



**Linden Public Schools**

**MIDDLE SCHOOL**  
**Student/Parent/Teacher**  
**HANDBOOK**  
**2024 – 2025**  
**(Updated 8/27/24)**

**LINDEN PUBLIC SCHOOLS**  
LINDEN, NJ

**CENTRAL OFFICE**

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ASSISTANT SUPERINTENDENT FOR SUPPORT

**JOHN SERAPIGLIA**  
BUSINESS ADMINISTRATOR/BOARD SECRETARY

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<b>Assistant Business Administrator</b> , Pamela B. Caporale	486-2800
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Elementary Language Arts, Federal Programs and Early Childhood, Jennifer Smith	x8027
Mathematics, Richard S. Molinaro	x8042
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# TABLE OF CONTENTS

<b>CENTRAL OFFICE</b> .....	<b>2</b>
<b>LINDEN BOARD OF EDUCATION</b> .....	<b>2</b>
<b>QUICK PHONE REFERENCE</b> .....	<b>3</b>
<b>SCHOOL CONTACT INFORMATION</b> .....	<b>4</b>
<b>TABLE OF CONTENTS</b> .....	<b>5</b>
<b>DISTRICT MISSION STATEMENT</b> .....	<b>9</b>
<b>DISTRICT VISION STATEMENT</b> .....	<b>9</b>
<b>OVERVIEW</b> .....	<b>10</b>
<b>NOTIFICATION OF RIGHTS UNDER FERPA</b> .....	<b>10</b>
<b>PROCEDURES</b> .....	<b>12</b>
<b>ATTENDANCE REGULATIONS - POLICY #5200</b> .....	<b>12</b>
Assurances .....	14
Early Dismissal .....	14
Student Release Protocol .....	14
Leaving Due to Illness .....	14
<b>TARDINESS/LATE TO SCHOOL</b> .....	<b>15</b>
<b>MIDDLE SCHOOL BELL SCHEDULE</b> .....	<b>15</b>
<b>BULLETINS AND ANNOUNCEMENTS</b> .....	<b>16</b>
<b>CHANGING CLASSES</b> .....	<b>16</b>
<b>CLOSING SCHOOLS &amp; DELAYED OPENINGS</b> .....	<b>16</b>
<b>DISMISSAL</b> .....	<b>17</b>
<b>FINES</b> .....	<b>17</b>
<b>HOMEROOM PERIOD</b> .....	<b>17</b>
<b>HOMEWORK/MAKE-UP ASSIGNMENTS - POLICY #2330</b> .....	<b>18</b>
<b>MAKE UP WORK</b> .....	<b>18</b>
<b>GRADE 8 PROMOTION REQUIREMENT</b> .....	<b>18</b>
<b>HONOR LISTS</b> .....	<b>18</b>
<b>LOCKERS</b> .....	<b>19</b>
<b>LOST AND FOUND</b> .....	<b>19</b>
<b>LUNCH</b> .....	<b>19</b>
Delivery Service .....	19
Cafeteria Billing .....	20
<b>MARKING PERIODS &amp; REPORT CARDS</b> .....	<b>20</b>

PARENT CONFERENCES – POLICY #9280.....	20
PARKING .....	21
PASSES.....	21
PLAGIARISM .....	21
RANDOM SEARCHES – POLICY #5770 .....	21
SAFETY AND SECURITY DRILLS.....	21
SCHEDULE CHANGES .....	22
SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS – POLICY #5517.....	22
TEXTBOOKS/ iPads.....	23
UNATTENDED CLASSROOMS.....	23
<b>SERVICES.....</b>	<b>23</b>
ACADEMIC ASSISTANCE .....	23
CAFETERIA SERVICES.....	23
INTERVENTION AND REFERRAL SERVICES (I&RS) TEAM .....	24
I&RS Process .....	24
SECTION 504: AN OVERVIEW .....	24
Who is Eligible under Section 504? .....	25
Section 504 – Referral Process .....	25
CHILD STUDY TEAM SERVICES .....	26
CITIZENSHIP .....	26
GENESIS PARENT ACCESS .....	26
COUNSELING SERVICES .....	26
School Counselor .....	26
School Social Worker .....	26
HEALTH OFFICE .....	27
Bed Bugs .....	27
Health Insurance .....	27
Health Office Regulations .....	28
Health Assessment .....	28
Immunizations.....	28
Illness or Injury .....	28
Lice .....	28
Medications.....	29
Ringworm .....	29
HOME INSTRUCTION .....	29
WORKING PAPERS .....	29
<b>STUDENT CONDUCT AND SCHOOL CITIZENSHIP .....</b>	<b>30</b>
STUDENT DRESS AND GROOMING – POLICY #5511 .....	30
CAFETERIA RULES.....	31

CELLPHONES AND ELECTRONIC DEVICES .....	32
<b>DISCIPLINE CODE .....</b>	<b>32</b>
PHILOSOPHY .....	32
RESTORATIVE PRACTICE.....	32
GENERAL POLICIES .....	33
ASSURANCES.....	34
STUDENTS' RIGHTS AND RESPONSIBILITIES .....	34
DUE PROCESS .....	35
CRIMINAL COMPLAINTS AND EXPULSION PROCEDURES .....	36
STUDENTS UNDER THE INFLUENCE OF CONTROLLED DANGEROUS SUBSTANCE - DRUGS, TOBACCO, ALCOHOL.....	36
STUDENTS IN POSSESSION OF WEAPONS AND DANGEROUS INSTRUMENTS .....	37
USE OF WEAPON DETECTION SYSTEM - POLICY #7444 .....	37
HARASSMENT, INTIMIDATION OR BULLYING - POLICY #5512 .....	37
CRIMINAL COMPLAINTS AND EXPULSION PROCEDURES BY THE BOARD OF EDUCATION .	40
RULES AND REGULATIONS FOR THE ACADEMIC AND COUNSELING PROGRAM (ACP).....	40
RULES AND REGULATIONS FOR IN-SCHOOL ACADEMIC COUNSELING PROGRAM (ISACP)..	41
RULES AND REGULATIONS FOR OFFICE DETENTION (OD).....	41
RULES AND REGULATIONS FOR SATURDAY PROGRAM .....	41
SCHOOL BUS RULES .....	42
INTERNET SAFETY AND TECHNOLOGY- POLICY #2361.....	43
District Internet and E-mail Rules.....	43
School Furnished Electronic Devices.....	44
CODE OF CONDUCT .....	45
POSITIVE CITIZENSHIP REWARDS.....	55
<b>ACADEMIC STANDARDS.....</b>	<b>56</b>
STATEMENT.....	56
EXTRACURRICULAR ACTIVITIES .....	56
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES .....	57
Maintenance of Eligibility.....	57
Sports Offerings .....	58
NATIONAL JUNIOR HONOR SOCIETY .....	59
Criteria.....	59
Rules and Regulations.....	60
<b>SCHOOL ENTRY PROTOCOL.....</b>	<b>60</b>
<b>Student Acceptable Use Agreement .....</b>	<b>61</b>

***Student Acceptable Use Policy ..... 62***  
***Middle School Student/Parent/Teacher Handbook Form ..... 65***



**LINDEN PUBLIC SCHOOLS  
LINDEN, NJ**

**DISTRICT MISSION STATEMENT**

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 each and every student achieves their maximum potential in an engaging, inspiring, and challenging learning environment.

**DISTRICT VISION STATEMENT**

The Linden Public School District is committed to developing respect for diversity, excellence in education, and a commitment to service, in order to promote global citizenship and ensure personal success for all students.

# 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

Linden Public Schools has established the following student rules and regulations for the safety and protection of students and to ensure a thorough and efficient education. These rules and regulations are set forth to inform parents and students of the expected behavior of students attending all Linden Public Schools.

### ATTENDANCE REGULATIONS - POLICY #5200

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** should not exceed:

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

(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 on the report card for the marking period.

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 a 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 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 appropriate office staff, nurse, or vice principal within 5 days of student 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

principal.

4. Quarantine.
5. Observance of the student's religion on a day approved for that purpose by the State Board of Education.
6. The student's suspension from school.
7. Requirements of the student's Individualized Educational Plan (IEP).
8. Alternate short - or long-term accommodation for students with disabilities.
9. The students' required attendance in court.
10. Interviews with an admissions officer of an educational institution.
11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
12. Such good cause as may be acceptable to the principal.

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. Family travel.
2. Performance of household or babysitting duties.
3. Activities unrelated to the school program.
4. Leaving school without permission when school is still in session.
5. Leaving class because of illness and not reporting to the school nurse as directed.
6. Being present in school but absent from class without approval. Such absence from class is a “**class cut.**”
7. Being out of class for more than 10 minutes (this includes first period) is considered a class cut and this an unexcused absence.

