will be required to:

1. Show respect for the driver, aide, and fellow students at all times.
2. Enter and leave the bus in turn. No pushing or crowding.
3. Learn emergency procedures.
4. Be seated while bus is in motion and remain seated.
5. Talk in a reasonable tone of voice. No profane or abusive language.
6. Keep the bus clean – no littering.
7. Follow all established COVID-19 and safety protocols
8. Smoking/vaping is strictly prohibited on the bus

The principal has the authority to exclude a student(s) from the bus for disciplinary reasons. It then becomes the responsibility of the parent/guardian to provide transportation to and from school.

### Disciplinary measures

#### **First Offense** – (subject to the severity of the incident)

The student will be reported to the school principal. A registered letter will be sent to the student's parents informing them of the problem as well as what procedures will be followed if a second or third offense occurs during the school year.

#### **Second Offense** –

The student will be excluded from the bus for a period of five (5) school days. Absence from school during this period will be considered truancy.

#### **Third Offense** –

The student will be excluded from the bus for a period of thirty (30) school days. Absence from school during this period will be considered truancy.

Any further infractions will be subject to an additional thirty (30) school days and may result in permanent removal from the bus.

### **XIII. INTERNET SAFETY AND TECHNOLOGY**

The Linden Board of Education offers students in the Linden Public School District access to the district computer network for Internet use. It is the policy of the Linden Public Schools that all technology used to access the Internet will be used in a responsible, legal, and ethical manner by students and personnel. Technology is used as a tool to support teaching and learning. The Board's intent is to make Internet access available to further educational goals and objectives of this district.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents/guardians and students must be informed that inappropriate materials could be encountered during the student's research, and if such material is inadvertently accessed, it shall be disengaged from immediately. The Linden Public School District has taken precautions to restrict access to controversial materials, including the use of filtering software and vigilant teacher supervision. These precautions are a safeguard from objectionable materials; however, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed disadvantages. All students will be instructed and trained in age-appropriate use of telecommunications while using the system. Students will not download objectionable material.

In the event of virtual instruction, students must adhere fully to the Code of Conduct and established classroom rules.

#### **District Internet and E-mail Rules**

1. Network users are as responsible for good behavior on school computer networks as they are in the school environment. General school rules for behavior and communications apply. Access is a privilege – not a right.
2. Access to network services is given to users who have signed the Internet Acceptable Use Agreement Form. All students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students, age 18 and over, may sign their own forms.
3. Responsible Internet use is demanded of all users; however, the Linden Public Schools will make every attempt for supervision and monitoring of all network users by professional staff. Additional safeguards and blocks are in place to define and restrict objectionable Internet sites.

4. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Network users will not reveal personal information such as addresses, phone numbers, or photographs of themselves or others.
  - d. Note that electronic mail (e-mail) is not private. Individuals on the network can potentially have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
  - e. Do not use the Internet in such a way that you would disrupt the use of the network by other users (i.e., viruses, tampering with restricted areas, vandalism, etc.).
  - f. Do not engage in activities that are prohibited under state or federal law.
  - g. Exchanging of obscene, pornographic, or offensive material of any kind (verbal, visual, auditory) is prohibited and will result in disciplinary consequences.
5. Network users will adhere to the Internet rules of proper behavior in order to eliminate vandalism, harassment and plagiarism.
  - a. Vandalism is defined as any malicious attempt to harm, modify and destroy data of another user, networks, hardware, or the telecommunication provider. This includes, but is not limited to, the uploading or creating of computer viruses.
  - b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail. Users shall not send, or knowingly receive messages, that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.
  - c. Plagiarism is defined as stealing, or using, without acknowledgment of another person, his/her ideas, words, formulas, textual material, on-line services, or computer programs. Plagiarism further encompasses any manner in which the work of another person is presented as one's own, without proper citation.
6. Unauthorized viewing or use of computer files, programs, or any electronic information is prohibited and may result in disciplinary, criminal or civil sanctions.
7. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software, or intellectual property of others is prohibited and will result in disciplinary consequences.

8. Computer technology and facilities are for the use of Linden students, faculty, and staff. Abuse of terminals, printers, connection devices, and any supporting hardware and/or furnishings will result in academic discipline and possible criminal action.
9. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
10. Copyright laws must be carefully observed. Violations of this policy will result in the user's privileges being revoked and other disciplinary measures, including possible legal action. In addition, any unauthorized telecommunications access, attempted access, or unauthorized use of the network system shall be considered theft. (New Jersey Penal Code, 2C)

### **School Furnished Electronic Devices**

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device, the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

**Refer to Linden Board of Education Policy 6142.10 for the complete policy on Acceptable Use of the Internet**

## CODE OF CONDUCT

**KEY:**

|                 |  |
|-----------------|--|
| <b>ACP</b>      | <b>ACADEMIC COUNSELING PROGRAM</b>           |
| <b>SP</b>       | <b>SATURDAY PROGRAM</b>                      |
| <b>I&amp;RS</b> | <b>INTERVENTION AND REFERRAL SERVICES</b>    |
| <b>OD</b>       | <b>OFFICE DETENTION</b>                      |
| <b>ISACP</b>    | <b>IN-SCHOOL ACADEMIC COUNSELING PROGRAM</b> |
| <b>OSS</b>      | <b>OUT-OF-SCHOOL SUSPENSION</b>              |
| <b>PN</b>       | <b>PARENT NOTIFICATION</b>                   |
| <b>PC</b>       | <b>PARENT CONFERENCE</b>                     |
| <b>CST</b>      | <b>CHILD STUDY TEAM</b>                      |
| <b>LPD</b>      | <b>POLICE NOTIFICATION</b>                   |
| <b>SN</b>       | <b>SUPERINTENDENT NOTIFICATION</b>           |
| <b>SAC</b>      | <b>STUDENT ASSISTANCE COUNSELOR</b>          |
| <b>AP</b>       | <b>ALTERNATE PLACEMENT</b>                   |
| <b>RRC</b>      | <b>RESTITUTION/RESTORATIVE CIRCLE</b>        |

While every effort is made to be fair, firm and consistent, the principal may modify or alter the recommended outcomes for infractions of school rules, depending on extenuating circumstances. Any unlisted offense will result in consequences in accordance with severity.

