

**Linden High School
121 W. St. Georges Ave.
Linden, NJ 07036**

908-486-5432 (Main Office)
908-486-3242 (Fax)

908-486-8250 (Guidance Office)
908-486-4083 (Medical Office)
908-486-2028 (Special Services)
908-486-5930 (Adult Education)
908-587-0808 (Alternative Education)

908-486-2212 (Academy Building)
908-486-3270 (Fax – Academy Building)
908-925-4629 (Student Assistance Counselor)

QUICK PHONE REFERENCE

Superintendent, Rocco G. Tomazic, Ed.D.	486-5818
Assistant Superintendent, Diana Braisted	486-7579
Business Administrator/Board Secretary, Kathleen A. Gaylord	486-2341
<u>Directors</u>	
English/Social Studies, Carmela Appierto-Hunter	486-2800 x153
Science/Fine & Performing Arts, Denise Cleary	486-2212
Athletics/Health/PE, Stephen Yesinko	486-7085
Technology/Vocational Programs, Michael Walters	486-2212
Special Education, Marie Stefanick	587-3285
<u>Supervisors</u>	
Pupil Personnel Services/Guidance, JoAnn Hamilton	486-2800 x157
Mathematics/Business, Dianne Coppa	x154
Elementary Language Arts/Social Studies/ Early Childhood Education, Gail Fazio	x153 x146
World Languages/ESL/BL, Alphonsina Paternostro	x151
Special Education	587-3285
Elementary, Michelle Altobelli	x110
Secondary, Edward Rockoff, Ph.D.	x111
<u>Support</u>	
Maintenance, Lawrence Miranda	862-0950
Transportation	486-2800 x119 or x120
<u>Linden High School</u>	
Danny Robertozzi, Principal	486-5432 x114
Leanora Fleming, Vice Principal	x102
Jean Forstenhausler, Vice Principal	x140
Kevin Thurston, Vice Principal	x101
Frank Bandinelli, Vice Principal	x103
Guidance Office	486-8250
Media Center	486-4223
Nurses Office	486-4083
<u>Linden Academy Building</u>	
Richard Sullivan, Vice Principal	486-2212 x103
Medical Department, Susan Fegan	486-5611
Student Assistance Counselor, Kathleen Volker	925-4629
ROTC	486-4209

STUDENT/PARENT/TEACHER HANDBOOK

Danny A. Robertozzi, Principal

Kevin Thurston, Vice Principal – 9th

Leanora Fleming, Vice Principal – 10th

Richard Sullivan, Vice Principal – 11th

Frank Bandinelli, Vice Principal – 12th

Jean Forstenhausler, Vice Principal – Alternative Program

**Linden High School
Linden, New Jersey**

Revised – August 2011

TABLE OF CONTENTS

District Mission and Vision Statements	6
Linden High School Mission Statement	7
Overview	
Accreditation	8
Family Education Rights & Privacy Act	8-9
Procedures	
Attendance	10-12
Bell Schedule	12-13
Bulletins and Announcements	14
Changing Classes	14
Closing School on Snow Days	14
Dismissal	14
Final Examinations	15
Fines	15
Homeroom	15
Homework	15
Honors Lists & Grading Policy	16
Lockers	16
Lost and Found	17
Lunch Periods	17
Make Up Work	17
Marking Periods	18
Parent Conferences	18
Parking	18
Passes	18
Plagiarism	19
Random Searches	19
Safety & Security Drills	19
Schedule Changes	19
School Sponsored Activities	20
Student Identification Cards	20
Textbooks & Other Assigned Materials	20
Unattended Classrooms	20
Services	
Academic Assistance	21
Cafeteria Services	21
Child Study Team	22
Citizenship	22
College Entrance Examinations	22
College Information Center	23
Genesis Parent Access	23
Guidance Services	23
Health Office	24-25
Health Insurance	25
Home Instruction	25-26
Media Center	26
Social Workers	26
Working Papers	24

Student Conduct and School Citizenship

Appropriate Dress		25-27
Cafeteria Rules	27	
Cell Phones and Electronic Devices	28	

Discipline Code

Philosophy	28
General Policies	29-30
Student's Rights & Responsibilities	30
Due Process	30-31
Students Under the Influence	31-32
Students in Possession of Weapons	32
Harassment, Intimidation and Bullying	33
Criminal Complaints/Expulsion Procedures	33-34
In-School Suspension	34
Saturday School Detention	34-35
School Bus Rules	35-36
Internet Policy	36-38
Code of Conduct	39-42

