



**Middle School  
Student/Parent/Teacher  
Handbook  
2023 - 2024**

Updated: 11/30/23

**LINDEN PUBLIC SCHOOLS**  
LINDEN, NJ

**CENTRAL OFFICE**

**ATIYA Y. PERKINS**  
SUPERINTENDENT OF SCHOOLS

**PAUL OLIVEIRA**  
ASSISTANT SUPERINTENDENT FOR ACADEMICS

**ANNABELL LOUIS**  
ASSISTANT SUPERINTENDENT FOR SUPPORT

**PAMELA B. CAPORALE**  
ASSISTANT BUSINESS ADMINISTRATOR

**JOHN SERAPIGLIA**  
BUSINESS ADMINISTRATOR/BOARD SECRETARY

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DAYANARA ROSADO QUEZADA

## QUICK PHONE REFERENCE

<b>Superintendent</b> , Atiya Y. Perkins	486-2800
<b>Assistant Superintendent for Support</b> , Annabell Louis	486-2800
<b>Assistant Superintendent for Academics</b> , Paul Oliveira	486-2800
<b>Business Administrator/Board Secretary</b> , John Serapiglia	486-2800
<b>Assistant Business Administrator</b> , Pamela B. Caporale	486-2800

<b><u>Directors</u></b>	<b>486-2800</b>
Athletics/Health/PE/Medical, Michael Firestone	x8562
Alternative School, Kcyronne Zahir, Ed.D.	x8346
Elementary English/Federal Programs, Jennifer Smith	x8027
Math/Vocational Programs, Richard S. Molinaro	x8042
Special Education, Marie Stefanick, Ed.D.	x8680

<b><u>Supervisors</u></b>	<b>486-2800</b>
Before/After School Programs, Angelo Monaco	x8410
Student Services/Guidance, <b>TBD</b>	x8025
Science, Assessment and Data, Dariusz Kondratowicz	x8039
Maintenance Elementary, Jason Andersen	x8552
Maintenance Secondary, Rolando Ramirez	x8552
Acting World Languages, Tania Miguelez	x8046
Bilingual/ESL, Danie Orelie	x8029
Fine & Performing Arts/ Gifted & Talented, Matthew Lorenzetti	x8026
Pre - K Program - Jennifer Dougherty	x8013
Social Studies/ Business, Gregory Grasso	x8035
Special Education	
Elementary, Michelle Altobelli	x8652
Secondary, Christopher Kolibas	x8669
Secondary Language Arts, Patricia Tartivita, Ed.D.	x8024

<b><u>Support</u></b>	
Transportation Coordinator, Lisa Ormon	x8033

**LINDEN MIDDLE SCHOOL**  
**Contact Information**

**Joseph E. Soehl Middle School**

**486-0550**

Gwendolyn Long, Principal	x8755
Edith Duckett, Vice Principal	x8756
Anti-Bullying Specialist/Social Worker, Jessica DeFelice	x8768
Student Assistance Counselor (SAC), Kathleen Volker	x8459
Social Worker, Gwendolyn Baran	x8769
Social Worker, Kevin Findlay	x8770
School Counselor, Laura Pellettiere	x8777
School Counselor, Natalie Perez-Sudah	x8778

**Secretaries:**

**Main Office:**

**486-0550**

Sara Santiago	x8750
Ashley N. Fisher	x8752

**Guidance:**

Kewana Demarest	x8775
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**21<sup>st</sup> Century:**

Janae Jackson	x8787
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**Myles J. McManus Middle School**

**486-7751**

Michael Walters, Principal	x8705
Angela Paternostro, Vice Principal	x8706
Anti-Bullying Specialist/ Social Worker, Valencia Henry	x8726
Social Worker, Mary Petty	x8718
Social Worker, Kevin Findlay	x8767
School Counselor, Terri Todd	x8727
School Counselor, Patricia Klingert	x8728

**Secretaries:**

**Main Office:**

**486-7751**

Heather Sullivan	x8700
Jacquelyn Freire	x8701

**Guidance:**

Richard Schmitz	x8725
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**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.

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**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

The Linden School District 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 5113

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

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 or explanation.

More than five (5) unexcused absences from a class in a marking period shall result in no credit for that 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 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 the student's absence.

An absence shall be considered an "**excused absence**" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons (with appropriate verification):

1. The student's illness
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 “**cut.**” *Being out of class for more than 15 minutes (this includes first period) is also considered a class cut and is also an unexcused absence.*

Students who accumulate ten unexcused absences will be removed from the school's roster. Parents must re-register the student at the district's central registration office for them to return to school.

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

## **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).

### **VIRTUAL ATTENDANCE**

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

### **PERFECT ATTENDANCE**

Students may be recognized for having perfect attendance during their three years at middle school. To be eligible for a perfect attendance award, the student must have no:

1. Absences (except for field trips or death of immediate family members)
2. 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 the emergency information on record in the school's database for a student to be released.**

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

### **LEAVING SCHOOL DUE TO ILLNESS**

The school nurse is the only person authorized to send a student home ill. Students are required to see the school nurse when medical attention is needed. The nurse will contact the parent/guardian to inform them.

### **TARDINESS**

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

### **LATE TO SCHOOL**

Students who have missed 10 minutes of class or more 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 class for that marking period.

## **CHANGING CLASSES**

Students will be allowed **up to** 3 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 6:30 a.m. School closings and delays may also be communicated through automated calls, e-mails, and social media.

WCBS Channel 2	WINS 1010 AM
WNBC Channel 4	NJ 101.5 FM
WNYW Channel 5	NJ News 12
WABC Channel 7	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 **2:40 pm** 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 3:00 pm. This violation will be subject to consequences.