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 and the provisions of N.J.A.C. 6A:16-7.6(a)4ii through iv and (b).

Any student diagnosed with chronically ill must submit documentation from a certified physician. This information will be reviewed by the principal, vice principal, school counselor, school nurse, and school physician to determine if an attendance waiver is appropriate.

A doctor's note shall be required for pupils re-entering school from a serious illness or injury. This will be required of any student returning from home instruction.

Consideration will be given by the Attendance Review Team for exemptions to the attendance policy in case of extreme or unusual circumstance. This team will consist of the principal and/or vice principal, school nurse, and the student's guidance counselor. The team 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 TEAM WILL BE FINAL.**

### **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**

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.

**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.

### **Student Release Protocol**

In cases where parents or guardians are unable to pick up their child(ren) from school during school hours, such as for suspensions or other reasons deemed necessary by the administration or the parent/guardian, the following procedure must be followed:

1. Parents or guardians may authorize their child to walk to a designated destination by providing verbal consent over the phone. This consent must be given in the presence of two school staff members.
2. Following the verbal consent, an email confirming the authorization must be sent to the building administrator by the parent or guardian.
3. Upon the child's arrival at the designated destination, it is the responsibility of the parent or guardian to call the school to confirm the child's safe arrival.

### **Leaving 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/LATE TO SCHOOL

A student is tardy if he/she reports to homeroom **after** 7:45am. Late for homeroom is considered late to school. You must report to the Main Lobby and sign in with the on-duty faculty member. You will receive a *Tardy Slip* which the student will give to their homeroom teacher. Consequences are assigned according to the discipline policy.

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.

## MIDDLE SCHOOL BELL SCHEDULE

Full Day		
Period	Start	End
Homeroom	7:45	7:55
1	7:58	8:10
2	8:13	8:25
3	8:28	8:40
4	8:43	8:55
5	8:58	9:10
6	9:13	9:25
7	9:28	9:40
8	9:43	9:55
9	9:58	10:10
10	10:13	10:25
11	10:28	10:40
12	10:43	10:55
13 Lunch 1	10:58	11:10
14 Lunch 1	11:13	11:25
15 Lunch 2	11:28	11:40
16 Lunch 2	11:43	11:55
17 Lunch 3	11:58	12:10
18 Lunch 3	12:13	12:25
19 Lunch 4	12:28	12:40
20 Lunch 4	12:43	12:55
21	12:58	1:10
22	1:13	1:25
23	1:28	1:40
24	1:43	1:55
25	1:58	2:10
26	2:13	2:25
27	2:28	2:40

Half Day with Lunch		
Period	Start	End
Homeroom	7:45	7:55
1	7:58	8:10
2	8:13	8:25
3	8:28	8:40
*4 or 21	8:43	8:55
*5 or 22	8:58	9:10
*6 or 23	9:13	9:25
*7 or 24	9:28	9:40
*8 or 25	9:43	9:55
*9 or 26	9:58	10:10
*10 or 27	10:13	10:25
13 Lunch 1	10:28	10:40
14 Lunch 1	10:43	10:55
15 Lunch 2	10:58	11:10
16 Lunch 2	11:13	11:25
17 Lunch 3	11:28	11:40
18 Lunch 3	11:43	11:55
19 Lunch 4	11:58	12:10
20 Lunch 4	12:13	12:25

\*Principal will determine periods.

Half Day without Lunch		
Period	Start	End
Homeroom	7:45	7:55
1	7:58	8:08
2	8:11	8:21
3	8:24	8:34
4	8:37	8:47
5	8:50	9:00
6	9:03	9:13
7	9:16	9:26
8	9:29	9:39
9	9:42	9:52
10	9:55	10:05
11	10:08	10:18
12	10:21	10:31
21	10:34	10:44
22	10:47	10:57
23	11:00	11:10
24	11:13	11:23
25	11:26	11:36
26	11:39	11:49
27	11:52	12:00

Delayed Opening		
Period	Start	End
Homeroom	9:45	9:55
9	9:58	10:10
10	10:13	10:25
11	10:28	10:40
12	10:43	10:55
13 Lunch 1	10:58	11:10
14 Lunch 1	11:13	11:25
15 Lunch 2	11:28	11:40
16 Lunch 2	11:43	11:55
17 Lunch 3	11:58	12:10
18 Lunch 3	12:13	12:25
19 Lunch 4	12:28	12:40
20 Lunch 4	12:43	12:55
21	12:58	1:10
22	1:13	1:25
23	1:28	1:40
24	1:43	1:55
25	1:58	2:10
26	2:13	2:25
27	2:28	2:40

### **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. All relevant information can be found on the district webpages and social media platforms.

### **CHANGING CLASSES**

Students will be allowed three 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.**

### **CLOSING SCHOOLS & DELAYED OPENINGS**

#### **Emergency Contact Information**

In cooperation with our district, the following TV/radio stations will announce school closings and delayed openings beginning at 6:30am. School closings and delays may also be communicated through automated calls, e-mails, 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

To notify parents and guardians regarding emergency situations or important announcements, the district will utilize the Blackboard Connect email and phone system. Blackboard Connect will allow the district to record a message and send it to all home, cellular and work telephone numbers and email addresses we have on file. The system is an important tool to allow the district to communicate thoroughly and completely when necessary. *Please make sure that the schools have the most up-to-date information on file so that you can be reached as soon as possible.*

School closings and delayed openings caused by severe weather conditions are announced on radio stations: WINS- 1010 AM, 101.5 FM, Local Cable Channel 36 and Fios 42, and TV Stations WNBC-4, WNYW-5, WABC-7 and NJN-12

When it is determined that schools will have delayed openings for an emergency or due to inclement weather, all schedules, including all bus pick-ups, will be delayed two (2) hours. Dismissals will remain the same as on a normal school day. The Superintendent of Schools may decide to close for the day if the weather conditions deteriorate after a delayed opening has been announced.

### **DISMISSAL**

School is dismissed regularly at **2:40pm** for all grades. Students are dismissed directly from their last-period class. Students not on school business must leave the school property, clearing both inside and outside of the building, by 2:50pm. This violation will be subject to consequences.

### **FINES**

A student must pay all fines assessed against him/her by the designated time. These may include such items as textbook/iPad loss or damage fines, library fines, lock fines, loss or damage to other school property, non-return of sports uniforms, fund-raising monies, etc. Grade report/transcript mailings will be withheld due to non-payment of fines. Promotion diplomas will be withheld until all fines are paid.

### **HOMEROOM PERIOD**

The homeroom period is a 10-minute period, in which attendance is taken. Each morning the public-address system is used for opening exercises which include the pledge to the flag, announcements, notice of special guidance activities/upcoming activities, athletic events, 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)

## **HOMEWORK/MAKE-UP ASSIGNMENTS – POLICY #2330**

It is general practice at the middle school level 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.**

## **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. Students are required to make up any work missed because of actions initiated by the authorities of the school, i.e., suspension, exclusion, etc.
2. When a student does not complete work missed for absence or other reasons, he/she will receive an "incomplete" for the marking period. Students will be given one school day following the end of the marking period to make up the missed work.
3. If work critical to the student's understanding of the subject is not made up by the end of the next marking period, the grade for that subject area may be an "F".
4. If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the student the work he/she has missed and citing the consequences mentioned above.

## **GRADE 8 PROMOTION REQUIREMENT**

Eighth-Grade students who fail any **core academic subjects (i.e. Mathematics, Language Arts, Science, and or Social Studies), or Health/Physical Education or World Language will not be permitted to participate in Grade 8 Promotion Exercises.**

## **HONOR LISTS**

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

Principal's Honor List-	- All "A"s
High Honor List	- All "A"s and one "B"
Honor 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 - Medical Excuse
D - 60-69	

## **LOCKERS**

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

Lockers are the property of the Linden Board of Education. **The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to students for the storage of property.** 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.

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.

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

## **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 7:05am to 7:35am and from 2:40pm to 3:45pm. 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.

## **LUNCH**

Four lunch sessions are used to accommodate all students in the cafeteria. Students are assigned to one of the following lunch periods during their full day schedule:

<b>PERIOD</b>	<b>LUNCH</b>	<b>START</b>	<b>END</b>
<b>13/14</b>	1	10:58	11:25
<b>15/16</b>	2	11:28	11:55
<b>17/18</b>	3	11:58	12:25
<b>19/20</b>	4	12:28	12:55

**No food of any kind can be taken from the cafeteria. No food shall be eaten in the school halls or classrooms 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.**

### **Delivery Service**

For the safety and security of our school community, students and parents/guardians are not permitted to order food or other items for delivery to the school using services such as, but not limited to, Door Dash, Uber Eats, etc. Only authorized parents/guardians as identified in our Genesis Student Database may drop off lunch or any other item following our district's **School Entry Protocol**.