Academic Standards

Extra-Curricular Activities	42-43
Eligibility for Extra Curricular Activities	43
Maintenance of Eligibility	43-45
NCAA Eligibility	45
Sports Offerings	45
National Honor Society	46

Appendix A

Harassment, Intimidation & Bullying Policy	47-60
--	-------

Floor plans (Main Building & Academy)

DISTRICT MISSION

- All Linden Public School students will demonstrate mastery of academic skills and requisite competencies consistent with the New Jersey Core Curriculum Standards, which will enable them to achieve their goals for higher education and chosen career opportunities.
- We shall strive to increase the percentage of students achieving those goals each year.
- In pursuit of this mission we will form meaningful and productive partnerships with parents, citizens, and businesses to bring about change and acquire resources needed to accomplish our mission.

DISTRICT VISION

- Our vision in the Linden Public Schools is to provide a safe and secure environment, which encourages each student to develop an appreciation for learning, a healthy self-image and a respect for others in our diverse society.
- Each student will participate in a comprehensive educational program, which is designed to prepare students to achieve their full potential as productive members of society in the 21st century.
- We accept our responsibility to ensure that our efforts meet the needs of students, their families and the community and that these efforts have a positive effect on continuing those values, which give dignity and purpose to life and democratic processes.

LINDEN HIGH SCHOOL MISSION STATEMENT

Linden High School is dedicated to providing a safe and secure learning environment conducive to our uniquely diverse community of learners. All students are encouraged to become lifelong learners, develop a healthy self-image and strive for excellence in academic and vocational skills in order to maximize their potential.

OVERVIEW

I. ACCREDITATION

Linden High School is an accredited member of the Middle States Association of Colleges and Secondary Schools. The high school maintains definite standards of instruction, scholarship and achievement which entitle its college preparatory graduates to the same rights and privileges for college admission as those accorded the graduates of all other accredited high schools in the United States.

II. NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") 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 of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student on 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 or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides 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 advise them 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official 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 district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a 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.)

4. The right to file complaint with the US 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 is:

FAMILY POLICE COMPLIANCE OFFICE
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

PROCEDURES

I. ATTENDANCE REGULATIONS POLICY 5113

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

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

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

More than five (5) absences from a class in a marking period shall result in no credit for that marking period.

Parents should call the morning of a student absence. When a pupil returns to school he/she will bring a note from a parent/guardian containing the name of the student, all dates of absence and an acceptable explanation for not attending school. The note is to be given to the attendance office. Only doctor's notes will be considered medically excused. Notes from a parent or guardian will be placed on file. The board of education considers the following as just cause for an excused absence:

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 the 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 accommodations for students with disabilities
9. The student's required attendance in court
10. Interviews with an admissions officer of an educational institution
11. Necessary and unavoidable medical or dental appointments
12. Such good cause may be acceptable to the principal

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

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

PERFECT ATTENDANCE

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

- 1- Any absences (Except for field trips and college visits)
- 2- Any unexcused tardies

EARLY DISMISSAL

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

A parent/guardian or designated person must come into the main office to sign a student out.

ID will be required and must match emergency information on record in the school's data base for a student to be released.

Students must be in attendance for four (4) hours in order to get credit for the day. Any class missed due to an early dismissal will count as an absence toward that class.

LEAVING SCHOOL DUE TO ILLNESS

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

TARDINESS

A student is tardy if he/she reports to homeroom after 7:45 a.m. Tardy students are to report to the attendance office and consequences are assigned according to the discipline policy.

Students must be in attendance for four (4) hours in order to get credit for the day. Any class missed due to tardiness will count as an absence toward that class.

BELL SCHEDULE

Alternative Program:

Period	From	To
1	3:00	3:45
2	3:45	4:30
3	4:30	5:15
4	5:15	6:00
5	6:00	7:30

Delayed opening schedule, regular day:

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

BELL SCHEDULE

Full-day, regular schedule:

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

Half-day *without* lunch, regular schedule:

Period	From	To
HR	7:45	7:55
1	7:55	8:33
2	8:37	9:15
3	9:19	9:57
4/5/6	10:01	10:39
6/7/8	10:43	11:21
9	11:25	12:00

Half-day *with* lunch, regular schedule:

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

II. BULLETINS AND ANNOUNCEMENTS

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

III. CHANGING CLASSES

Students will be allowed four minutes to change classes. This is 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, but students must arrive at class on time. When students arrive at their next class they should enter the room promptly.