Code of Conduct is aligned to Linden Public School's Board Policy #5131-Conduct/Discipline. Code of Conduct applies to incidents away from school grounds including on the bus, in transit to and from school, during school hours, and during school sponsored functions or social media post that raise public alarm.

Students are prohibited from sharing photos or videos of other students without their permission. This restriction applies to instances in transit to and from school, during school hours, and during school events. Specifically, any content that showcases harmful or humiliating actions towards a student victim is strictly prohibited. Failure to comply with this policy will result in the removal of inappropriate content from social media platforms and may lead to disciplinary actions outlined in the Code of Conduct.

| <b>INFRACTION</b> | <b>1<sup>ST</sup></b>                                       | <b>2<sup>ND</sup></b>              | <b>3<sup>RD</sup></b>              |
|-------------------|---|------------------------------------|------------------------------------|
| ASSAULT           | 5 OSS + 5 OSS<br>POSSIBLE<br>EXPULSION<br>SN, PN, PC<br>CST | SAME AS 1 <sup>ST</sup><br>OFFENSE | SAME AS 1 <sup>ST</sup><br>OFFENSE |

| <b>INFRACTION</b>   | <b>1<sup>ST</sup></b>   | <b>2<sup>ND</sup></b>  | <b>3<sup>RD</sup></b>  |
|---|---|--|--|
| BULLYING BEHAVIOR TOWARD ANOTHER STUDENT- HARASSMENT, INTIMIDATION AND BULLYING | CONSEQUENCE PENDING OUTCOME OF HIB INVESTIGATION AND REVIEW OF INCIDENT | SAME AS 1 <sup>ST</sup> OFFENSE                                | SAME AS 1 <sup>ST</sup> OFFENSE                                |
| CAFETERIA - ENTERING OR EXITING WITHOUT PERMISSION                              | OD  | OD   | ACP  |
| CAFETERIA - LEAVING CAFETERIA WITH FOOD   | OD  | OD   | ISACP  |
| CAFETERIA- THROWING FOOD  | ISACP   | 2 ACP  | 3 ACP  |
| CRISIS SITUATION/SECURITY DRILL MISCONDUCT                                      | CONSEQUENCES PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS          | CONSEQUENCES PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS | CONSEQUENCES PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS |
| CUTTING CLASS   | SP-AFTER 5 <sup>TH</sup> INCIDENT GRADE WILL BE AFFECTED                | SP-AFTER 5 <sup>TH</sup> INCIDENT GRADE WILL BE AFFECTED       | SP-AFTER 5 <sup>TH</sup> INCIDENT GRADE WILL BE AFFECTED       |
| DISRESPECTFUL/ DISRUPTIVE/ IMPROPER BEHAVIOR                                    | SP +WILL BE SENT TO ISS FOR THE PERIOD CONTACTS PARENT                  | ISACP +WILL BE SENT TO ISS FOR THE PERIOD + PC                 | 2-3 ACP DEPENDING ON SEVERITY + PC                             |
| DISRESPECTFUL/DISRUPTIVE/ IMPROPER BEHAVIOR IN ISS                              | PN, SENT HOME, 2 ACP  | SAME AS FIRST OFFENSE  | PN, SENT HOME, 2 ACP   |
| DISTRIBUTION/SELLING OF TOBACCO PRODUCTS OR VAPING DEVICES                      | 3 OSS, PN   | 5 OSS + 5 OSS, PN  | 5 OSS + 5 OSS, PN  |