**MIDDLE SCHOOL TIME SCHEDULES**

\*Full day schedule:

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

\*Half day without lunch schedule:

	Period	Start	End
	<b>Homeroom</b>	7:45	7:55
<b>1</b>	7:55	8:08	
<b>2</b>	8:08	8:21	
<b>3</b>	8:21	8:34	
<b>4</b>	8:34	8:47	
<b>5</b>	8:47	9:00	
<b>6</b>	9:00	9:13	
<b>7</b>	9:13	9:26	
<b>8</b>	9:26	9:39	
<b>9</b>	9:39	9:52	
<b>10</b>	9:52	10:05	
<b>11</b>	10:05	10:18	
<b>12</b>	10:18	10:31	
<b>21</b>	10:31	10:44	
<b>22</b>	10:44	10:57	
<b>23</b>	10:57	11:10	

	<b>24</b>	11:10	11:23
	<b>25</b>	11:23	11:36
	<b>26</b>	11:36	11:49
	<b>27</b>	11:49	12:00

\*Half day with lunch schedule:

	Period	Start	End
	<b>Homeroom</b>	7:45	7:55
<b>1</b>	7:55	8:10	
<b>2</b>	8:10	8:25	
<b>3</b>	8:25	8:40	
<b>4</b>	8:40	8:55	
<b>5</b>	8:55	9:10	
<b>6</b>	9:10	9:25	
<b>7</b>	9:25	9:40	
<b>8</b>	9:40	9:55	
<b>9</b>	9:55	10:10	
<b>10</b>	10:10	10:25	
<b>13 Lunch 1</b>	10:25	10:40	
<b>14 Lunch 1</b>	10:40	10:55	
<b>15 Lunch 2</b>	10:55	11:10	
<b>16 Lunch 2</b>	11:10	11:25	
<b>17 Lunch 3</b>	11:25	11:40	
<b>18 Lunch 3</b>	11:40	11:55	
<b>19 Lunch 4</b>	11:55	12:10	
<b>20 Lunch 4</b>	12:10	12:25	

	Period	Start	End
	<b>Homeroom</b>	7:45	7:55
<b>1</b>	7:55	8:10	
<b>2</b>	8:10	8:25	
<b>3</b>	8:25	8:40	
<b>21</b>	8:40	8:55	
<b>22</b>	8:55	9:10	
<b>23</b>	9:10	9:25	
<b>24</b>	9:25	9:40	
<b>25</b>	9:40	9:55	
<b>26</b>	9:55	10:10	
<b>27</b>	10:10	10:25	
<b>13 Lunch 1</b>	10:25	10:40	
<b>14 Lunch 1</b>	10:40	10:55	
<b>15 Lunch 2</b>	10:55	11:10	
<b>16 Lunch 2</b>	11:10	11:25	
<b>17 Lunch 3</b>	11:25	11:40	
<b>18 Lunch 3</b>	11:40	11:55	
<b>19 Lunch 4</b>	11:55	12:10	
<b>20 Lunch 4</b>	12:10	12:25	

\*In case of a delayed opening of schools, the middle schools will open at 9:45 am.

**SCHOOL ENTRY PROTOCOL  
LINDEN PUBLIC SCHOOLS  
EFFECTIVE APRIL 9, 2018**

No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment (with advance notice given) to enter the building.

Any parent/guardian, who needs to pick up a child early, must notify the office in writing/email prior to dismissal. If it is an emergency, the parent/guardian must call the office and notify the school.

Through the intercom, all visitors must state the purpose of their visit and/or specify with whom they have an appointment prior to entering the building.

If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office or designated sign-in area immediately.

It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.

All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor's pass while in the building.

If a visitor must drop off an item for a student (lunch, homework etc.) they will be directed to deposit that item in a bin outside the main entry. All items must be clearly labeled with the student's name, grade or teacher and will be retrieved by office staff. Entry into the school building is not permitted.

Front office secretaries will be required to call 911 and notify school administrators if any visitors are uncooperative, do not adhere to the procedures, or become threatening.

Failure to follow these procedures may result in a lockdown for the safety of our students and staff and the Linden Police Department may be notified that an intruder is in the building.

Employees of the district, who travel between buildings, may gain access to a building through any fobbed entrance but **MUST** sign in and out at the main office when entering and leaving the building.

Outside contractors are considered visitors in the building and must follow the visitor protocol outlined above. No visitor entry access, inclusive of parents/guardians, will be granted within the window of time during both arrival and dismissal of students. In other words, no visitors will be granted building access (unless they have a scheduled appointment) between the following times: 7 :30 AM to 8:00 AM and 2:30 PM to 3:00 PM.

## **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 board or on any school wall. 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.

## **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 or 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**

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.

## **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. School administrators have the right to inspect the contents of student lockers at any time. Therefore, while student lockers allow privacy from other students, the lockers are accessible to the administrators who have master keys and combinations. Lock combinations should not be revealed to anyone. A locker is assigned to each student for his/her personal use during the school year. Each locker is the personal responsibility of the student to whom it has been assigned. A fine will be assessed at the end of the school year for damage beyond ordinary use.

**Lockers will be subject to periodic inspection, for any reason and at any time, to ensure the health and safety of the school and to determine their condition.** Reasonable suspicion that a student has broken school rules, or a law, will result in a search of the student's locker. Use of lockers for the storage of contraband, drugs, alcohol, weapons and/or any other illegal paraphernalia will result in immediate suspension from the school and will be reported to the police.

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

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

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

13 and 14 Period	1st Lunch	10:55 - 11:25
15 and 16 Period	2nd Lunch	11:25 - 11:55
17 and 18 Period	3rd Lunch	11:55 - 12:25
19 and 20 Period	4th Lunch	12:25 - 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.**

### **Free and Reduced Lunch Program**

Full cafeteria services are offered to students for breakfast and lunch. The 2023-2024 Electronic Free/Reduced Meal Applications are available online as of August 10, 2023. Carry over benefits expire on October 19, 2023 for those who received free/reduced lunch as of the last day of the 2022-2023 school year. Therefore, on October 20, 2023, the student's status will automatically change to paid lunch unless a new application has been submitted and processed. Failure to enter ALL information correctly may result in your application being delayed. Please fill out only one application per household for all students in the Linden School District.