### **Cafeteria Billing**

Students who do not have money for lunch will be served lunch but are expected to make payment the next day. Students will not be allowed to purchase a snack if they owe money for breakfast or lunch. Repeated abuse of this procedure will result in parental notification of the money owed to the cafeteria. Failure to provide lunch or lunch money for your student could be construed as neglect and could result in a Division of Child Protection and Permanency (DCP&P) notification.

### **MARKING PERIODS & REPORT CARDS**

There are four marking periods per school year. Each marking period grade received equal weight in computing the final average for the course. Students shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. **Students receiving an incomplete grade must make up the missed work as per BOE Policy #2330.**

#### **2024-2025 Marking Period Dates**

<b>Marking Period</b>	<b>Period Dates</b>	<b>Progress Reports Finalized by Teachers – Locked at End of Day</b>	<b>Progress Report Distribution</b>	<b>Grades Finalized by Teachers-Gradebooks Locked at End of Day</b>	<b>Report Card Distribution</b>
<b>1</b>	September 5 - November 14	October 2 – October 9	October 10 (IR1)	November 13 - November 19	November 20
<b>2</b>	November 15 – January 30	December 13- December 19	December 20 (IR2)	January 29 - February 5	February 6
<b>3</b>	January 31 – April 8	February 28- March 6	March 7 (IR3)	April 7 - April 11	April 14
<b>4</b>	April 9 – June 23	May 13 - May 19	May 20 (IR4)	June 16 - June 20	*June 23

**\*Subject to change due to snow give back days**

### **PARENT CONFERENCES – POLICY #9280**

Parents are cordially invited to visit the school and to consult with the Principal, Vice Principal, school counselors, teachers, or other staff. All conference must be made by appointments through the Counseling Department.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the student. The parent(s) or legal guardian(s) of the student may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than two working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the student's educational progress and information relating to that progress. Any person present may make and preserve notes, for his/her benefit, of the information shared and may, if permitted, make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian. Because the presence of the tape recorder may act to impede the free exchange necessary to an effective conference, however, either the parent(s) or legal guardian(s) or the teacher may refuse the other's request that a tape recorder be used.

### **PARKING**

School parking spaces will be reserved for our faculty members. Parents and visitors can park on the street near the school. Please be advised of the alternate-side-of-the-street parking regulations. Illegally parked vehicles are subject to being towed at the owner's expense.

### **PASSES**

Students must have a pass when traveling within the school during non-transition times and when unaccompanied by school staff. The pass should include the student's name, date, time, location, and the signature of the authorizing staff member. Any student who forges a pass is subject to consequences according to the Code of Conduct.

### **PLAGIARISM**

Plagiarism results when a person uses another person's ideas or words and falsely presents them as their own. Students found guilty of plagiarism will be subject to the consequences of the Code of Conduct. **Refer to Policy #5701 Plagiarism**

### **RANDOM SEARCHES – POLICY #5770**

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.

### **SAFETY AND SECURITY DRILLS**

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill. Students must follow the directions of the teachers in charge and remain quiet 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.

## **SCHEDULE CHANGES**

Student class assignments is a serious professional task performed by school counselors and administration.

Parental requests disrupt classroom alignment and are not accepted as a rule. Placement of children in classes based upon perceived teacher personality, perceived teacher ability, sibling experiences and a child's or parent's personal desire for a particular teacher will not be considered. Student and parent friendships are also not appropriate considerations in determining class placement.

There are, however, situations and circumstances in which parental input and participation in the selection of a child's teacher is helpful and most welcomed. On occasion, there may be social/emotional needs of which the school may be unaware that require specific accommodations. In these cases, a parent or guardian is required to submit his or her concerns in writing along with supporting documentation directly to the building principal (may include physician notes, previous 504 plans, court documentation, etc.). The principal or his/her designee will review the request and documentation and establish a follow-up in school conference with the parent/guardian.

Any decisions will be made in the best interest of the students' educational and social/emotional well-being as well as the needs of the school. A variety of academic and social issues may evolve during the school year. It is the philosophy of Linden Public Schools to maintain open lines of communication between home and school. Any issue for which a request is being made to change classes during the school year will not be considered unless there has been an attempt to remediate the issue between the home and the teacher and/or school.

Classroom changes require serious thought and consultation between parents and a variety of appropriate school personnel. Should such a perceived issue arise a parent/guardian is required to submit his or her concerns in writing along with any supporting documentation to the principal and or his/her designee. Documentation should include any previous communications with the classroom teacher, written notes, progress reports, report cards, legal documents, and any other prior steps to attempt to resolve said issues. The principal and or his/her designee will review this request and make all efforts to remediate the problem. This will include a mandatory parental conference with the principal, counselor, classroom teacher, parent/guardian and any other relevant staff member.

## **SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS – POLICY #5517**

Students must always wear a school-issued ID on a lanyard around their neck. IDs must be visible and be required for admittance to all school and 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 media center admittance, nurse visitation, and bus transportation; additionally, the purchase of breakfast and/or lunch will require a scan of the student ID.

A student who does not have an ID may obtain a second ID (loaner ID) from the main office or the school Counseling Department. An ID that is lost must be replaced at the expense of the student at a cost of \$5.00. A student must wear their ID around his/her neck with a lanyard. Any

student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

### **TEXTBOOKS/ iPads**

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.

### **UNATTENDED CLASSROOMS**

If a student arrives at a classroom that is locked or unattended by a teacher, he/she should report to the nearest administrative office and report the situation.

## **SERVICES**

### **ACADEMIC ASSISTANCE**

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

### **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, 2024, for 2024-25 Meal Applications. Carryover eligibility will expire on October 20, 2024, for students who were approved for free or reduced lunch as of the last day of the 2023-24 school year.

A **new** Free and Reduced Lunch application for the 2024-25 school year must be submitted and processed between August 10, 2024, and October 20, 2024, to determine if students are eligible for benefits that begin for the 2024-25 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 apply for the students listed on it. They automatically receive benefits. Free and Reduced lunch applications received after October 1, 2024, 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 for lunches during this period.

## **INTERVENTION AND REFERRAL SERVICES (I&RS) TEAM**

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.

### **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 oneself, 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.

### **CHILD STUDY TEAM SERVICES**

Students experiencing educational, emotional or adjustment problems may be referred to Special Services. This team is composed of the School Psychologist, Social Worker, and the Learning Disabilities Teacher-Consultant. It may also include the school nurse and the speech teacher and 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.

### **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.

### **GENESIS PARENT ACCESS**

To access the Genesis Parent Portal, go to <https://parents.c2.genesisedu.net/linden>. Enter your email as the user name. Enter your password and log in. If you forgot your password, click “Forgot My Password.” You will receive a password reset email. If you need assistance, please email [GenesisSupport@lindenps.org](mailto:GenesisSupport@lindenps.org).

### **COUNSELING SERVICES**

The Linden Board of Education provides counseling facilities and services to assist students and their parents in educational, vocational, and personal decision making. The counseling staff consists of School counselors and School Social Workers. Their responsibilities are as follows:

#### **School Counselor**

The School Counselor assists students to understand themselves and their world. The goal of this process is to improve the everyday functioning of young people through developing an increasing awareness of who one is and who one can become. Counselors also help individuals to eliminate self-defeating behaviors, develop a truer sense of reality and achieve more comfortable personal and social relationships.

The School Counselor is responsible for Appraisal Services (maintaining pupil records and district testing), Informational Services (orientation programs, career education) and Consultation Services (parent/teacher conferences, child study team conferences, public relations).

#### **School Social Worker**

The School Social Worker guides students through a prevention-oriented approach to dealing with problems. This aspect of counseling services includes consideration of interests, past performance, present potential, and future opportunities. The program encompasses both personal and crisis counseling.

Some of the issues that may be addressed between the student(s) and the Social Worker may include as follows:

1. Abuse and neglect
2. Bereavement
3. Chronic absenteeism
4. Disruptive classroom behavior

5. Divorce
6. Peer relations
7. Poor academic performance

Interventions may consist of some of the following:

1. Activities for development of self-respect/self-regulation
2. Anger management
3. Behavior modification
4. Conflict resolution
5. Crisis management
6. Increase problem-solving techniques as a means of improving social adjustment

Students can be referred to the Counseling Department by their teachers, school nurse, administration, parents/guardians or through self-referral.

### **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 that prevent optimum learning and development. One full-time school nurse will perform physical examinations, vision and hearing tests and tuberculosis and scoliosis screening. The nurse is available to counsel and assist students with health problems.