IV. CLOSING SCHOOL (AND DELAYED OPENINGS) ON SNOW DAYS

In cooperation with our school, the following radio stations will announce school closings and delayed openings beginning at 6:30 a.m.

WINS	1010 am	WOR	710 am
WJDM	1530 am	NJ	101.5 fm
Local Access Cable TV – Channel 36			
Automated Calling System			

V. DISMISSAL

School is dismissed regularly at 2:45 p.m. Students leave school directly from their eleventh period class. Students not on school business must leave the building by 3:00 p.m.

VI. FINAL EXAMINATIONS

A final examination is required in all subjects. The final exam will carry 1/5th the weight of the final grade. The final grade will be computed by taking four marking period grades, the final exam grade and dividing by five. Seniors with an "A" average in a specific subject for four marking periods are exempt from that particular exam.

VII. FINES

A student must pay all fines assessed against him/her by the designated time. These may include such items as textbook loss or damage fines, library fines, gym lock fines, laboratory breakage fines, shop material fees, loss or damage to other school property, non-return of uniforms, fund-raising monies, etc. Graduation diplomas will be withheld until all fines are paid.

VIII. HOMEROOM PERIOD

The homeroom period is a ten minute period. During this time attendance is taken. Each morning at 7:45 a.m. the public address system is used for opening exercises which include the pledge to the flag, announcements, notice of special guidance 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)

IX. HOMEWORK

It is expected that each subject teacher will assign homework. Students preparing for college should spend a minimum of 30 minutes for each major subject in preparation of daily assignments. This is a small workload compared to that expected in college. Students should be accustomed to completing each day's assignment on time. Teachers are not expected to give full credit for assignments completed after the due date.

X. HONOR LISTS

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

Principals Honors List	-	All "A"s
High Honors List	-	All "A"s and One "B"
Honors List	-	All "A"s and "B"s

Numerical equivalents of letter grades are as follows:

A	-	90-100	F	-	50-59 (failure)
B	-	80-89	I	-	Incomplete
C	-	70-79	M	-	Medical Excuse
D	-	60-69			

XI. LOCKERS

Lockers are the property of the Linden Board of Education and 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 locker is 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 insure the health and safety of the school and to determine their condition.

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

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

XII. LOST AND FOUND

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 8:00 a.m. to 4:00 p.m. Books will remain in lost and found for a period of two weeks, after which, if they are not claimed, will be returned to department bookrooms.

XIII. LUNCH PERIODS

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

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

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

XIV. MAKE UP WORK

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

1. Time allowed to make up work should not exceed the amount of time absent, i.e., work missed during a five-day period of absence should be made up after the first five days immediately after the student returns to school. Arrangements to make up work must be initiated by the student.
2. Students may make up work for time missed because of actions initiated by the authorities of the school, i.e., suspension, exclusion, etc. (Legal References: NJSA 18A:11-1)

XV. MARKING PERIODS

There are four marking periods per school year. Each marking period grade receives equal weight in computing the final average for the course. Students' grades shall be determined on the basis of tests, classroom participation, quizzes, homework and special teacher assignments. Students receiving an incomplete grade must make up the missed work within a period of time designated by the teacher, or the incomplete grade becomes a failure.

Marking Period	Period Begins	Progress Reports	Period Ends	Report Card Distribution
1 st	09/07/11	10/07/11	11/16/11	12/02/11
2 nd	11/17/11	12/21/11	01/31/11	02/14/12
3 rd	02/01/12	03/06/12	04/05/12	04/27/12
4 th	04/06/12	05/16/12	6/22/12	7/03/12

XVI. PARENT CONFERENCES

Parents are cordially invited to visit the school and to consult with the principal, vice principal, guidance counselors, and teachers. All conference appointments are made through the guidance department.

XVII. PARKING

Student parking on school property is prohibited. Towing of illegally parked vehicles will result.

XVIII. PASSES

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

XIX. 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.

XX. RANDOM SEARCHES

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

XXI. SAFETY AND SECURITY DRILLS

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

XXII. SCHEDULE CHANGES

Parental consent is required for any schedule changes. 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.