When your application is processed, you will receive a letter of eligibility. If you DO NOT receive a letter of eligibility within one week of submission, please contact Elizabeth Nowak at 908-486-2800, extension 8021.

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. Benefits will not begin until an eligibility notification letter is received. You are responsible for payment for lunches during this period.

### **Cafeteria Billing**

Parents have the ability to prepay for meals using a credit card, debit card, or checking account via My School Bucks. There are links to the *School Food Service Program Policy 3542*, *My School Bucks*, and the *Online Free and Reduced Meal Application* on the **Parents** tab of the Linden homepage at [www.lindenps.org](http://www.lindenps.org). Paper copies are also available at the main office of each school building.

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.

### **MAKE UP WORK**

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

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

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

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

## 2023-2024 Marking Period Dates

	<b>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>MP1</b>	September 7 - November 17	October 6 – October 12	October 13 (IR1)	November 15 - November 22	November 27
<b>MP2</b>	November 20 – January 31	December 15 - December 21	December 22 (IR2)	January 29 - February 5	February 7
<b>MP3</b>	February 1 – April 15	March 1 - March 7	March 8 (IR3)	April 12 - April 19	April 22
<b>MP4</b>	April 16 – June 25	May 13 - May 20	May 21 (IR4)	June 14 - June 25	*June 25

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

### **GENESIS PARENT ACCESS**

Parents or guardians may have access to student information such as attendance and grades via the Genesis database. To obtain access, a parent or guardian may bring a completed form to the school's main office, along with a photo ID. Login credentials, including a password to access student accounts, will be forwarded to the applicant via email. Genesis access forms may be downloaded from the district website [www.lindenps.org](http://www.lindenps.org), or obtained from the school's main office.

### **PARENT CONFERENCES**

Parents are cordially invited to visit the school and to consult with the Principal, Vice Principal, school counselors and/or teachers. All conference appointments are made through the counseling department.

### **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**

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

### **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 discipline policy.

## **RANDOM SEARCHES**

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

## **SAFETY AND SECURITY DRILLS**

Safety and security drills are held to practice orderly exits, evacuations, and lockdowns in an emergency. 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**

1. Parental consent is required for any schedule changes.
2. No schedule changes will be made after the first two (2) weeks of the school year.

Principal approval is required for any schedule changes after the first two weeks of school. Only conflicts or extenuating circumstances will be considered for review.

## **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 appropriately demonstrating good sportsmanship.

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

## **STUDENT IDENTIFICATION CARDS**

Students must always wear a school-issued ID on a lanyard around their neck. IDs must be visible and will 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 his/her homeroom teacher or vice principal. 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. A student who does not comply will receive a consequence based on the code of conduct.

## **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 the teacher. Teachers are often available before or after school to provide assistance to students who require their help. Although teachers may not be available every day due to other professional activities, they are available on certain days and, therefore, prior appointments should be made. Peer tutoring may also be available; students should see their guidance counselor for more information.

## **COUNSELING DEPARTMENT**

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 two School Counselors and two 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.

### **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 one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The disabling condition need only substantially limit one major life activity in order for a student to be eligible.

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

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

1. The referral process begins when the school receives notification from an adult who is knowledgeable about the students' specific situation. Once a request for 504 accommodations is received, the 504

Coordinator will schedule a meeting with the parent/guardian and the committee to further discuss the students' limitations based on their impairment.

2. At the meeting, information will be collected from both the family as well as the students' teacher to determine eligibility. Information requested may include reports from physicians, observations, standardized tests etc.
  - a. If the student is found eligible, a 504 plan will be developed to assure accommodations provided to the student are proportionate with their peers.
  - b. Once developed, the 504 Coordinator will schedule a meeting to review the implementation of the 504 Plan with all relevant parties. If in agreement, all members will be asked to sign the 504 Plan indicating their agreement.
  - c. It is then the 504 Coordinator's responsibility to disseminate the information to teachers with educational responsibility for 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.

### **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 scoliosisscreening. 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.

#### **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**

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 prescribed 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 the Tdap (tetanus, diphtheria, acellular, pertussis) vaccine as well as one dose of the 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.

## **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.

## **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 occurring 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.

## **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.

### **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 has been received. The parents/guardians of the children in the class will be notified by a letter that head lice were found and they will be provided with guidelines for assisting in controlling an outbreak.

### **Bed Bugs**

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

### **Health Insurance**

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

## **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 will not be permitted back to school without a doctor's note.

## **"NOOK" ROOM**

The "NOOK" is open to students throughout the school day. Students may use the "NOOK" by securing a hall pass from their teacher and will only be able to enter with the hall pass and their student ID. Students must adhere to the same school expectations and code of conduct.

## **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 working 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**

### **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.

### **DRESS CODE**

The Board of Education, supported by court rulings, upholds its right to impose student dress codes that prohibit immodest or suggestive clothing, dress that would create a disturbance or distraction, and clothing that is unsanitary or creates a health hazard. Students are prohibited from wearing dress that 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 must be 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 achieving their educational goals. Ensuring 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.

## **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' RIGHTS AND RESPONSIBILITIES**

1. Students have rights within the educational facility that 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 that 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 reported the infraction
  - b. School counselor or department supervisor for academic resolutions
  - c. The Vice Principal or support services for a behavioral or discipline matter
  - d. The Principal
  - e. The Superintendent of Schools
  - f. The Board of Education
  - g. The Commissioner 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 may be transported to the nearest hospital via ambulance to be medically evaluated. In addition, DCP&P will be notified.
6. Failure to comply with appropriate examination and screening will be considered a positive result.
7. If a student tests positive for drugs or alcohol, further examination will be required by a physician. A written report of said examination shall be furnished in a timely manner by the examining physician to school administration.
8. Students testing positive for drugs or alcohol will be subject to disciplinary consequences in accordance with the Code of Conduct.
9. The student shall not resume attendance at school until he/she submits to the SAC a written report certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
10. Vaping is strictly prohibited.