| <b>INFRACTION</b>  | <b>1<sup>ST</sup></b>   | <b>2<sup>ND</sup></b>   | <b>3<sup>RD</sup></b>  |
|--|---|---|--|
| DRESS CODE VIOLATION   | ISS UNTIL COMPLIANT WITH DRESS CODE - PN  | ISS UNTIL COMPLIANT WITH DRESS CODE - PN + OD   | ISS UNTIL COMPLIANT WITH DRESS CODE - PC + SP  |
| EXTORTION  | 5 OSS + 5 OSS - LPD, SN   | SAME AS 1 <sup>ST</sup> OFFENSE   | SAME AS 1 <sup>ST</sup> OFFENSE  |
| FAILURE TO REPORT TO OFFICE DETENTION  | OD  | SP  | SP   |
| FAILURE TO REPORT TO SATURDAY SCHOOL   | ISACP   | ACP   | 2 ACP  |
| FAILURE TO REPORT TO ACP   | Makeup Scheduled  | OSS   | OSS  |
| FAILURE TO REPORT TO TEACHER DETENTION   | OD  | OD  | OD   |
| FAILURE TO SIGN IN TARDY   | OD  | OD  | OD   |
| FIGHTING   | 3 OSS<br>POSSIBLE LPD<br>MEDIATION UPON<br>RETURN TO<br>SCHOOL  | 4 OSS<br>POSSIBLE LPD<br>MEDIATION<br>UPON RETURN<br>TO SCHOOL  | 5 OSS + 5 OSS<br>LPD, SN, PC<br>POSSIBLE<br>EXPULSION<br>*EVERY OFFENSE<br>THEREAFTER  |
| FIGHTING/RIOTING<br>(DISTURBANCE OF THE<br>PUBLIC PEACE BY<br>FIGHTING AND<br>AUTHORIZED VIOLENT<br>ACTIONS OF THREE OR<br>MORE INDIVIDUALS. | ADMINISTRATIVE<br>REFERRAL;<br>DEPENDING ON<br>THE SEVERITY<br>5 OSS + 5 OSS AND<br>POSSIBLE HOME<br>INSTRUCTION UNTIL<br>A BOARD<br>HEARING FOR AN<br>ALTERNATIVE<br>PLACEMENT OR<br>LONG-TERM<br>SUSPENSION<br>HEARING. I&RS<br>REFERRAL<br>INITIATED;<br>POSSIBLY<br>EXPULSION; LPD;<br>PC | ADMINISTRATIVE<br>REFERRAL;<br>DEPENDING ON<br>THE SEVERITY<br>5 OSS + 5 OSS<br>AND<br><b>MANDATORY</b><br>HOME<br>INSTRUCTION<br>UNTIL A BOARD<br>HEARING FOR AN<br>ALTERNATIVE<br>PLACEMENT OR<br>LONG-TERM<br>SUSPENSION<br>HEARING. I&RS<br>REFERRAL<br>INITIATED;<br>POSSIBLY<br>EXPULSION; LPD;<br>PC | ADMINISTRATIVE<br>REFERRAL;<br>DEPENDING ON<br>THE SEVERITY<br>5 OSS + 5 OSS<br>AND<br><b>MANDATORY</b><br>HOME<br>INSTRUCTION<br>UNTIL A BOARD<br>HEARING FOR AN<br>ALTERNATIVE<br>PLACEMENT OR<br>LONG-TERM<br>SUSPENSION<br>HEARING. I&RS<br>REFERRAL<br>INITIATED;<br>POSSIBLY<br>EXPULSION; LPD |

| <b>INFRACTION</b>   | <b>1<sup>ST</sup></b>   | <b>2<sup>ND</sup></b>   | <b>3<sup>RD</sup></b>  |
|---|---|---|--|
| FIRE ALARM – UNLAWFUL ACTIVATION  | 5 OSS + 5 OSS<br>LPD, SN<br>POSSIBLE<br>EXPULSION, IR&S   | SAME AS 1 <sup>ST</sup><br>OFFENSE  | SAME AS 1 <sup>ST</sup><br>OFFENSE   |
| FOURTH OCCURRENCE OF ANY INFRACTION WITH LESSER CONSEQUENCES  | 3 ACP   | 4 ACP   | 5 ACP  |
| FLAGRANT BEHAVIOR   | CONSEQUENCE<br>PENDING SEVERITY<br>OF INCIDENT  | CONSEQUENCE<br>PENDING<br>SEVERITY OF<br>INCIDENT   | POSSIBLE AP  |
| FORGERY – NOTES, GRADES, AND/OR SIGNATURE, ETC. (BASED ON SEVERITY OF INCIDENT WITH POSSIBLE POLICE NOTIFICATION)                                     | CONSEQUENCE<br>PENDING REVIEW<br>OF INCIDENT  | ISACP – PC  | OSS – PC   |
| GAMBLING  | SP-PC & SAC   | 1 OSS – PC, LPD<br>& SAC  | 2 OSS – PC, LPD<br>&<br>SAC  |
| INDECENT EXPOSURE (REPORTED TO POLICE)  | CONSEQUENCE<br>PENDING REVIEW<br>OF INCIDENT  | SAME AS 1 <sup>ST</sup><br>OFFENSE  | SAME AS 1 <sup>ST</sup><br>OFFENSE   |
| INTERNET AND SOCIAL MEDIA- INAPPROPRIATE USE (on or off school grounds, which causes a disruption to the learning environment or raise public alarm). | Administrative referral;<br>Consequence depending on severity of incident;<br>Student referred to social worker or counselor for counseling + PN;<br>Possibly 3 days OSS and/or HIB | Administrative referral;<br>Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PN;<br>I&RS referral initiated; Possibly 5 days OSS and/or HIB | Administrative referral;<br>Consequence depending on severity of incident; Student referred to social worker or counselor for PC + creation of Behavior Plan + counseling; I&RS referral reviewed;<br>Up to 5 days OSS with additional 5 days and/or HIB |



| <b>INFRACTION</b>   | <b>1<sup>ST</sup></b>  | <b>2<sup>ND</sup></b>  | <b>3<sup>RD</sup></b>  |
|---|--|--|--|
| LEAVING CLASS WITHOUT PERMISSION OR NOT RESPONDING TO PUBLIC ADDRESS CALL                   | SP   | ISACP  | ACP  |
| LOITERING IN BUILDING – UNSUPERVISED BEFORE OR AFTER SCHOOL                                 | OD   | SP   | OSS  |
| LOITERING AS IDENTIFIED THROUGH UNANNOUNCED HALLWAY SWEEPS                                  | OD   | OD   | OD   |
| MAJOR COMPUTER OFFENSE PER STUDENT USE GUIDELINES   | CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD | CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD | CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD |
| MINOR COMPUTER OFFENSE PER STUDENT USE GUIDELINES   | WARNING PARENT CONTACT   | OD   | SP   |
| OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES   | SP   | ISACP  | 2 ACP  |
| OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES TOWARD STAFF                                      | 2 ACP  | 3 ACP  | 4 ACP  |
| OPEN DEFIANCE OF AUTHORITY (INSUBORDINATION), FAILURE TO FOLLOW DIRECTIONS OF STAFF MEMBERS | CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION - PC               | CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION - PC               | CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION – PC               |