The board of education requires evidence of immunization for measles, rubella, polio, mumps, diphtheria, and tetanus. Boosters for diphtheria and tetanus are required every 10 years.

The cooperation of students is needed in reporting to the health office when requested for health examinations.

The school nurse helps children maintain physical and emotional well-being and tries to effect healthful changes in the student's lifestyle. The following is a guideline to help you understand the duties of the school nurse and the responsibilities of the parents or guardians.

### **Bed Bugs**

The suspected bed bug should be placed in a plastic bag, if possible, for positive identification. The student along with belongings will be sent to the school nurse to be checked further. If nothing is found the student may return to class. The parent will be called, and a letter will be sent home for parent signature in order for the student to return to school. Maintenance to be notified and the exterminator will be called. If bed bugs are found in the classroom a letter will be sent home notifying the parent/guardian.

### **Health Insurance**

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

## **Health Office Regulations**

1. In addition to a student ID, a health office pass issued by the classroom teacher is necessary for admittance to the health office. In an emergency, a student will be escorted to the nurse by a crisis intervention staff member.
2. Doctor's notes must be presented to the school nurse upon the student's return to school.
3. Students requesting an excuse from school for a medical or dental appointment are referred to the main office.

## **Health Assessment**

A medical file of each child is kept in the nurse's office. This file contains immunizations, heights and weights, vision, hearing, physical exam results and any medical information needed to properly care for each child such as allergies, asthma, or medical conditions. This file follows your child through high school. Please inform the nurse of any illnesses, hospitalizations, shots, or medications occurring during a student's time in the Linden School District so records remain up to date and accurate.

## **Immunizations**

If a student needs to update immunizations, a parent or guardian will be notified through the mail over the summer. Shots should be given over the summer and records given to the nurse in September. Students will not be able to attend school if their shots are not up to date.

In accordance with Chapter 14 of the N.J. State Department of Health, N.J.A.C. 8:57-4 N.J.S.A. 26:1A7, it is **mandatory** that students in all schools in the State of New Jersey comply with immunization requirements.

Children born after January 1, 1997, and enrolled in Grade 6 or transferring into a New Jersey school from another state or country will be required to receive a booster dose of Tdap (tetanus, diphtheria, acellular, pertussis) vaccine as well as one dose of meningococcal vaccine.

If a parent has documentation indicating these immunizations have been given, it should be submitted to the school nurse immediately.

Failure to comply will require a student to be prohibited from attending school.

## **Illness or Injury**

The nurse is available full-time for any child who becomes ill or is injured at school. Please do not send your child to school ill.

Injuries other than those received on school property or during school activities should not be referred to the school nurse for treatment. The school nurse will give first aid for sudden illness and accidental injury, but they are not authorized to give subsequent treatment.

## **Lice**

When a case of lice is found, all children 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 child 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. Parent/guardian of the children in the class will be notified by a letter that head lice were found and guidelines for controlling an outbreak.

### **Medications**

Medication must be in a labeled container from the pharmacy. The medication must be brought to the school nurse, not sent with a student. \*Before any medication may be administered to or by any pupil during school hours, the board shall require 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 requires the written order of the prescribing physician which shall include:

1. The purpose of the medication.
2. The dosage.
3. The time at which or the special circumstances under which medication shall be administered.
4. The length of time for which medication is prescribed.
5. The possible side effects of the medication.

\*Both documents shall be kept on file in the office of the school nurse.

### **Ringworm**

A student with a suspected case of ringworm will be sent home to begin treatment. A physician should be consulted. They may return to school with a doctor's note or evidence of appropriate treatment. While in school the 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.

### **HOME INSTRUCTION**

The Linden Board of Education, in compliance with state law, provides home instruction when necessary. When a parent requests for 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/guardian to request home instruction if the expected duration of the absence exceeds two weeks. All requests for home instruction will go through the Superintendent's Office. Students returning from home instruction, due to medical reasons, will not be permitted back to school without a doctor's note.

If a student is placed on home instruction for disciplinary reasons, approval from an Assistant Superintendent or Superintendent may be required before the student can return to school.

### **WORKING PAPERS**

All students who have reached the age of 14 but are not yet 18 years of age must obtain working papers if they wish to work after school hours or during vacations. Inquire at the Middle School

Counseling Office to obtain an application. Upon completion, the application is to be submitted to the Main Office at Linden High School, at which time a temporary certificate will be issued. Do not apply for papers unless you have a specific job promised to you. You will need to bring your Social Security card and birth certificate to apply for working papers. They are issued only for a specific job and are not transferable from job to job without state approval.

## **STUDENT CONDUCT AND SCHOOL CITIZENSHIP**

### **STUDENT DRESS AND GROOMING – POLICY #5511**

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 contain 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.

In accordance with N.J.S.A. 18A:11-9, the Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities.

As supported in N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8, 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.
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.

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 most 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, shorts or skirts with unfinished hems.
2. Hats, sports headbands, wave caps, bonnets, sunglasses, ski goggles, or bandanas.
3. Midriff, tube tops, strapless tops/dresses, halter-tops, tank-tops, camisoles, see-through articles, or articles that expose cleavage, or stomach, or excessive skin.
4. Garments that reveal under garments or buttocks; pajama pants, excessively ripped jeans, pants, or sweatpants with graphics or writing across the back, or any pants with holes.
5. Clothing and/or accessories that have any associations with illegal substances, violence, or gangs.
6. Clothing that is offensive to any nationality, ethnicity, religion, sexual orientation, or gender identity.
7. Clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior whether stated or implied.
8. Slides, slippers, or any shoe without a back strap.

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.

The board authorizes the Superintendent to enforce school regulations prohibiting 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.
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

### **CAFETERIA RULES**

1. Student ID is required to purchase breakfast and/or lunch.
2. No one is allowed to leave until dismissed.
3. Students must provide their school ID for scanning in the lunch line.
4. Permission is needed to leave the cafeteria.
5. Students are responsible for their table which must be cleaned, and waste deposited in garbage cans.
6. Consequences may be given to students who do not properly dispose of their waste products in the cafeteria.
7. Condiments are to be used at the condiment table only. Do not take ketchup, etc. to individual tables.
8. Recycle cans and bottles in proper containers.
9. No food or drink is to be taken from the cafeteria.
10. Food and drink may only be consumed in the cafeteria.
11. Students are expected to be polite, courteous, and quiet at all times.

12. No throwing of food or other objects is permitted.

### **CELLPHONES AND ELECTRONIC DEVICES**

1. The use of cellphones is strictly prohibited in the building during the school day. Unauthorized use may result in confiscation of the cellphone and subsequent disciplinary actions. If it is necessary to contact your child during the school day, caretakers should contact their child through the school's main office phone number.
2. Yondr pouches are given to all students. This is a courtesy provided by the district. Cell phones and other electronic accessories are required to be placed and locked in the Yondr pouches upon arrival to school. Cell phones should be off or in airplane mode when they are locked in the Yondr pouches.
3. It is the student's responsibility to bring their Yondr pouch to school daily. If a student's Yondr pouch is lost or damaged, **the student is responsible to replace the pouch at the cost of \$25.**
4. Smart watches are also prohibited.
5. The school is **not** responsible for the loss or theft of any such items.
6. In the event a student needs to access their cell phone, they may do so in one of the designated areas of the school. Staff members will be there supervising students and make sure the phone is securely placed away afterwards.

### **DISCIPLINE CODE**

#### **PHILOSOPHY**

Discipline is the process of learning to adapt one's behavior to the requirements of society. No group of people can share anything or work together without rules and regulations. There are five reasons for insisting on a well-mannered student body. They are:

1. To create an atmosphere in which learning, study and work can best proceed.
2. To assure that school equipment and property is maintained in optimal condition.
3. To make students aware that in our society, the individual must take the responsibility for his/her actions.
4. To develop self-regulation.
5. To provide students and staff with a safe and productive educational environment.

It is our purpose to help students experience academic growth and achievement and assist students in obtaining their educational goals. Maintaining appropriate behaviors and discipline is the shared responsibility of students, parents, teachers, and administrators. In general, good discipline cultivates inner growth, understanding and self-regulation.

#### **RESTORATIVE PRACTICE**

Restorative practice is indeed an approach to discipline in schools that emphasizes repairing harm and building relationships rather than relying solely on punitive measures. It focuses on involving all parties affected by a wrongdoing and aims to address the underlying causes of behavior issues, promoting accountability and understanding (Thorsborne & Blood, 2013).