XXIII. SCHOOL SPONSORED ACTIVITIES AND ATHLETIC EVENTS

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

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

XXIV. STUDENT IDENTIFICATION CARDS

Students must have their ID in their possession throughout the school day and at all school-related activities. It must be presented to any staff member upon request and is required to enter the media center, nurse's office, exit a classroom and purchase breakfast or lunch. A student who does not have an ID may obtain a temporary ID from their vice-principal. An ID that is lost must be replaced at the expense of the student at a cost of \$3.00 per ID.

XXV. TEXTBOOKS AND OTHER ASSIGNED MATERIALS FOR STUDENT USE

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

XXVI. UNATTENDED CLASSROOMS

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

SERVICES

I. ACADEMIC ASSISTANCE

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

II. CAFETERIA SERVICES

Full cafeteria services are offered to students for breakfast and lunch.

The Free and Reduced Lunch Program is effective from from October 1, 2011 to September 30, 2012.

Only those students who received free or reduced lunch benefits after October 1, 2010 will get free or reduced lunch during September 2011.

A new free and reduced lunch application for the 2011-2012 school year must be submitted during the month of September to determine if students are eligible for benefits that begin on October 1, 2011. An eligibility notification letter informing students of their status (Free, Reduced or Denied) will be mailed prior to October 1, 2011. Please submit only one application per household.

If you receive a **Direct Certification letter** before the start of the school year you do not have to submit an application for the students listed on the letter. They automatically receive benefits.

Free and reduced lunch applications received after October 1, 2011 can take up to ten (10) days to process. Benefits will not begin until an eligibility notification letter is received. You are responsible for payment of lunches during this period.

Students who do not have money for lunch will be served a lunch but are expected to make payment the next day. Repeated abuse of this procedure will result in parental notification that money is 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 Youth and Family Services (DYFS) notification.

III. 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.

IV. 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. Extra-curricular activities also support this initiative.

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

V. COLLEGE ENTRANCE EXAMINATIONS

Many colleges require applicants to take the Scholastic Assessment Test (SAT) and achievement tests constructed and distributed by the College Entrance Examination Board located in Princeton, NJ. Applications and explanatory booklets for the SAT and achievement tests are available in the guidance office. Students should discuss their plans for taking these tests and early as 9th grade. It is in their best interest to take the tests in 10th and 11th grade. Achievement tests taken in the spring of the junior year insure a student the opportunity to apply as early admissions in the fall of their senior year. Students should have several SAT's taken before beginning their senior year.

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

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

VI. COLLEGE INFORMATION CENTER

The college information center is located in the guidance office and is designed as a research area for students and counselors working individually and in small groups to plan for a post-secondary education or a career.

A computer now offers the Connect College Planning Service. An extensive collection of college catalogs and reference books are available, as well as a number of college videos.

VII. 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 appropriate school office with a photo ID. Information and a password to access student accounts are forwarded via email. Genesis access forms may be downloaded from the district website www.linden.k12.nj.us or obtained from any school office.

VIII. GUIDANCE SERVICES

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

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

Students who wish to see their counselor should make an appointment either before school, after school, or between classes. In an emergency, a regular pass can be issued by a classroom teacher. In addition to student initiated requests, counselors will periodically call students for conferences.

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

IX. HEALTH OFFICE

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

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

Lice- When a case of lice is found, all 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 is given. Parents/guardians of the children in the class will be notified by letter that lice were found with guidelines for preventing and controlling an outbreak.

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

Health Office Regulations

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

X. HEALTH INSURANCE

Students who are not covered by health insurance are eligible for either free or low cost coverage through the NJ FamilyCare Program. If you are interested in this program, contact Maria Colish, Linden's NJFC facilitator at 908-447-2731. When filling out your Emergency Cards for the school year, be sure to answer the question regarding health insurance.

XI. HOME INSTRUCTION

The Linden Board of Education, in compliance with state law, provides home instruction when necessary. When a parent applies 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 to request home instruction if the expected duration of the absence will exceed two weeks.

All requests for home instruction will go through the Superintendent's Office.

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

XII. MEDIA CENTER

The Media Center is open to students throughout the school day. Students may use the media center by securing a pass from their teacher and will only be able to enter with their student ID.

X. SOCIAL WORKERS

Linden High School has 3 full-time social workers on staff to provide students with counseling and support on an individual basis.