| <b>INFRACTION</b>  | <b>1<sup>ST</sup></b>   | <b>2<sup>ND</sup></b>              | <b>3<sup>RD</sup></b>              |
|--|---|------------------------------------|------------------------------------|
| PARKING ILLEGALLY<br>(POSSIBILITY OF BEING<br>TOWED)   | WARNING   | OD                                 | ACP                                |
| PLAGIARISM   | SP  | ISACP                              | 2 ACP                              |
| POSSESSION OF DRUG<br>PARAPHERNALIA,<br>TOBACCO PRODUCTS OR<br>VAPE DEVICES<br>Aligned with policy 5131.6  | 3 ACP, LPD  | 4 ACP, LPD                         | 5 + 5 OSS,<br>LPD+AP               |
| USE OF CONTROLLED<br>DANGEROUS SUBSTANCES<br>OR OTHER SUBSTANCES;<br>POSTIVE DRUG/ALCOHOL<br>TEST OR FAILURE TO<br>COMPLY<br>SET FORTH IN NJSA 18A<br>40-4.1<br>Aligned with policy 5131.6 | 5 ACP FOR<br>POSITIVE RESULT<br>REFERRAL TO SAC<br>FOR DRUG/<br>ALCOHOL<br>PROGRAM            | 5 ACP, SAC                         | 5 OSS + 5 OSS,<br>SAC              |
| POSSESSION OF AND OR<br>USE OF ANY WEAPON (OR<br>FAKE GUN) DEFINED BY<br>NJSA 2C:39-1.<br>(Including pepper spray)<br>Aligned with policy 5131.7   | 5 OSS + 5 OSS<br>PN, SN, CST, PC<br>SAC, EXPULSION<br>PROCEDURES<br><br>POSSIBLE<br>EXPULSION | SAME AS 1 <sup>ST</sup><br>OFFENSE | SAME AS 1 <sup>ST</sup><br>OFFENSE |
| POSSESSION, SELLING OF,<br>OR DISTRIBUTING<br>CONTROLLED<br>DANGEROUS SUBSTANCES<br>SET FORTH IN NJSA<br>18A:40-4.1<br>Aligned with policy 5131.6  | 5 OSS + 5 OSS<br>LPD, SN, SAC, PC<br>POSSIBLE<br>EXPULSION                                    | SAME AS 1 <sup>ST</sup><br>OFFENSE | SAME AS 1 <sup>ST</sup><br>OFFENSE |
| POSSESSION OF AN<br>OBVIOUS TOY WEAPON   | 3 OSS, LPD  | 4 OSS<br>LPD                       | 5 OSS + 5 OSS<br>LPD               |

| <b>INFRACTION</b>   | <b>1<sup>ST</sup></b>                         | <b>2<sup>ND</sup></b>                                    | <b>3<sup>RD</sup></b>  |
|---|---|--|--|
| SCHOOL BUS – INAPPROPRIATE BEHAVIOR   | PC - DISCIPLINE ACCORDING TO INFRACTION       | BUS EXCLUSION FOR FIVE (5) DAYS                          | BUS EXCLUSION FOR THIRTY (30) DAYS                               |
| SEXUAL HARASSMENT: NON-VERBAL/VERBAL/PHYSICAL VIOLATION OF ANY INDIVIDUAL'S WELL BEING (POSSIBLE HIB) | 3 OSS<br>PC & COUNSELING                      | 4 OSS, I&RS OR CST REFERRAL, PC,LPD                      | 5 OSS + 5 OSS, I&RS OR CST REFERRAL, PC, LPD, POSSIBLE EXPULSION |
| SMOKING VIOLATION OF STATUTE OR VAPING W/ NEGATIVE TEST (PL2989, C.96, EFFECTIVE 12/14/89)            | 2 ACP   | 3 ACP  | 4 ACP  |
| STUDENT ID VIOLATION, (NO VISIBLE ID, DEFACING STUDENT ID)  | VP WILL ISSUE BACK UP ID                      | ISACP  | ISACP  |
| TARDY TO CLASS (UNEXCUSED)  | 1-5 TARDIES<br><br>TEACHER DETENTION          | 6-10 TARDIES<br><br>OD FOR EACH OFFENSE                  | 11 OR MORE TARDIES<br>SP FOR EACH OFFENSE                        |
| TARDY TO SCHOOL (UNEXCUSED)   | (1-5) WARNING<br>TEACHER DETENTION & PC       | AFTER 5 <sup>TH</sup> INCIDENT<br>GRADE WILL BE AFFECTED | AFTER 5 <sup>TH</sup> INCIDENT<br>GRADE WILL BE AFFECTED         |
| TESTING SECURITY BREACH AND MISCONDUCT DURING STATE REQUIRED SECURITY DRILLS.                         | CONSEQUENCE DEPENDING ON SEVERITY OF INCIDENT | SAME AS 1 <sup>ST</sup> OFFENSE                          | SAME AS 1 <sup>ST</sup> OFFENSE                                  |