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

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

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

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

***Refer to Linden Board of Education Policy 5131.7 for the complete policy regarding Weapons and Dangerous Instruments.***

### **HARASSMENT, INTIMIDATION OR BULLYING**

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:

### **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

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

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 5131.1 for the complete policy regarding Harassment, Intimidation or Bullying. The entire policy is included in this handbook, beginning on page 47.

***Refer to Linden Board of Education Policy 5131.1 for the complete policy regarding Harassment, Intimidation and Bullying.***

## **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)**

1. Students must report at the designated time and remain until they are dismissed. (3:00 pm – 7:00 pm)
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 may 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 the main office. 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 phones will be collected by the ISACP instructor. Phones will then be returned once the student leaves.
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.
6. Students will remain in their assigned seats during In-School Academic Counseling Program (ISACP)
7. No food, except for lunch ordered by the ISACP teacher, will be allowed in in-school suspension class. 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 (with 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**

**OFFICE DETENTION** begins at 2:50 pm. Students must report at the designated time and remain until they are dismissed. **There is no transportation for Office Detention.** Parents are responsible for transportation or must provide our school with permission for their child to walk home.

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

**SATURDAY PROGRAM** is from 8:00 am – 12:00 pm at Linden High School (121 W. St. George’s Avenue).

1. Students must report at the designated time and remain until they are dismissed (8:00 am – 12:00 pm).
2. Students arriving late may be asked to leave resulting in further consequences.
3. Students must report with books and other working materials.
4. Students must remain quiet and work independently on school-related assignments during the entire period.
5. All work must be submitted to the teacher-in-charge for review and approval before dismissal.
6. Students must conform to the dress code and discipline code set forth by the school district.
7. **There is no transportation for the Saturday Program.** Parents are responsible for transportation or must provide the school with permission for their child to walk home.
8. Parents must provide an emergency number where they can be reached.
9. The administrator/ teacher in charge will contact parents immediately in cases of misbehavior or absence from the 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 transportation secretary 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 vehicles provided by the school district 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. In the event of a problem, the principal is responsible for taking disciplinary action.

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
3. No pushing or crowding
4. Learn emergency procedures
5. Remain seated while bus is in motion
6. Talk in a reasonable tone of voice
7. Not use profane or abusive language

8. Keep the bus clean – no littering
9. Not consume food or beverages, including candy or gum
10. Follow all COVID-19 and safety protocols

\*The principal has the authority to exclude a student from the bus for disciplinary reasons. It then becomes the parents' responsibility 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 POLICY**

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

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

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

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

4. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Network users will not reveal personal information such as addresses, phone numbers or photographs of themselves or others.
  - d. Note that electronic mail (e-mail) is not private. Individuals on the network can potentially have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
  - e. Do not use the Internet in such a way that you would disrupt the use of the network by other users (i.e., viruses, tampering with restricted areas, vandalism, etc.).
  - f. Do not engage in activities that are prohibited under state or federal law.
  - g. Exchanging of obscene, pornographic, or offensive material of any kind (verbal, visual, auditory) is prohibited.
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.

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

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

INFRACTION	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Assault</b> (Note: Students involved in assault will engage in RRC upon their return to school)	Administrative referral; Depending on the severity 5+5 days of OSS; I&RS referral initiated; Possibly expulsion; LPD; PC	Administrative referral; Depending on the severity 5+5 days of OSS; I&RS referral initiated; Possibly expulsion; LPD; PC	Administrative referral; Depending on the severity 5+5 days of OSS; I&RS referral initiated; Possibly expulsion; LPD; PC
<b>Bullying behavior toward another student(s); harassment, intimidation, and bullying</b>	Student referred to social worker or counselor for RRC + counseling + PN; Administrative review of incident; Consequence pending investigation outcome; HIB investigation	Student referred to social worker or counselor for RRC + PN + counseling; Administrative review of incident; Consequence pending investigation outcome; HIB investigation	Student referred to social worker or counselor for RRC + PN + counseling; Administrative review of incident; Consequence pending investigation outcome; HIB investigation;
<b>Cafeteria – Entering or exiting without permission</b>	Reviewing/ reteaching of expectations by staff member, Administrative review of incident; Possibly OD	Administrative review of incident; Possibly ISACP assigned lunch	Student referred to social worker or counselor for PN + counseling; Administrative review of incident; Possibly SP
<b>Cafeteria – Leaving cafeteria with food</b>	Reviewing/ reteaching of expectations and PN by staff member, Administrative review of incident; Possibly OD	Student referred to social worker or counselor for PN + counseling; Administrative review of incident; Possibly ISACP assigned lunch	Student referred to social worker or counselor for PN + counseling; Administrative review of incident; Possibly SP
<b>Cafeteria – Throwing food</b>	Student referred to social worker or counselor for counseling + PN; Administrative review of incident; Possibly SP	Student referred to social worker or counselor for counseling + PN + RRC; Administrative review of incident; Possibly 1 day ACP	Student referred to social worker or counselor for counseling + PN + RRC; Administrative review of incident; Possibly 2 days ACP