The core principles of restorative practice include:

1. **Repairing Harm:** When a conflict or wrongdoing occurs, the emphasis is on identifying the harm caused to individuals and the community. Efforts are made to make amends and address the consequences of the actions.
2. **Building Relationships:** Restorative practices prioritize building and maintaining positive relationships among students, teachers, and the school community as a whole. Positive relationships contribute to a healthier school climate.
3. **Responsibility and Accountability:** Encouraging individuals to take responsibility for their actions and be held accountable for the harm they caused. This can be achieved through dialogue, reflective exercises, and making restitution.
4. **Inclusion and Participation:** All those affected by a conflict or incident, including students, teachers, and potentially even parents or community members, are encouraged to participate in the restorative process. Everyone has a voice and an opportunity to be heard.
5. **Empowerment:** The restorative approach aims to empower all involved parties to actively contribute to finding solutions and resolutions. This fosters a sense of ownership and investment in the process.
6. **Emphasis on Learning and Growth:** Restorative practices view conflicts as opportunities for learning and growth rather than just occasions for punishment. It seeks to address the root causes of behavior issues to prevent future occurrences.

The following is a partial list of recommended restorative practices that may be used when appropriate and when time and resources permit:

1. Mediation
2. Restitution
3. School Community Activities
4. Restore Relationships
5. Student Reflection and Goal Setting

### **GENERAL POLICIES**

1. The policies, regulations and penalties included in this code are intended to provide students, parents/guardians, and staff with the information that is 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 in which students believe that “unjust treatment” has been imposed on them, they will have recourse through the office of the next highest administrator to appeal the matter.
4. An initial attempt at talking problems out should be made through parent/guardian involvement with school counselors and/or administrators. A record of such procedures should be kept by the school counselor. Students with problems should avail themselves of the services provided by their school counselor. The counselors, where necessary, should avail themselves of the services of the Intervention and Referral Services (I&RS) Committee.

5. Students who display chronic behavioral or academic problems may be referred to the building's I&RS team for intervention and recommendations. Parents/guardians shall be informed of this referral by the I&RS committee making such a referral.
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 insure 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 may be notified to meet with school personnel to review and discuss the disciplinary procedures.
9. Students who received Out-of-School Suspension (OSS) are forbidden on any board of education property without administrative permission and may be 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 the balance of a school day only if a parent/guardian cannot be contacted.
11. A student may be detained in school for the purpose of correction or detention.
12. At the completion of the suspension, a parent/guardian/student conference with the administrator may be required. This conference shall serve as a means of counseling the student against repetitions of negative behavior and clarifying the administration's position toward future actions.
13. Students who are expelled shall not be allowed to go on any board 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.

### **ASSURANCES**

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.

### **STUDENTS' 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.
  - d. The principal.

- e. The Superintendent of Schools.
- f. The Board of Education.
- g. The N.J. Commissioner of Education.

## **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.
  - a. 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."
  - b. The hearing and other due process clauses can be temporarily disregarded by the school in cases where a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

### **Procedures to be followed:**

1. Violations referred to the principal for disciplinary action must be accompanied by a written statement, as soon as possible, but no later than the beginning of the next school day, from the teacher or other employees involved.
2. 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.
3. When all available facts regarding the incident have been examined by the administrator, a decision shall be made. In the case of Out-of-School Suspension, a parent/guardian of the pupil should be notified immediately, if possible, and 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 assigned.
4. 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 a conference shall be kept by the administrator.
5. Students whose presence poses 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 practical. 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.

### **CRIMINAL COMPLAINTS AND EXPULSION PROCEDURES**

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 for 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 NJSA 18A:37-5.

Expulsion procedures require a child study team evaluation and recommendation to the Board of Education as per NJAC 6A:28-1.10(a) and 6A:28-2.8(9).

Students charged with using, selling or being under the influence of drugs, alcoholic substances and/or controlled dangerous substances while on Board of Education property shall be reported to the law enforcement authorities, the student's parents/guardians, and the student assistance counselor or designee 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 four school days without instruction until a decision is determined by the Board of Education.

### **STUDENTS UNDER THE INFLUENCE OF CONTROLLED DANGEROUS SUBSTANCE – DRUGS, TOBACCO, ALCOHOL**

#### **(Summary Report of 18A:40-4.1)**

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 permission to conduct 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 #5530 for the complete policy regarding Substance Abuse.***

### **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 #8467 Regarding Weapons and Dangerous Instruments.***

### **USE OF WEAPON DETECTION SYSTEM – POLICY #7444**

The Linden Public Schools Board of Education may use weapon detecting devices in all school buildings, on school grounds, and at all school activities.

### **HARASSMENT, INTIMIDATION OR BULLYING – POLICY #5512**

The board 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, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off

school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property.

*or*

2. Has the effect of insulting or demeaning any student or group of students.

*or*

3. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

1. Correct the problem behavior.
2. Prevent another occurrence of the problem.
3. Protect and provide support for the victim of the act.
4. Take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short- and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

The grading of offenses (e.g. First Offense, Second Offense, Third Offense) is listed in the Student Handbook, Code of Conduct Section. (Page 37)

### **Consequences**

1. Admonishment.
2. Temporary removal from the classroom.
3. Deprivation of privileges.
4. Classroom or administrative detention.
5. Referral to disciplinarian.
6. In-school suspension during the school week or the weekend.
7. After-school programs.
8. Out-of-school suspension (short-term or long-term).
9. Legal action.
10. Expulsion.

## **Remedial Measures**

### **1. Personal**

- a. Restitution and restoration.
- b. Mediation.
- c. Peer support group.
- d. Recommendations of a student behavior or ethics council.
- e. Corrective instruction or other relevant learning or service experience.
- f. Supportive student interventions, including participation of the intervention and referral services team.
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate.
- h. Behavioral management plan, with benchmarks that are closely monitored.
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor).
- j. Involvement of school disciplinarian.
- k. Student counseling.
- l. Parent conferences.
- m. Student treatment.
- n. Student therapy.

### **2. Environmental (Classroom, School Building or School District)**

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying.
- b. School culture change.
- c. School climate improvement.
- d. Adoption of research-based, systemic bullying prevention programs.
- e. School policy and procedures revisions.
- f. Modifications of schedules.
- g. Adjustments in hallway traffic.
- h. Modifications in student routes or patterns traveling to and from school.
- i. Supervision of students before and after school, including school transportation.
- j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus).
- k. Teacher aides.
- l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors.
- m. General professional development programs for certificated and non-certificated staff.
- n. Professional development plans for involved staff.
- o. Disciplinary action for school staff who contributed to the problem.
- p. Supportive institutional interventions, including participation of the intervention and referral services team.
- q. Parent conferences.
- r. Family counseling.
- s. Involvement of parent-teacher organizations.

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

1. The student's behavior is not primarily caused by his/her educational disability.
2. The program that is being provided meets the student's needs.

*Refer to Linden Board of Education Policy #5512.*

### **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. 37

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.

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

The **ACADEMIC AND COUNSELING PROGRAM (ACP)** is from 3:00pm – 7:00pm at the Linden Academy for Science and Technology (128 W. St. Georges Ave.).

1. Students must report at the designated time and remain until they are dismissed.
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 or absence from ACP.
8. In the event of student misbehavior, additional consequences will be issued.

### **RULES AND REGULATIONS FOR IN-SCHOOL ACADEMIC COUNSELING PROGRAM (ISACP)**

1. Students report directly to homeroom. Attendance in homeroom is required.
2. Students will be escorted to In-School Academic Counseling Program (ISACP) by a designated staff member.
3. Cell Phone use is prohibited during ISACP and **must** be placed in Yondr pouch.
4. Students **must** complete assigned day(s). If the student is absent or sent home sick, he or she must make-up their consequence the next day present in school.
5. There will be **no** talking unless permission is granted by the ISACP teacher or assigned designee.
6. Students will remain in their assigned seats.
7. No food, except for lunch ordered by the ISACP teacher, will be allowed. Lunch brought from home will be given to the teacher in charge in the morning and distributed during lunch period.
8. Lavatory breaks will be allowed by the ISACP teacher during designated times. No other passes will be granted (w/the exception of an emergency).
9. **No** sleeping or resting your head on the desk.
10. Students must bring textbooks, notebooks, a computer (iPad), and other appropriate subject materials to complete their assignments.
11. Work completed by the student will be submitted to the subject area teacher by the student.
12. The School Counselor or School Social Worker will be available to counsel and offer support.

### **RULES AND REGULATIONS FOR OFFICE DETENTION (OD)**

**OFFICE DETENTION BEGINS AT 2:50pm.** Students must report at the designated time and remain until they are dismissed.

1. There is no transportation for Office Detention.
2. Students must sign in to receive credit for attending office detention (OD).
3. Students who fail to report to office detention or cause a disturbance during office detention will be issued an additional consequence.