| <b>INFRACTION</b>  | <b>1<sup>ST</sup></b>   | <b>2<sup>ND</sup></b>   | <b>3<sup>RD</sup></b>   |
|--|---|---|---|
| THEFT – TAKING OR ATTEMPTING TO TAKE PERSONAL PROPERTY, SCHOOL PROPERTY, OR MONEY FROM A STUDENT OR STAFF MEMBER   | 3 ACP<br>PN DEPENDING ON SEVERITY   | 4 ACP<br>PN<br>IRS REFERRAL   | 5 ACP<br>PN   |
| THREAT   | 5 OSS + 5 OSS<br>PN, PC<br>POSSIBLE<br>EXPULSION<br>HEARING   | SAME AS 1 <sup>ST</sup><br>OFFENSE  | SAME AS 1 <sup>ST</sup><br>OFFENSE  |
| TRUANCY – APPLICATION OF ATTENDANCE POLICY   | REFERRAL TO VP  | REFERRAL TO VP<br>WITH POSSIBLE<br>AP   | REFERRAL TO<br>ATTENDANCE<br>OFFICER  |
| UNAUTHORIZED OPENING OF EXTERIOR DOORS   | ISACP<br><br>ADDITIONAL<br>CONSEQUENCES<br>PENDING REVIEW<br>OF INCIDENT  | 3 Days OSS<br><br>ADDITIONAL<br>CONSEQUENCES<br>PENDING<br>REVIEW OF<br>INCIDENT  | 5 OSS + 5 OSS<br><br>ADDITIONAL<br>CONSEQUENCES<br>PENDING<br>REVIEW OF<br>INCIDENT   |
| UNAUTHORIZED VIDEOTAPING or PHOTOGRAPHING OF OTHERS AND/OR POSTING UNAUTHORIZED VIDEO OR PHOTOGRAPHY ON SOCIAL MEDIA OR DIGITAL COMMUNICATION (POSSIBLE HIB) | Reviewing/reteaching of expectations + PN by staff member; Administrative review of incident; Depending on the severity of the incident, 3 days OSS; Possibly LPD; Possibly HIB | Student referred to social worker or counselor for counseling + PN; Possibly I&RS and/or creation of a behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS. possibly LPD; HIB | Student referred to social worker or counselor for counseling + PC; Review of behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS + 5 days OSS; possibly LPD; HIB |

| <b>INFRACTION</b>   | <b>1<sup>ST</sup></b>                                      | <b>2<sup>ND</sup></b>  | <b>3<sup>RD</sup></b>  |
|---|--|--|--|
| VANDALISM OF SCHOOL PROPERTY - CONSEQUENCES BASED ON SEVERITY OF INCIDENT, MONETARY RESTITUTION       | UP TO 4 OSS– PC, LPD, SN                                   | 4 OSS POSSIBLE EXPULSION                                     | SAME AS 2 <sup>ND</sup> OFFENSE  |
| VIOLATION OF ESTABLISHED LHS CELL PHONE/ELECTRONIC Devices  | CONFISCATION UNTIL END OF DAY                              | CONFISCATION UNTIL END OF DAY SP                             | CONFISCATION UNTIL END OF DAY ACP  |
| WEARING OF ANY TYPE OF GANG AFFILIATED PARAPHERNALIA, COLORS, HATS, JEWELRY, CLOTHING, BANDANAS, ETC. | WILL BE SENT TO ISS PENDING INVESTINGATION POSSIBLE PN, SP | WILL BE SENT TO ISS PENDING INVESTINGATION POSSIBLE PN ISACP | WILL BE SENT TO ISS PENDING INVESTINGATION POSSIBLE PN 1-3 OSS DEPENDING ON SEVERITY |

### **Linden High School Alternative School Program**

Students will be considered for placement in the Linden High School Alternative Program if they are at risk for academic failure and off track for graduation. Placement in the program will be pursuant to N.J.A.C.6A:16-1.3 and 9.1(a) and (b). The placement will be reevaluated after the student completes two marking periods in the Linden High School Alternative School Program.

### **Virtual Learning Code of Conduct**

Due to the COVID-19 pandemic, our Code of Conduct is subject to change at the discretion of the building administration. Any open defiance of safety protocols, inappropriate behavior, and/or other distractions that can disrupt the learning process will result in consequences that may not be listed in the current code of conduct.

### **Modifications during Health Crisis**

Consequences related to conduct will be modified at the school administrator's discretion in order to maintain student/staff safety during health crisis, including COVID-19. Failure to comply with Code of Conduct, or a violation of health and safety protocols, may result in a move to virtual instruction.

## Positive Citizenship Rewards

Students will be given the opportunity to earn rewards for good conduct and on-time attendance. A point system is aligned to conduct violations (see below).

|                             |          |                |
|-----------------------------|----------|----------------|
| OFFICE DETENTION            | 1 POINT  | PER OCCURRENCE |
| SATURDAY SCHOOL             | 2 POINTS | PER OCCURRENCE |
| IN SCHOOL SUSPENSION        | 3 POINTS | PER OCCURRENCE |
| ACADEMIC COUNSELING PROGRAM | 4 POINTS | PER OCCURRENCE |
| OUT OF SCHOOL SUSPENSION    | 5 POINTS | PER OCCURRENCE |

Permission to attend school dances, and other special events, designated as behavior rewards, will be limited to students who have exhibited good citizenship and conduct. The target point for admittance to dances and special events will be calculated at 7 points per month and will be communicated to students prior to each event. Students will have the ability to earn back points through evidence of good choices. 30 days, with NO conduct issues, will erase 3 points. Letters, confirming community service work, can also be issued to vice-principals to be considered for point elimination. Any student may be excluded from participation in extracurricular activities pending administrative review.

The administrators, teachers, and staff of LHS believe in our students, and in their right to a safe and positive school environment. This initiative is intended to promote an increased commitment to good citizenship and positive behavior.