<b>Crisis Situation/Security Drill Misconduct</b>	Reviewing/ reteaching of expectations by staff; Administrative review of incident; Consequence depending on review of incident; Possibly OSS	Student referred to social worker or counselor for counseling + PN; Administrative review of incident; Consequence depending on review of incident; Possibly OSS	Student referred to social worker or counselor for counseling + PN; Creation of Behavior Plan; Administrative review of incident; Consequence depending on review of incident; Possibly OSS
<b>Cutting class (loss of credit per attendance policy) more than 15 minutes unexcused</b>	Reviewing/ reteaching of expectations + PN by teacher; Class grade affected after 5th offense; Administrative review of incident; Possibly OD	Student referred to social worker or counselor for counseling + PN; I&RS referral initiated; Class grade affected after 5th offense; Administrative review: Possibly SP	Creation of Behavior Plan; PC with school counselor or social worker; Class grade affected after 5th offense; Administrative review; Possibly SP
<b>Disrespect/disruptive/improper behavior (Including but not limited to “horseplay,” running in the hallways.)</b>	Reviewing/ reteaching of expectations + PN by teacher; Possibly teacher detention or OD depending on the severity	Student referred to social worker or counselor for counseling + PN + RRC; Administrative review of incident; Possibly SP or 1 day ACP depending on the severity	Student referred to social worker or counselor for counseling + PC + RRC; I&RS referral initiated and creation of Behavior Plan; Administrative review of incident; Possibly 2 days ACP depending on the severity
<b>Disrespect/ disruptive/improper behavior in ISACP</b>	Reviewing/ reteaching of expectations + PN by staff member; Administrative review of incident; Possibly 1 day ACP	Student referred to social worker or counselor for counseling + PN; Administrative review of incident; Possibly 2 days ACP	Creation of Behavior Plan; PC with school counselor or social worker; Administrative review of incident; Possibly 3 days ACP
<b>Dress code violation, per board policy</b>	Reviewing/ reteaching of expectations + PN by staff member; Once compliant, students may return to class	Student referred to social worker or counselor for counseling + PN; Possibly ISACP until compliant with the dress code	Administrative referral; Depending on the nature of the violation possibly OD; I &RS referral initiated; PC; Possibly ISACP until compliant with the dress code.

<b>Extortion</b>	Student referred to social worker or counselor for PN + counseling; Administrative referral; 3 days ACP; PN; SN; I&RS referral initiated	Student referred to social worker or counselor for counseling + PC; Administrative referral; 5 days ACP; PN; SN; I&RS referral reviewed	Student referred to social worker or counselor for counseling + PC; Administrative referral; 5 days OSS (+5 additional OSS); PN; SN
<b>Failure to report to Office Detention</b>	Reassign; PN by administration or designee	Possibly SP; PN by administration or designee	Possibly SP; PC with administration or designee;
<b>Failure to report to Saturday Program</b>	Reassign; PN by administration or designee	Possibly ISACP; PN with administration or designee	Possibly 1 day ACP; PC with administration or designee
<b>Failure to sign in at tardy desk/ Failure to follow tardy procedures</b>	Reviewing/ reteaching of expectations by staff member; Administrative review of incident; Possibly OD	Student referred to social worker or counselor for PN and review of expectations and referred to ART; Administrative review; Possibly SP	Administrative referral for review of expectations; PC with admin or designee; Possibly SP each additional time
<b>Illegal activation of fire alarm</b>	Administrative referral for review of emergency policies with student; 3-5 days OSS; I&RS OR CST Referral; Police complaint	Administrative referral; 5 days OSS (+ possible 5 additional days OSS); I&RS OR CST Referral; Counseling by school counselor and or social worker; Police complaint	Administrative referral; 5 days OSS (+ possible 5 additional days OSS); I&RS OR CST Referral; Counseling by school counselor and/or social worker; Police complaint
<b>Fighting (including “play fighting”) - Regardless of who is at fault, all students will receive the same consequence(s).</b>	Administrative referral; Reviewing/reteaching of expectations and PC with admin; Up to 3 days ACP or OSS depending on severity; Student referred to social worker or counselor for RRC + counseling	Administrative referral; Reviewing/reteaching of expectations and PC with admin; Up to 4 days ACP or OSS depending on severity; Student referred to social worker or counselor for RRC + counseling	Administrative referral; Reviewing/ reteaching of expectations and PC with admin; Up to 5 days ACP or OSS (possibly +5 days OSS) depending on severity; Student referred to social worker or counselor for RRC + counseling + creation of Behavior Plan

<b>Fighting/Rioting (disturbance of 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 a board hearing for an alternative placement or long-term suspension hearing. I&RS referral initiated; Possibly expulsion; LPD; PC	Administrative referral; Depending on the severity 5 OSS + 5 OSS and <b>mandatory</b> home instruction until a board hearing for an alternative placement or long-term suspension hearing. I&RS referral initiated; Possibly expulsion; LPD; PC	Administrative referral; Depending on the severity 5 OSS + 5 OSS and <b>mandatory</b> home instruction until a board hearing for an alternative placement or long-term suspension hearing. I&RS referral initiated; Possibly expulsion; LPD
<b>Flagrant behavior — 4<sup>th</sup> occurrence of any infraction</b>	Administrative referral; Consequence depending on severity	Administrative referral; Consequence depending on severity	Administrative referral; Consequence depending on severity
<b>Forgery – notes, grades, signature, etc. (based on severity with possible police notification)</b>	Reviewing/ reteaching of expectations + PN by counselor or social worker; Administrative review of incident; Possibly OD	Reviewing/ reteaching of expectations + PC with school counselor or social worker, administrative review; Possibly ISACP	Administrative referral; Reviewing/ reteaching of expectations + PC with administration; Possibly 1 day ACP
<b>Gambling</b>	Reviewing/reteaching of expectations + PN by counselor or social worker, Administrative Review: Possibly SP	Administrative referral; Reviewing/ reteaching of expectations + PN by administration; Possibly ISACP	Administrative referral; Reviewing/ reteaching of expectations + PC with administration; Possibly 1 day ACP
<b>Indecent Exposure</b>	Administrative referral; Consequence depending on the severity of incident; Student referred to social worker or counselor for counseling + PN	Administrative referral; Consequence depending on the severity of incident; Student referred to social worker or counselor for counseling + PN	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PC
<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>	Administrative referral; PN; Creation of a Behavior Plan; ISACP	Administrative referral; PC with administration; Review of behavior plan; 1 day ACP	Administrative referral; PC with administration; Revise behavior plan; 2 days ACP
<b>Leaving class without permission/not responding to public address</b>	Reviewing/ reteaching of expectations + PN by teacher; Administrative review of incident; Possibly SP	Reviewing/reteaching of expectations + PC with counselor or social worker; Creation of Behavior Plan; Administrative review; Possibly ACP	Administrative referral; Reviewing and reteaching of expectations + PC with admin; Review of Behavior Plan; Possibly SP or ISACP.