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

**SATURDAY PROGRAM** is from 8:00am – 12:00pm at Linden High School (121 W. St. Georges Ave.).

1. Students must report at the designated time and remain until they are dismissed (8:00am – 12:00pm). Students arriving late may be asked to leave resulting in further consequences.
2. Students must report with books and other working materials (i.e. iPad).
3. Students must remain quiet and work independently on school-related assignments during the entire period.

4. All work must be submitted to the teacher-in-charge for review and approval.
5. Students must conform to the dress code and discipline code set forth by the school district.
6. There is **no transportation for Saturday Program**. Parents are responsible for transportation. Parents must provide our school with permission for their child to walk home.
7. Parents must provide an emergency number where they can be reached.
8. The administrator/ teacher in charge will contact parents immediately in cases of misbehavior or absence from Saturday Program.

### **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 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.

## **INTERNET SAFETY AND TECHNOLOGY- POLICY #2361**

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 aged 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.
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 mail.
  - c. Plagiarism is defined as stealing or using without acknowledgment of another person, his/her ideas, words, formulas, textual material, on-line services, computer programs, etc., or in any way presenting the work of another person as one's own.
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 are prohibited.
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 would always 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 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:20)

### **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 #2361 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 building administration 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 Board Policy #5600 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>
<b>Academic Counseling Program (ACP) misconduct</b>	PC Consequence depending on severity	PC Consequence depending on severity	PC Consequence depending on severity
<b>Assault</b> (Note: Students involved in assault will engage in RRC upon their return to school)	5 OSS + 5 OSS Possible expulsion SN PN PC CST I&RS referral initiated LPD	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Bullying behavior toward another student(s); harassment, intimidation, and bullying</b>	Consequence pending investigation outcome; HIB investigation; PN	Consequence pending investigation outcome; HIB investigation; PN	Consequence pending investigation outcome; HIB investigation; PC
<b>Cafeteria – Entering or exiting without permission</b>	OD PN	SP PN	SP PC
<b>Cafeteria – Leaving cafeteria with food</b>	OD PN	OD PN	OD PC
<b>Cafeteria – Throwing food</b>	ISACP PN	2 ACP PN	3 ACP PC
<b>Crisis Situation/Security Drill Misconduct</b>	Consequence pending review of incident Possible 5 OSS + 5 OSS PC	Consequence pending review of incident Possible 5 OSS + 5 OSS PC	Consequence pending review of incident Possible 5 OSS + 5 OSS PC

<b>Cutting class (loss of credit per attendance policy) more than 10 minutes unexcused</b>	OD PN	SP PC	SP PC
<b>Disrespect/disruptive/improper behavior (Including but not limited to “horseplay,” running in the hallways.)</b>	Will be sent to ISACP for the period + PN	Will be sent to ISACP for the period + OD PN	1-2 ACP Depending on severity PC
<b>Disrespect/ disruptive/improper behavior in ISACP</b>	Sent home PN ACP	Sent home PN 2 days ACP	Sent home PC 3 days ACP
<b>Distribution/Selling of Tobacco Products or Vaping Devices</b>	3 OSS, PN	5 OSS + 5 OSS, PC	5 OSS + 5 OSS, PC
<b>Dress code violation, per board policy #5511</b>	ISACP until compliant with dress code PN	ISACP until compliant with dress code PN OD	ISACP until compliant with dress code PC SP
<b>Extortion</b>	5 OSS + 5 OSS PN LPD SN	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Failure to report to Office Detention</b>	SP PN	SP PN	SP PN
<b>Failure to report to Saturday Program</b>	Reassign SP PN	ISACP PN	ACP PC
<b>Failure to sign in at tardy desk/ Failure to follow tardy procedures</b>	OD PN	ISACP PN	ACP PC

<b>Fire alarm – Unlawful activation</b>	5 OSS + 5 OSS LPD Fire department notification Possible expulsion, I&RS	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Fighting (including “play fighting”) - Regardless of who is at fault, all students will receive consequence(s).</b>	3 ACP or OSS Possible LPD PC Mediation upon return to school	4 ACP or OSS Possible LPD PC Mediation upon return to school	5 days ACP or OSS (possibly +5 days OSS) depending on severity. Possible LPD PC Mediation upon return
<b>Fighting/Rioting (Disturbance of the Public Peace by Fighting and Authorized Violent Actions of Three or More Individuals</b>	Administrative referral; depending on the severity 5 OSS + 5 OSS and possible home instruction until Board Hearing for an alternative placement or Long-Term suspension hearing. I&RS referral initiated, Possible expulsion. LPD PC	Administrative referral; depending on the severity 5 OSS + 5 OSS and <b>mandatory</b> home instruction until Board Hearing for an alternative placement or Long-Term suspension hearing. I&RS referral initiated, Possible expulsion. LPD PC	Administrative referral; depending on the severity 5 OSS + 5 OSS and <b>mandatory</b> home instruction until Board Hearing for an alternative placement or Long-Term suspension hearing. I&RS referral initiated, Possible expulsion. LPD PC
<b>Flagrant behavior — 4<sup>th</sup> occurrence of any infraction</b>	Consequence depending on severity PC	Administrative referral; Consequence depending on severity PC	Administrative referral; Consequence depending on severity PC
<b>Forgery – notes, grades, signature, etc. (based on severity with possible police notification)</b>	ISACP PN	OSS or ACP PC SAC	2 OSS or 2 ACP PC SAC
<b>Gambling</b>	PC SAC	1 OSS PC LPD SAC	2 OSS PC LPD SAC



<b>Indecent Exposure (Reported to Police)</b>	Consequence depending on the severity of incident. PN	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Internet and social media inappropriate use (on or off school grounds, which causes a disruption to the learning environment or raise public alarm)</b>	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PN; Possibly 3 days OSS and/or HIB	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PN; I&RS referral initiated; Possibly 5 days OSS and/or HIB	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for PC + creation of Behavior Plan + counseling; I&RS referral reviewed; Up to 5 days OSS with additional 5 days and/or HIB
<b>Leaving building without permission</b>	PC LPD SN OSS	PC LPD SN 2 OSS	PC LPD SN 3+ OSS
<b>Leaving class without permission/not responding to public address</b>	SP PN	ISACP PC	OSS or ACP PC
<b>Loitering in building – unsupervised before or after school</b>	2 OD PN	ISACP PN	OSS or ACP PC
<b>Loitering as identified through unannounced hallway sweeps</b>	OD PN	OD PN	OD PN
<b>Major computer offense per student acceptable use policy</b>	Consequence pending severity of incident, confiscated duration TBD	Consequence pending severity of incident, confiscated duration TBD	Consequence pending severity of incident, confiscated duration TBD

<b>Minor computer offense per student acceptable use policy</b>	Warning PN	SP PN	ISACP PC
<b>Obscenities, abusive language or gestures</b>	3 ACP PN	2 OSS PC	3+ OSS (Depending on the severity) PC
<b>Obscenities, abusive language or gestures toward staff</b>	3 ACP PC	2 OSS PC	3+ OSS PC Possible referral
<b>Open defiance of authority, failure to follow directions of staff members</b>	Consequence depending on severity of infraction PC	Consequence depending on severity of infraction PC	Consequence depending on severity of infraction PC
<b>Plagiarism</b>	OD Grade will be affected PN	SP Grade will be affected PN	ISACP Grade will be affected PC
<b>Positive drug/alcohol test or failure to comply; Use of controlled dangerous substances or other substances Set forth in NJSA 18A 40-4.1 Aligned with policy 5530</b>	5 ACP for positive result Referral to SAC for drug/alcohol program PC	5 ACP for positive result Referral to SAC for drug/alcohol program PC	5 + 5 days OSS Referral to SAC for drug/alcohol program PC
<b>Possession of drug paraphernalia- tobacco products or vape devices - <i>Aligned with policy 5530</i></b>	3 days ACP Required drug screen Referral to SAC PC	4 days ACP Required drug screen Referral to SAC PC	5 + 5 days OSS Required drug screen Referral to SAC for drug/alcohol program PC Possibly expulsion