## **ACADEMIC STANDARDS**

### **EXTRACURRICULAR ACTIVITIES Policy 6145**

“Extracurricular activities” shall be those activities that are sponsored or approved by the Board of Education, but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

The Linden Board of Education believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the Linden Board of Education establishes an Academic Standards Policy to cover participation in

all extracurricular activities. This policy applies to all students in grades 6 through 12 with the principles reinforced in elementary school.

As used in this policy, the following definitions apply:

**Probation** – A two-week period in which the student’s classroom achievements will be carefully monitored. The student will enjoy only the privilege of participating in practice sessions; he/she will be denied the opportunity to participate in contests or performances. Tutoring may be offered to the student, if available. If tutoring is offered, the student must attend, or they will become ineligible.

**Ineligible** – A status given to a student who has failing grades in three or more subjects at one of the established academic checkpoints (Tutoring may be provided for the student, if offered; however, he/she cannot actively participate in practices, contests and performances for the remainder of the season).

**Failing grade** –The cumulative numerical average of a grade that is lower than 60 commencing from the opening of the school year

**Passing grade** – The cumulative numerical average of 60 or higher commencing from the opening of the school year

**Tutoring** – Assistance given in an academic subject before or after school

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

To be eligible for extracurricular activities in grades 9 through 12

1. 1<sup>st</sup> Semester (September 1 to January 31<sup>st</sup>): For the 10<sup>th</sup> grade or higher, or the second year of attendance in a secondary school or beyond, a pupil must have passed 25% of the credits required by the State of New Jersey for graduation during the immediately preceding academic year.
2. 2<sup>nd</sup> Semester (February 1<sup>st</sup> to June 30<sup>th</sup>): For 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits required by the State of New Jersey for graduation at the closing of the proceeding semester (January 31). Full year courses shall be equated as one-half of the total credits passed during the immediately preceding semester.

## **MAINTENANCE OF ELIGIBILITY**

The following indicators will be used each season to determine the eligibility for extracurricular activities:

- FALL:** 25% of graduation requirement credits successfully completed from the previous year.  
Marking period 1 interim report
- WINTER:** Marking period 1 report card  
Marking period 2 interim report  
Marking period 2 report card
- SPRING:** 12.5% of graduation requirement credits successfully completed in first semester.  
Marking period 3 interim report  
Marking period 3 report card  
Marking period 4 interim report

Procedures regarding specific marking period grades and interim reports will be set by the principal or designee. All reports will be checked and appropriate action initiated, when necessary, by the principal or designee.

At the interim and marking period checkpoints, if a student has a failing grade(s) as evidenced by a failing cumulative average in that subject, the following will apply:

- A. One or more subjects, probation
  - B. Three or more subjects, ineligibility
1. If at any point in the period of probation, a student has lifted all his grades above failing, then he/she will be returned to good academic standing by the Principal.
  2. At the end of the two-week probationary period, a student will have their failing grades reevaluated. If the student is still failing any of the subjects for which he/she was placed in probationary status, they will remain on academic probation until academic progress is achieved or they become ineligible. Reevaluation by the building principal will continue as necessary.
  3. To be eligible for extracurricular activities, any student subject to the policy failing one or more courses may be offered tutoring. Failure to accept such tutoring, if offered, shall result in immediate ineligibility.
  4. Any student not marked present for an official school day may not participate, actively or passively, in any extracurricular program on the day of the absence. If a student is absent on Friday, they may not participate in a Friday after school activity, but can participate in a Saturday or Sunday activity.



5. Any student who has been suspended from school (OSS) may not participate, actively or passively, in any extracurricular program until the suspension obligation has been met.
6. An athlete leaving one sport to participate in another sport during the same season must present a written note from his parent or guardian and obtain permission from both coaches involved and the principal. The athlete may not return to the original sport that year.
7. Middle School athletes must not be 15 years of age before the start of the season.
8. A copy of this policy should be attached to the permission slip distributed to each prospective athlete.
9. Nothing in an IEP for classified students will exempt students from this policy; however, proper modifications and adaptations will be used. Any recommendations for exemptions to this policy on behalf of a classified student must be made jointly by the combined recommendations of the Director of Special Education and the Building Principal to the Superintendent of Schools.

## **NCAA REQUIREMENTS FOR ELIGIBILITY**

The Linden Board of Education encourages all students to strive for admittance to college, including student athletes in pursuit of athletic scholarships and other collegiate support. For students who may have the athletic potential to participate at the collegiate level, close attention to NCAA requirements needs to be given while in high school.

As of the date of this policy, for students striving for NCAA Division I and II schools, they must be registered and certified as eligible by the NCAA Initial-Eligibility Clearinghouse. For Division I, students must have completed 16 core high school courses with a GPA of at least 2.0 on a 4.0 scale. For Division II, students must have completed 14 core high school courses. For Division I, there is a test score/grade point average index, but not for Division II. The minimum ACT score is 68, or if using SAT, the minimum score is 820. The completion of an amateurism survey is also required. While there are no athletic scholarships awarded at Division III schools, athletic excellence may still be a positive factor in admission decisions.

## **SPORTS OFFERINGS**

The following sports and sports-related activities are offered at Linden High School:

Baseball

Football

Basketball (Boys & Girls)  
Bowling (Co-ed)  
Volleyball (Boys & Girls)  
Softball  
Swimming (Co-ed)  
Tennis (Boys & Girls)

Cheerleading (Co-ed)  
Cross Country (Boys & Girls)  
Soccer (Boys & Girls)  
Track-Spring (Boys & Girls)  
Track-Winter (Boys & Girls)  
Wrestling

## **SCHOOL-SPONSORED ACTIVITIES AND ATHLETIC EVENTS**

1. IDs must be visible and will be required for admittance to all school and school-related activities.
2. Students are responsible for their actions at all school-sponsored activities. Any breach of discipline will carry the same corrective measures as though school were in session.
3. To attend or participate in any extracurricular activity, students must be in school on the day of that activity if school is in session.
4. Once a student leaves the activity, he/she may not return.
5. There is to be no smoking, or use of drugs or alcohol at any time in any part of the building.
6. Students should be suitably dressed for all dances and concerts.
7. All students must always conduct themselves in an appropriate manner, demonstrating good sportsmanship.