<b>Loitering in building – unsupervised before or after school</b>	Reviewing/reteaching of expectations + PN by staffmember; Administrative review of incident	Student referred to social worker or counselor for counseling + PC; Creation of Behavior Plan; Administrative review of incident; Possibly OD	Administrative referral; Reviewing and reteaching of expectations + PC with administration; Review of Behavior Plan; I&RS referral initiated; Possibly OD
<b>Major computer offense per student acceptable use policy</b>	Administrative referral; Consequence and/or confiscation of electronic device depending on severity of incident; Student referred to social worker or counselor for counseling + PN	Administrative referral; Consequence and/or confiscation of electronic device depending on severity of incident; Student referred to social worker or counselor for counseling + PN	Administrative referral; Consequence and/or confiscation of electronic device depending on severity of incident; Student referred to social worker or counselor for counseling + PC
<b>Minor computer offense per student acceptable use policy</b>	Reviewing/ reteaching of expectations + PN by staffmember	Reviewing/reteaching of expectations + PN by staff member; Teacher detention or possibly OD depending on severity	Student referred to social worker or counselor for counseling + PC as well as possible confiscation of device; Alternative methods of completing assignments
<b>Obscenities, abusive language or gestures</b>	Reviewing/reteaching of expectations + PN by teacher; Administrative review of incident; Possibly SP	Student referred to social worker or counselor for counseling + PN + RRC; Administrative review of incident; Possibly ISACP	Administrative referral; Reviewing/ reteaching of expectations + PC with administration; Possibly ACP; Referral to social worker or counselor for RRC
<b>Obscenities, abusive language or gestures toward staff</b>	Student referred to social worker or counselor for PN + RRC + counseling; Administrative review of incident; Possibly 1 day ACP	Student referred to social worker or counselor for counseling + PC + RRC + Creation of Behavior Plan; Administrative review of incident: Possibly 2 days ACP	Administrative referral; PC with administration or designee; Review of Behavior Plan; I&RS referral initiated; Possibly 3 days ACP

<b>Open defiance of authority, failure to follow directions of staff members</b>	Reviewing/reteaching of expectations by teacher or staff member; Teacher or staff member assigned detention; Additional consequence(s) depending on severity	Student referred to social worker or counselor for counseling + PN + RRC + Creation of Behavior Plan; Administrative review of incident; Consequence depending on severity	Student referred to social worker, administrator or counselor; PC by administrator or designee; Review of Behavior Plan; Possibly RRC; Consequence depending on severity
<b>Plagiarism</b>	Reviewing/reteaching of expectations + PN by teacher or staff member; Student must redo and resubmit assignment	Reviewing/ reteaching of expectations by teacher or staff member; Student receives zero credit for assignment; Student referred to counselor or social worker for counseling + PN	Administration notified; Student receives zero credit for assignment; Social worker or counselor requests PC; Possibly I&RS referral
<b>Positive drug/alcohol test or failure to comply-Aligned with policy 513.6</b>	Student referred to SAC, social worker or counselor for PN + counseling; PC upon student's return to school; Administrative review of incident; 5 days ACP;	Student referred to SAC, social worker or counselor for counseling + PN; Administrative review of incident; 5 days ACP; PC upon student's return to school	Administrative referral; 5 + 5 days OSS; Counseling + PN by SAC or School Social Worker; Required parent conference with administration upon student's return to school
<b>Possession of drug paraphernalia-tobacco products or vape devices - <i>Aligned with policy 5131.6</i></b>	Administrative referral; 3 days ACP; Required PC with administration upon student's return to school; Counseling + PN by SAC or Social Worker	Administrative referral; 4 days ACP; Counseling + PN by SAC or Social Worker; Required PC with administration upon student's return to school	Administrative referral; 5 + 5 days OSS; PN + Counseling by SAC or Social Worker; Required PC with administration upon student's return; Possibly expulsion
<b>Possession of and or use of any weapon (or reasonable facsimile) defined by NJSA 2C:39-1 (Including pepperspray) - <i>Aligned with policy 5131.7</i></b>	Administrative referral; 5 days OSS (+ possible 5 additional days OSS) PN; SN; SAC; Possibly expulsion; Required PC upon student's return to school; Possibly expulsion; Student referred to counselor or social worker for counseling	Administrative referral; 5 days OSS (+ possible 5 additional days OSS) PN, SN, SAC; Possibly expulsion; Required PC upon student's return to school; Student referred to counselor or social worker for counseling	Administrative referral; 5 days OSS (+ possible 5 additional days OSS) PN, SN, SAC; Possibly expulsion; Required PC upon student's return to school; Student referred to counselor or social worker for counseling