<b>Possession of and or use of any weapon (or reasonable facsimile) defined by NJSA 2C:39-1 (including pepper spray) -</b> <i>Aligned with Policy #8467</i>	5 OSS + 5 OSS PC SN CST SAC referral Expulsion procedures AP	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Possession of an obvious toy weapon</b>	3 OSS LPD PC	4 OSS LPD PC	5 OSS + 5 OSS days Possibly LPD
<b>Saturday Program misconduct (leading to early dismissal from program)</b>	PN Consequence depending on severity	PN Consequence depending on severity	PN Consequence depending on severity
<b>School bus – inappropriate behavior</b>	PC Discipline according to infraction	Bus exclusion for five (5) days	Bus exclusion for thirty (30) days
<b>Selling or distributing controlled dangerous substances set forth in NJSA 18a:40-4.1</b> <b>Aligned with Policy #5530</b>	5 OSS + 5 OSS LPD SN SAC PC Possible expulsion	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Sexual harassment: verbal/ physical violation of any individual’s well-being including “panting” (possible HIB)</b>	3 OSS PC	4 OSS I&RS or CST referral LPD PC Student referred to social worker or counselor for counseling	5 OSS + 5 OSS I&RS or CST referral, LPD Possibly expulsion PC

<b>Student ID Violation (not visible, defacing ID, or misplaced)</b>	Purchase new ID or Temporary ID issued OD PN Replacement fee \$5.00	Purchase new ID or Temporary ID issued OD PN Replacement fee \$5.00	Purchase new ID or Temporary ID issued OD PN Replacement fee \$5.00
<b>Smoking (violation of statute) or Vaping with Negative Test (PLO 2989, C. 96, EFFECTIVE 12/14/89 or Reasonable Suspicion of Smoking with Negative Test)</b>	3 ACP Drug screening	3 ACP Drug screening	3 ACP Drug screening
<b>Tardy to class (unexcused)</b>	<b>1-3 Tardies</b> Reteaching of class expectation PN by teacher Grade may be affected.	<b>4 – 6 Tardies</b> OD PN by administration or designee Grade may be affected	<b>7 or more Tardies</b> SS PC Grade may be affected
<b>Tardy to school - excessive (unexcused)</b>	<b>1-3 Tardies</b> PN Grade may be affected.	<b>4 – 6 Tardies</b> OD PC Referral to A.R.T. (Attendance Review Team) Grade may be affected	<b>7 or more Tardies</b> OD PC Referral to A.R.T. (Attendance Review Team) Grade may be affected
<b>Testing security breach</b>	Administrative referral; Consequence depending on severity of the incident	Administrative referral; Consequence depending on severity of the incident	Administrative referral; Consequence depending on severity of the incident
<b>Theft - taking or attempting to take property or money from a student or staff member</b>	3 ACP PN LPD depending on severity of incident	4 ACP PC I&RS referral LPD depending on severity of incident	5 OSS (possible additional 5 OSS) PC I&RS referral LPD depending on severity of incident

<b>Threat</b>	5 OSS + 5 OSS PC Possible expulsion hearing LPD depending on severity	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Truancy - Application of attendance policy</b>	PC Referral to school counselor Referral to attendance officer Consequence depending on the severity of incident	Same as 1 <sup>st</sup> Offense	Same as 1 <sup>st</sup> Offense
<b>Unauthorized opening of exterior doors</b>	OSS Additional consequences pending review of incident	3 days OSS Additional consequences pending review of incident	5 OSS + 5 OSS Additional consequences pending review of incident
<b>Unauthorized use or possession of any form of fireworks (including poppers or stink bombs)</b>	3 OSS Possibly LPD depending upon the severity of the incident	4 OSS Possibly LPD depending on the severity of the incident	5 OSS Possibly LPD depending on the severity of the incident
<b>Unauthorized use of cell phone or other electronic devices, including but not limited to headphones/ear buds/AirPods/Smart watches</b>	Warning and redirect Must be in Yondr Pouch (If the device does not fit in the Yondr Pouch, it must be securely stored in the student's locked locker. )	SP Must be in Yondr Pouch PN (If the device does not fit in the Yondr pouch, it must be securely stored in the student's locked locker. )	SP Must be in Yondr Pouch PN (If the device does not fit in the Yondr pouch, it must be securely stored in the student's locked locker. )
<b>Unsafe behavior in the hallway (including but not limited to unauthorized congregating in the halls or bathrooms)</b>	OD PN	SP PN	ACP PC

<b>Vandalism of school property - consequences based on severity of the incident, including monetary restitution – Policy #7610</b>	Up to 4 OSS PC LPD SN	4 OSS PC LPD SN Possible expulsion	Same as 2 <sup>nd</sup> Offense
<b>Video recording (unauthorized) of other students or staff members without consent of faculty or administration – Policy #5516</b>	Reviewing/reteaching of expectations and policies by staff member PC Student will delete unauthorized recording from device Consequence depending on severity of infraction Confiscation of electronic device(s) until parent conference <b>NOTE:</b> If unauthorized recording cannot be deleted or was transmitted to other devices, administrative referral; Up to 5 days OSS; Confiscation of electronic device(s) until parent conference; LPD; HIB	Student referred to social worker or counselor for counseling PC Student will delete unauthorized recording from device Consequence depending on severity of infraction Confiscation of electronic device(s) until parent conference Behavior Plan created <b>NOTE:</b> If unauthorized recording cannot be deleted or was transmitted to other devices, administrative referral; Up to 5 days OSS; Confiscation of electronic device(s) until parent conference; LPD; HIB	Student referred to social worker or counselor for counseling PC Student will delete unauthorized recording from device Depending on the severity of the incident, 5 OSS + 5 OSS LPD HIB Confiscation of electronic device(s) until parent conference Review of behavior plan CST Evaluation
<b>Wearing of any type of gang affiliated paraphernalia, colors, hats, jewelry, clothing, bandanas, etc.</b>	Will be sent to ISACP pending investigation Possible PN	Will be sent to ISACP pending investigation Possible PN 2 ACP	Will be sent to ISACP pending investigation Possible PN 1-3 OSS depending on severity
<b>Unauthorized videotaping or photographing of others and/or posting unauthorized video or</b>	Reviewing/reteaching of expectations and policies by staff member PC	Student referred to social worker or counselor for counseling PC	Student referred to social worker or counselor for counseling PC

<b>photography on social media</b>	Student will delete unauthorized recording from device Consequence depending on severity of infraction Confiscation of electronic device(s) until parent conference <b>NOTE:</b> If unauthorized recording cannot be deleted or was transmitted to other devices, administrative referral; Up to 5 days OSS; Confiscation of electronic device(s) until parent conference; LPD; HIB	Student will delete unauthorized recording from device Consequence depending on severity of infraction Confiscation of electronic device(s) until parent conference Behavior Plan created <b>NOTE:</b> If unauthorized recording cannot be deleted or was transmitted to other devices, administrative referral; Up to 5 days OSS; Confiscation of electronic device(s) until parent conference; LPD; HIB	Student will delete unauthorized recording from device Depending on the severity of the incident, 5 OSS + 5 OSS LPD HIB Confiscation of electronic device(s) until parent conference Review of behavior plan CST Evaluation
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**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 violation (see below).

OFFICE DETENTION (OD)	1 POINT	PER OCCURRENCE
SATURDAY PROGRAM (SP)	2 POINTS	PER OCCURRENCE
IN SCHOOL ACADEMIC COUNSELING PROGRAM (ISACP)	3 POINTS	PER OCCURRENCE
ACADEMIC COUNSELING PROGRAM (ACP)	4 POINTS	PER OCCURRENCE
OUT OF SCHOOL SUSPENSION (OSS)	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. Non-admittance to dances and special events – as determined by school administration – is based on an average of at least seven points per month from the start of the student’s school year to the month preceding the event. Notification will be communicated to students and families prior to each event. Students will have the ability to earn back points through evidence of good choices. Students with no discipline referrals for 30 consecutive calendar days will have seven points deducted from their point total. Additionally, letters confirming community service work can be submitted to school administration to be considered for point elimination.

\*Please note: Administration has the right to exclude any student, regardless of points earned, from participating in any activity if their overall behavior does not meet the school’s standards. Any

student may also be excluded from participation in extracurricular activities based on administrative review.

## **ACADEMIC STANDARDS**

### **STATEMENT**

Athletics and athletic programs are an integral part of our society and its philosophies. The strong-mind, strong-body concept has been a guiding principle within our community for generations. In order to motivate athletes toward greater academic achievement and sportsmanship and to continue to instill within our community a sense of physical pride and academic excellence, the Linden Board of Education has set the following procedural guide:

### **EXTRACURRICULAR ACTIVITIES**

“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 may be provided by a teacher before or after school.



## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

To be eligible for extracurricular activities in grades 6 through 8:

First and Second Marking Periods: A student must not have been retained from the previous year. This includes incoming ninth graders at the high school.

Third and Fourth Marking Periods: A student must be passing the equivalent of 25 credits at the end of the marking period. English and Mathematics must be included in these credits.