All students under the age of 15 must be accompanied by a parent or guardian while attending football games. The parent or guardian is required to stay with their child(ren) throughout the duration of the sporting event.

## **NATIONAL HONOR SOCIETY**

### **CRITERIA**

Students are selected for membership in the National Honor Society on the basis of four criteria: scholarship, service, character, and leadership.

**Scholarship** – Scholarship is a distinguishing feature or trait of an individual which is indicated by academic achievement. Students who have maintained a cumulative scholastic academic average

of 90 in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades are eligible for membership in the honor society.

**Service** – Service is demonstrated by participation in clubs or activities which entail substantial involvement outside the classroom.

**Character** – Character is what a person is; reputation is what he/she is thought to be. Character is a distinguishing feature or trait of an individual which is indicative of mature, responsible behavior.

Character is demonstrated by:

1. honesty;
2. responsibility for completion of obligations;
3. considerate behavior towards others;
4. appropriate conduct without major or repeated disciplinary infractions;
5. regular school attendance, without excessive or unwarranted absence or tardiness.

**Leadership** – Leadership is a distinguishing feature or trait of an individual, which is demonstrated by the ability to influence others toward positive goals.

Leadership is demonstrated by:

1. holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties thereof, as well as acts that influence others by promoting constructive activities within the classroom, school and community.

## **RULES AND REGULATIONS**

The rules and regulations of the National Honor Society shall be followed. The National Honor Society is an organization sponsored by the National Association of Secondary School Principals.

--See Bylaws of the Linden Chapter of the National Honor Society

## **APPENDIX A**

**School Entry Protocol  
Linden Public Schools  
Effective April 9, 2018**

- ❖ No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment (advanced notice) to enter the building.
- ❖ Any parent/guardian, who needs to pick up a child early, must notify the office in writing/email prior to dismissal. If it is an emergency, the parent/guardian must call the office and notify the school.
- ❖ Through the intercom, all visitors must state the purpose of their visit and/or specify with whom they have an appointment prior to entering the building.
- ❖ If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office or designated sign-in area immediately.
- ❖ **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.**
- ❖ All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor's pass while in the building.
- ❖ If a visitor must drop off an item for a student (lunch, homework etc.) they will be directed to deposit that item in a bin outside the main entry. All items must be clearly labeled with the student's name, grade or teacher and will be retrieved by office staff. Entry into the school building is not permitted.
- ❖ Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- ❖ Failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Linden Police Department may be notified that an intruder is in the building.
- ❖ Employees of the district, who travel between buildings, may gain access to a building through any fobbed entrance but **MUST** sign in and out at the main office when entering and leave the building.
- ❖ Outside contractors are considered visitors in the building and must follow visitor protocol outlined above.

No visitor entry access, inclusive of parents/guardians, will be granted within a window of time during both arrival and dismissal of students. In other words, no visitors will be granted building access (unless they have a scheduled appointment) between 7:30 AM to 8:00 AM and 2:30 PM to 3:00 PM.

## **Description of the Linden High School Alternative Program**

The Linden High School Alternative Program is designed to give a student, who is disaffected and/or “at risk”, an alternative means of receiving a quality education. This is accomplished by the use of a non-traditional approach to education, yet still following New Jersey’s Core Curriculum Content Standards in all areas. All students work individually and at their own pace by using a proficiency-based individualized program. Students’ progress is assessed by the Alternative Staff on an individual basis with each student. The candidates for this program are those who may not be engaged in school due to individual, family, school behavioral, and/or community-related factors. The Alternative Program creates an environment that empowers students to change their attitudes and behavior, as well as to accomplish personal and academic goals. Students enter the program by recommendation of a multidisciplinary team and/or school administration. Students in senior year (grade 12) or junior year (grade 11) of high school are the first to be recommended, as they have the greatest need to complete their requirements in order to receive a high school diploma. After recommendations are made, an interview process begins. This process consists of a meeting with the program Director, student, and the parent or guardian. The program runs Monday through Thursday, with classes beginning at 3:30 p.m. and ending at 7:30 p.m. Fridays will be utilized for credit recovery as well as academic advisory. Policies for attendance and discipline (with some

modifications) are the same as the High School since this program is part of the High School.

### **Procedures for the Individual Pupil to Enter the Alternative Program**

- 1) Student referral intake form is completed by the schools' multidisciplinary team (or case manager, in the case of a classified student).
- 2) With the form, the multidisciplinary team or case manager includes the student's transcript, attendance record, and test scores. The case manager also provides the student's IEP, from the current or previous year.
- 3) A member of the multidisciplinary team or case manager contacts the parent/guardian (and/or student if the student is at least 18 years of age). The parent/guardian and/or student are informed of the referral and given a description of the program.
- 4) The Director of the Program sets a meeting with the parent/guardian and student to discuss the following:
  - Courses needed for completion of graduation requirements
  - State Testing requirements
- 5) A schedule is made to fit the needs of each student.

### **Frequently Used Phone Numbers**

To contact the Alternative Program office directly, you may call (908) 486-2212 ext. 8450.