<b>Possession of an obvious toy weapon</b>	Administrative referral for review of school policy and expectations and PN; Possibly LPD; Up to 3 days OSS	Administrative referral + PC; 4 days OSS; Possibly LPD; Student referred to social worker or counselor for counseling	Administrative referral + PC; 5 days OSS + 5 additional days OSS; Possibly LPD; Student referred to social worker or counselor for counseling
<b>School bus – inappropriate behavior</b>	Administrative review of incident + PN + student conference; Consequence depending upon severity; Student referred to counselor or social worker for counseling	Administrative review of incident + PN + student conference; Possibly bus suspension for up to 5 days; Student referred to counselor or social worker for counseling	Administrative review of incident + student conference; PC with bus company representative; Possibly bus suspension for up to 30 days;
<b>Selling or distributing controlled dangerous substances set forth in NJSA 18a:40-4.1 Aligned with Policy 5131.6</b>	Administrative referral; 5 days OSS (+ possible 5 additional days OSS); LPD; SAC; SN; Possibly expulsion; Required parent conference upon student’s return to school	Administrative referral; 5 days OSS (+ possible 5 additional days OSS); LPD; SAC; SN; Possibly expulsion; Required parent conference upon student’s return to school	Administrative referral; 5 days OSS (+ possible 5 additional days OSS); LPD; SAC; SN; Possibly expulsion; Required parent conference upon student’s return to school
<b>Sexual harassment: verbal/ physical violation of any individual’s well-being including “panting” (possible HIB)</b>	Administrative referral for review of school policy and expectations + PN; Up to 3 days OSS; Student referred to social worker or counselor for counseling	Administrative referral for review of school policy and expectations + PC; 4 OSS; I&RS or CST referral; LPD; Student referred to social worker or counselor for counseling	Administrative referral for review of school policy and expectations + PC; 5 days OSS (+ possible 5 additional days of OSS); I&RS or CST referral, Police complaint, Possibly expulsion
<b>Smoking (violation of statute) or Vaping with negative test (PLO 2989, C. 96, EFFECTIVE 12/14/89)</b>	Administrative referral for review of school policy and expectations + PN; Student referred to SAC or social worker or counselor, 2 days ACP; Possibly LPD	Administrative referral for review of school policy and expectations + PC; Student referred to SAC or counselor or social worker; 3 days ACP; Possibly LPD	Administrative referral for review of school policy and expectations + PC; Student referred to SAC or counselor or social worker; 4 days ACP; possibly LPD
<b>Student ID Violation (not visible, defacing ID, or misplaced)</b>	Review of school policy and expectations with student by staff member; Student given warning by staff member	PN by staff member; Student responsibility to replace ID if lost or defaced; Refusal to show or wear ID is subject to conference with school counselor or social worker.	PN by staff member; Student responsibility to replace ID if lost or defaced; Refusal to show or wear ID is subject to conference with school administrator

<b>Tardy to school (unexcused)</b>	<b>1-5 Tardies</b> = Review of school attendance policy and verbal warning by staff member	<b>6-10 Tardies</b> =Parent notification by staff member; Intervention plan created by ART (Attendance Review Team); Possibly OD after each offense	<b>11 or more Tardies</b> = Parent notification by staff member; Intervention plan created by ART (Attendance Review Team); Possibly OD after each offense
<b>Tardy to class - excessive (unexcused)</b>	<b>1-5 Tardies</b> = Possibly teacher assigned detention; Reteaching of class attendance expectations + PN by teacher; Grade potentially affected.	<b>6-10 Tardies</b> = Review of class attendance expectations + PN by teacher; Possibly OD; I&RS referral; Grade potentially affected	<b>11 or more Tardies</b> = I&RS referral or follow-up; Possibly SP; Grade potentially affected
<b>Testing security breach/ misconduct during state required security drills</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>	Reviewing/reteaching of expectations by staff member; Student referred to counselor or social worker for PN + counseling + RRC Administrative review of incident; Depending on severity possibly up to 3 days ACP + LPD	Student referred to counselor or social worker for counseling + PN + review/ reteaching of expectations + RRC; Administrative review of incident; depending on severity possibly LPD and up to 4 days ACP	Administrative referral; 5 days OSS (+ 5 days OSS) or 5 days ACP; PC; LPD; or possibly expulsion
<b>Threat (major/minor)</b>	Administrative referral; PN or PC; Student referred to social worker; Depending on the severity up to 5 days OSS + LPD; Possibly expulsion	Administrative referral; PC; Student referred to social worker; Depending on the severity up to 5 days OSS + LPD; Possibly expulsion	Administrative referral; PC; Student referred to social worker; Depending on the severity up to 5 days OSS + LPS; Possibly expulsion
<b>Truancy - Application of attendance policy</b>	Review of attendance policy + PN by staff member; After 3 consecutive or five total days referral by staff member to ART	<b>6 - 10 instances</b> = PC + Creation and implementation of attendance intervention plan by ART; Possibly referral to district truancy officer	<b>11 or more</b> = Review of student intervention attendance plan by ART; PC with administration and ART; Truancy intervention hearing; Possibly DCP&P involvement

<b>Unauthorized opening of exterior doors</b>	Administrative referral for review of school and district policy + PN; Consequence depending on review of incident.	Administrative referral for review of school and district policy + PC; Possibly consequence of ACP	Administrative referral for review of school and district policy + PC; Possibly consequence of ACP or OSS
<b>Unauthorized use or possession of any form of fireworks (including poppers or stink bombs)</b>	Administrative referral for review of school and district policy + PN; up to 3 days OSS; Possibly LPD, depending upon the severity of the incident	Student referred to social worker or counselor for counseling + PC; Administrative referral; up to 4 days OSS; Possibly LPD depending on the severity of the incident	Student referred to social worker or counselor for counseling + PC; Administrative referral; up to 5 days 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/Air Pods/Smart-watches</b>	Confiscation of device, PN	PN, SP	PC, ISS
<b>Unsafe behavior in the hallway (including but not limited to unauthorized congregating in the halls or bathrooms)</b>	Reviewing/reteaching of expectations and PN by staff member; Administrative review of incident	Administrative referral; Depending on the severity of the incident, possibly SP and counseling by counselor or social worker	Administrative referral; Depending on the severity of the incident, up to 2 days ACP/OSS and counseling by counselor or social worker
<b>Use of controlled dangerous substance or other substance set forth in NJSA 18A 4.0-4.1 *If student fails to complete, OSS until comply <i>Aligned with policy 513.6</i></b>	Student referred to SAC, social worker, or counselor for PN; Counseling (*in-house or out of district); Administrative referral; 5 days ACP; PC upon student's return to school	Student referred to SAC, counselor, or social worker for PN; Counseling (*in-house or out of district); Administrative referral; 5 days ACP; PC upon student's return to school	Administrative referral. 5 + 5 OSS; PN by SAC or Social Worker; Counseling (*in-house or out of district); Required PC with administration upon student's return to school