### **Maintenance of Eligibility**

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

**Fall:** Successful promotion from the previous school year to the next grade.  
Marking Period 1 Interim Report

**Winter:** Marking Period 1 Report Card  
Marking Period 2 Interim Report  
Marking Period 2 Report Card

**Spring:** 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 as evidenced by a failing cumulative average in that subject, the following will apply:

1. One or two subjects, probation
2. Three or more subjects, ineligibility

If at any point in the period of probation a student has lifted all their grades above failing, then they will be returned to good academic standing by the building principal or designee.

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 they were 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.

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.

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 a Friday, they may not participate in a Friday after-school activity but can participate in a Saturday or Sunday activity.

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.

An athlete leaving one sport to participate in another sport during the same season must present a written note from a parent or guardian and obtain permission from both coaches involved and the principal. The athlete may not return to the original sport that year.

Middle school athletes must not be 15 years of age before the start of the season.

A copy of this policy should be attached to the permission slip distributed to each prospective athlete.

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.

### **Sports Offerings**

The following sports and sports-related activities are offered at the middle school:

Baseball

Football

Cheerleading

Basketball (Boys & Girls)

Soccer (Boys & Girls)

Softball

Track-Spring (Boys & Girls)

Volleyball (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.

For high school football games, the following protocol must be followed:

1. All students under the age of 15 must be accompanied by a parent or guardian and stay with them for the duration of the game
2. All high school and middle school students must show ID.
3. Spectators are expected to be in the stands except for using the restroom or concessions.
4. No re-entry after half time.
5. No one will be permitted to loiter on school grounds outside the gate of the game.

## **NATIONAL JUNIOR HONOR SOCIETY**

### **Criteria**

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

- **Scholarship**

Students must first meet this criterion to become candidates for membership. Students who have maintained a cumulative scholastic academic average of 90 in 6<sup>th</sup> and 7<sup>th</sup> grades are eligible for membership in the honor society.

- **Service**

Service involves voluntary contributions made by a student and done without compensation. This includes but is not limited to participation in clubs or activities which entail substantial involvement outside the classroom.

- **Leadership**

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others. A student's disciplinary records will be considered when evaluating this criterion.

- **Citizenship**

In general, the student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; and respects democracy.

## Rules and Regulations

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

### SCHOOL ENTRY PROTOCOL LINDEN PUBLIC SCHOOLS



#### School Entry Protocol Linden Public Schools

- ❖ All visitors to our schools will need to have an appointment (advanced notice) to enter the building.
- ❖ No visitors will be granted building access (unless they have a scheduled appointment) between the following times at each school:

Schools	Arrival Window	Dismissal Window
1,4,5,6,8	8:10 am to 8:40 am	2:45 pm to 3:15 pm
2	8:25 am to 8:55 am	3:00 pm to 3:30 pm
9,10	8:30 am to 9:00 am	3:05 pm to 3:35 pm
McManus & Soehl Middle School	7:30 am to 8:00 am	2:25 pm to 2:55 pm
Linden High School	7:30 am to 8:00 am	2:30 pm to 3:00 pm

- ❖ 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.
- ❖ 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.
- ❖ **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.**
- ❖ 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 report directly to the main office or designated sign-in area immediately.
  - All school visitors will be required to sign-in when entering a school building utilizing an Electronic Visitor Management System (EVMS). Each visitor will be required to present valid identification that includes the visitor's name, address, date of birth and other information. This information will be entered or scanned into the EVMS and will be used to check a visitor's background against the database for known offenders (Megan's Law). The visitor will be provided a visitor pass that must be displayed at all times while visiting the school. The visitor will be required to return the visitor badge and sign-out of the school building when leaving.
  - 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.

**LINDEN PUBLIC SCHOOLS Technology Department**  
Student Acceptable Use Agreement

The following are the conditions under which you accept the provision of an *iPad* from the Linden Public Schools.

The iPad is the property of Linden Public Schools and issued to students for the purpose of conducting school business. It is intended only for the use of the students to whom it is assigned. Use of this iPad is governed by and subject to the rules and conditions contained in District Acceptable Use Policy and other applicable Board Policies, Rules, and guidelines.

\_\_\_\_\_ I understand this iPad is for school use and I will use it in accordance with all district policies.

This iPad is intended as the student's primary computer at school. Therefore, it must be at school during regularly scheduled workdays in order to receive administrative communications, upgrades to anti-virus and other software, to take daily attendance and other requirements of the student records management system, etc.

\_\_\_\_\_ I understand the expectation of the Linden Public Schools is for me to use this iPad as my primary computer at school.

The iPad computer will need to be returned to the technology department from time to time to receive maintenance and upgrades. You will be notified when this becomes necessary. Software installations may only be done by the Technology Department. Any software not authorized by District policy will be removed.

\_\_\_\_\_ I understand if I return this iPad for repair the hard drive may be reformatted and all data may be lost. I am responsible to backup data files to the network on a regular basis.

The iPad computer may be taken home or to other locations after school hours by the student. However, the student is responsible, at all times, for the care and appropriate use of the iPad computer. The iPad should not be left unattended in any unlocked area, i.e. classroom, instructional area, vehicle, or common area, etc. The iPad should be locked in secured spaces and should not be left visible while not in the user's possession.

\_\_\_\_\_ I understand I am responsible to take precautions to keep this iPad safe and cared for.

Each iPad computer is equipped with remote tracking software. In the event of damage, loss or theft, the employee will notify the Director of Technology at [PORMON@lindenps.org](mailto:PORMON@lindenps.org) in writing within 24 hours so a police report or insurance claim can be filed.

\_\_\_\_\_ I understand I am responsible to notify the Director of Technology at [PORMON@lindenps.org](mailto:PORMON@lindenps.org) in writing within 24 hours so a police report or insurance claim can be filed in the event of damage, loss, or theft.

**LINDEN PUBLIC SCHOOLS Linden, NJ Technology Department**  
Student Acceptable Use Policy

As a rule, the Linden Public Schools will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops and school-issued accounts in accordance with policies stated in the Student/Parent Handbook.

Violations of the Acceptable Use Policy fall into two broad categories: "Minor Offenses" and "Major Offenses." A Major Offense to the *Acceptable Use Policy* is also a Major Code of Conduct Violation.

### **Minor Offenses**

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to their Principal or Vice Principal. Minor offenses include, but are not limited to, the following:

#### **Laptop Usage**

- Forgetting to bring the laptop to school.
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject. **Laptop Maintenance**
- Transporting or using the laptop without a hard protective case similar to the one originally issued with the laptop.
- Placing stickers directly on the laptop or putting paper or other objects beneath the bottom protective case.
- Not addressing needed repairs (e.g., cracked screen, cracked trackpad, missing keys, bent cases).
- Creating secondary accounts for the laptop (e.g., for a friend or parent)
- Installing operating systems other than those installed by the Linden Public School Technology Department.
- Changing the following settings in the System Preferences:

Changing the Computer Name too Disabling or changing settings for Remote Login to Disabling or changing settings for Remote Management o Enabling the Firewall.

## **Power Management**

- Practicing poor power management techniques (e.g., coming to school with laptop not fully charged).
- Charging computer in non-designated outlets or charging carts. Designated charging areas include:

Middle School: Library/Media High School: Library/Media Center, Technology Department  
Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

## **Network Access (Minor)**

- Using personal laptops or tablets instead of the school issued laptop.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology, or access to the Internet.
- Accessing non-LPS wireless networks with the laptop while in school.
- Attempting to connect to the LPS wired or wireless network with non-authorized devices including personal laptops, phones, or tablets. **Major Offenses** major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the *Acceptable Use Policy* also count as Major Offenses to the Code of Conduct. Major offenses include, but are not limited to, the following:

## **Privacy, Property, & Community**

- Accessing or deleting the LPS Technology Department administrative account.
- Vandalizing the laptop or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop and its components.
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, application without the owner's knowledge or permission.
- Recording, filming, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives

permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.

Using the iPad and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.

### **Illegal Activity**

- Installing or distributing unlicensed or illegal software.
- Using the network in support of illegal activities or businesses or for gambling. The school will not be responsible for any financial obligations resulting from school- provided laptops, technology or access to the Internet. **Network Access (Major)**
- Placing, creating, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or LPS network resources, excluding third-party e-commerce sites for sale or exchange of non-commercial personal items.





# LINDEN PUBLIC SCHOOLS

RESPECT FOR DIVERSITY - EXCELLENCE IN EDUCATION - COMMITMENT TO SERVICE

2024 - 2025

## Middle School Student/Parent/Teacher Handbook Form

Please return this slip to your child's homeroom teacher the first week of school, indicating that you have read and understood the school guidelines, the Code of Conduct, and its consequences.  
Thank you.

\_\_\_\_\_  
Guardian Name

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