## **Department Roles**

The Alternative Program is engaged with a conscientious and professional staff that is driven to assist students to succeed in their academic endeavors.

Director- the Director of the program oversees not only the staff and daily operation of the program, but also keeps track of a student's progress and discipline.

Secretary- the secretary of the program tracks and maintains the students' attendance, and notifies parents/guardians of daily absences and any assigned disciplines by the Director. The secretary can be reached at (908) 486-2212 ext. 8450.

Teachers- the teachers of the program are tasked with reinforcing the NJ Core Curriculum Content Standards, as well as tracking students' progress in their given subject area.

Counselor- the program's counselor is present to assist students with any academic or schedule concerns, as well as to assist the students on their journey beyond high school. The counselor also provides information regarding the PSAT, SAT, etc.

Social Worker- the program's social worker addresses the psychological and social well-being of the student population, by helping students to cope with any personal and psychological issues that affect their school performance, behavior and socialization (such as school attendance, illegal drug or alcohol dangers, teen pregnancy, and/or adjustment to the social setting of the

program). In addition to providing information and counseling for students, the social worker helps students, parents and program staff work together to solve problems by communicating and providing referrals to other resources.

### **Time Schedule and Hours of Operation**

The operating hours of the Alternative Program are from 3:30 p.m. to 7:30 p.m. Monday through Thursday. Below you will find the alternative school daily schedule.

| <u>Period</u> | <u>Time</u>    |
|---------------|----------------|
| 1             | 3:30-4:30 p.m. |
| 2             | 4:30-5:30 p.m. |
| 3             | 5:30-6:30 p.m. |
| 4             | 6:30-7:30 p.m. |

### **Mailing Address**

Linden High School Alternative Program  
128 W. St. Georges Ave  
Linden, NJ 07036

### **Family Emergencies**

In the event of a family emergency, if you need or would like your child to be released from school, please call the Alternative Program office at (908) 486-2212 ext. 8450 to give the office authorization to release your student.



### **District Website, Facebook, and Staff Email**

The Linden Public Schools district is present in several forms on the internet in order to keep parents and students connected and informed.

Linden Public Schools web site: <http://www.lindenps.org>

Linden Public Schools Facebook:

<http://www.facebook.com/lindenpublicschools>

Linden Public Schools Twitter feed: <http://www.twitter.com/lindenps>

At the beginning of the year, the Alternative Program office will provide you with a letter including the email addresses of the program's teachers. Should you like to inquire about your child's progress within the program, you may email the teachers directly, or contact the Alternative office at (908) 486-2212 ext. 8450

### **Medications**

There is no nurse on staff during the normal Alternative Program operating hours; therefore, no medications of any type are permitted in the building. Other arrangements for medications must be made.

### **Appointment Policy**

All students enrolled into the Alternative Program are expected to be on time and present between the hours of 3:30 p.m. and 7:30 p.m. If an outside appointment, for a doctor or otherwise, must be scheduled, every attempt must

be made to schedule it before 3:30 p.m., so it will not interfere in the student's education.

If it is impossible for it to be scheduled then, the student will be marked absent until a note with the date, time of arrival, and time of departure is presented to the Alternative Office. Students will be permitted to sign-in late in this situation.

### **Attendance**

The Alternative Program follows and enforces the Linden Public Schools District Attendance Policy. According to this policy, students are only allowed a total of 18 excused and unexcused absences for the school year. Also, in adherence with the New Jersey State Department of Education, in order to be marked "present" for the day, a student must be in attendance for a minimum of 4 hours per day. Students who do not comply with these standards will be marked as absent for the day. Each day, once daily attendance has been taken and distributed to the staff, the secretary for the program will call the parents/guardians of any students who are found to be absent, to inform them that their child is not in attendance for that day. In the event a student exceeds the limit of 18 excused and unexcused absences, an attendance appeal meeting should be scheduled with the attendance appeal committee. This can be done by contacting the main office at 908-486-2212 ext. 8450 between the hours of 3:30p.m. and 7:30 p.m. Failure to appeal absences exceeding a total of 18 will result in an administrative failure for the school year.

## **Academics**

The students in the Alternative Program work in an individualized, proficiency-based format based on their Individualized Program Plan (IPP). At the completion of two marking periods, a student is eligible to return to the mainstream program at Linden High School. This determination will be made by the multidisciplinary team who will review each student's IPP and if goals and objectives are achieved, the student will have the option of returning to the regular day school program.

All of the proficiencies are based on the same curricula that is taught and reinforced in the regular high school classes. Except for several projects, reports, and term papers, all work for the program is to be done and completed within the High School. No books or materials are permitted to leave the building. All assigned courses are to be completed by the end of each marking period. Students will be given a credit for each course completed-- grades will be finalized at the end of each marking period.

Students who are under credited will be allotted time in their schedule for credit recovery. These courses will be online, self-paced and monitored by alternative school staff.

## **Appearance and Dress Code**

The Alternative Program follows and enforces the dress code and appearance requirements as Linden High School.

## **Student Conduct and School Citizenship**

The Alternative Program utilizes the same code of conduct as Linden High School.

### **2023-2024 Marking Period Dates**

| Marking Period | Beginning Date    | Interim End Date  | End Date          |
|----------------|-------------------|-------------------|-------------------|
| First          | September 7, 2023 | October 13, 2023  | November 17, 2023 |
| Second         | November 20, 2023 | December 22, 2023 | January 31, 2024  |
| Third          | February 1, 2024  | March 8, 2024     | April 15, 2024    |
| Fourth         | April 16, 2024    | May 21, 2024      | June 25, 2024*    |

\*Date may be moved up if inclement weather days are not used.