<b>Vandalism of school property - consequences based on severity of the incident, including monetary restitution</b>	Administrative referral; PC with administrator or designee; Restitution; Depending on review of incident additional consequences may be issued; possibly LPD; SN	Administrative referral; PC with administrator or designee; Restitution; Depending on review of the incident up to 4 days ACP; Possibly LPD; SN; Student referred to social worker or counselor for counseling + creation of intervention or behavior plan	Administrative referral; PC with administrator or designee; Restitution; Depending on review of the incident up to 5 days ACP; Possibly expulsion; LPD; SN; Student referred to social worker or counselor for review of intervention/behavior plan + counseling
<b>Wearing of any type of gang affiliated paraphernalia, colors, hats, jewelry, clothing, bandanas, etc.</b>	Student referred to SAC, counselor, or social worker;PN; Investigation conducted; Possibly LPD; Possibly SP	Student referred to social worker, counselor, or SAC;Investigation conducted; PN; Possibly LPD; Up to 2Days ACP	Student referred to social worker, counselor, or SAC;Investigation conducted; PC, Possibly LPD + up to3 days ACP
<b>Unauthorized videotaping or photographing of others and/or posting unauthorized video or photography on social media or digital communication</b>	Reviewing/reteaching of expectations + PN by staff member; Administrative review of incident; Depending on the severity of the incident, 3 days OSS; Possibly LPD; Possibly HIB	Student referred to social worker or counselor for counseling + PN; Possibly I&RS and/or creation of a behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS. possibly LPD; HIB	Student referred to social worker or counselor for counseling + PC; Review of behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS + 5 days OSS; possibly LPD; HIB

## **CONDUCT VIOLATION POINT SYSTEM AND POSITIVE CITIZENSHIP REWARDS**

A point system is aligned to conduct violation (see below). Students will also be given the opportunity to earn rewards for good conduct, perfect attendance and being on-time to school daily.

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

Permission to attend school dances and other special events, designated as behavior rewards, will be limited to students who have exhibited good citizenship and conduct. Non-admittance to dances and special events is limited to **7 points per month** and will be communicated to students prior to each event. Students will have the ability to earn back points through evidence of good choices. For example, 30 days with NO conduct issues, will erase 3 points. Additionally, letters confirming community service work, can be submitted to the vice-principal 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 POLICY**

### **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:

### **ACADEMIC STANDARDS POLICY TO COVER PARTICIPATION IN ALL 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 established 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 but 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 will be provided for the student, if offered, but 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 that 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:** 25% of graduation requirement credits successfully completed from the previous year  
Marking Period 1 Interim Report

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

**Spring:** 12½% of graduation requirement credits successfully completed in the 1<sup>st</sup> semester  
Marking Period 3 Interim Report  
Marking Period 3 Report Card  
Marking Period 4 Interim Report

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

At the interim and marking period checkpoints, if a student has a failing grade 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 his grades above failing, then he/she will be returned to good academic standing by the building principal.

At the end of the two-week probationary period, a student will have their failing grades re-evaluated. If the student is still failing any of the subjects for which he/she was placed on probationary status, they will remain on academic probation until academic progress is achieved, or they become ineligible. Re-evaluation 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 his parents 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 Pupil Personnel Services 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	Soccer (boys & girls)
Football	Softball
Cheerleading	Wrestling
Basketball (boys & girls)	

## **ACADEMIC/ATHLETIC AWARDS**

The Scholar Athlete of the Year Award is given each year to an eighth-grade girl and boy who exemplify outstanding athletic ability, sportsmanship and character and who demonstrate involvement in extracurricular activities as well as high academic achievement. The recipients of these awards are chosen by the teachers and coaches, as well as the school counselors, and administration.

## **NATIONAL JUNIOR HONOR SOCIETY**

### **CRITERIA**

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

1. Scholarship: Scholarship is a distinguishing feature or trait of an individual that is indicated by academic achievement. Members will be selected at the end of their seventh-grade year. All candidates must meet the academic average requirement determined by the faculty committee.
2. Service: Service is demonstrated by participation in clubs or activities that entail substantial involvement outside the classroom.
3. Character: Character is what a person is; reputation is what he/she is thought to be. Character is a distinguishing feature or trait of an individual that is indicative of mature, responsible behavior.
4. Character is demonstrated by:
  - a. Honesty
  - b. Responsibility for completion of obligations
  - c. Considerate behavior towards others
  - d. Appropriate conduct without major or repeated disciplinary infractions
  - e. Regular school attendance without excessive or unwarranted absence or tardiness
5. Leadership: Leadership is a distinguishing feature or trait of an individual which is demonstrated by the ability to influence others toward positive goals. Leadership is demonstrated by:
  - a. Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties thereof
  - b. Influencing others by promoting constructive activities within the classroom, school and community

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

See bylaws of the Linden Chapter of the National Junior Honor Society.

**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 [JSCALDINO@linden.k12.nj.us](mailto:JSCALDINO@linden.k12.nj.us) 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 [JSCALDINO@linden.k12.nj.us](mailto:JSCALDINO@linden.k12.nj.us) 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 or 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 offenses are a serious violation of the standards of the community and pose 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.