XI. WORKING PAPERS/JOB OPPORTUNITIES

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

STUDENT CONDUCT AND SCHOOL CITIZENSHIP

I. APPROPRIATE DRESS

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

In accordance, with N.J.S.A. 18A:11-90, the Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel or accessory which indicated that the student has membership in, or affiliation with, any gang associated with criminal activities.

With these ideas in mind, a committee of parents, teachers and students developed the following uniform dress code for secondary schools:

DRESS CODE SELECTIONS

BOYS

Styles

Color Choices – All solids

PantsBlack, Khaki (Tan)
Long shorts

Collared Shirt.....**SOLID COLORS ONLY**
Black, Navy, White, Orange, Gray,
Red, Gold

Long Sleeve
Short Sleeve
Button Down

Sweater/Sweatshirt/Jacket.....**SOLID COLORS ONLY**
MUST be worn over collared shirt **MAY HAVE SCHOOL LOGO**
Black, Navy, White, Orange, Gray
Red, Gold

GIRLS

Styles

Color Choices – All solids

Pants.....Black, Khaki (Tan)

Capris/Long Shorts

Skirt/Skort (appropriate length)

Collared Shirt.....**SOLID COLORS ONLY**

Black, Navy, White, Orange, Gray,
Red, Gold

Long Sleeve

Short Sleeve

Button Down

Sweater/Sweatshirt/Jacket.....**SOLID COLORS ONLY**

MUST be worn over collared shirt

MAY HAVE SCHOOL LOGO

Black, Navy, White, Orange, Gray
Red, Gold

Denim, leggings, sweatpants, pajama bottoms and flip flop sandals are prohibited.

Provisions

-New students will be allowed a one week grace period to obtain proper uniform dress.

-Extreme cases of hardship and economic disadvantage may be addressed with the building administrator.

-Exemptions from the uniform dress policy for religious or medical reasons may be submitted to the building administrator via an application process.

-Students participating in “Dress for Success” days will be considered in compliance with the dress code policy.

-ROTC cadets will be permitted to wear a regulation warm up suit on Friday for physical training.

-Linden High School student athletes may wear their uniform jersey on game days only. Black or khaki pants still apply.

DRESS GUIDELINES

1. The style of clothing and hair must be clean and neat and such that it would not attract undue attention or disrupt the normal functions of the school.
2. The style of clothing and hair must be such that it would not endanger the health and safety of the students or others; such as: chains, spikes, etc.
3. Special consideration should be given by each student to personal hygiene so that he/she does not attract undue attention or be offensive to others.
4. Pants may not sag below the hips. Undergarments cannot be exposed.
5. Bare midribs or short sweaters and blouses that bare the midriff cannot be worn.
6. Clothing or jewelry displaying words or pictures that represent alcohol, tobacco, drugs, weapons, vulgarity, or a topic that would be inflammatory or offensive is not permitted
7. Sunglasses, hats or other head coverings are not permitted. Head covering for bonafide religious reasons is acceptable.
8. Skirts and shorts of appropriate length (meets tip of fingers with hands at sides) may be worn.
9. Leggings or tights may not be worn as pants or under skirts or shorts of inappropriate length.
10. Flip flop or beach like sandals are not permitted.
11. Sweatpants and pajama bottoms are not permitted.
12. No denim.

II. CAFETERIA RULES

1. Students ID is required to purchase breakfast and lunch.
2. Students are to remain seated until dismissed from the cafeteria.
3. A pass is required to leave the cafeteria.
4. Tables must be cleaned and refuse deposited in garbage cans.
5. Condiments are to be used at condiment table only. Do not take ketchup, etc. to individual tables.
6. Place recyclables in proper containers
7. No food or drink is to be taken from cafeteria.
8. Be polite, courteous and quiet at all times.

III. CELL PHONES AND ELECTRONIC DEVICES

1. The use of cell phones is strictly prohibited in the building during the school day. Any unauthorized use will result in confiscation of the cell phone and subsequent disciplinary actions.
2. Use of electronic devices is permitted prior to the official start of the school day and after dismissal. Use at any other time will result in the device being confiscated by the appropriate vice principal. Devices will only be returned to a parent or guardian.
3. The school is not responsible for the loss or theft of any cell phones or electronic devices.

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-discipline.
5. To provide students and staff with a safe and productive educational environment.

It is our purpose to help students experience academic growth and achievement and assist students in obtaining their educational goals. Parents/guardians who are partners in the education of their children must support and reinforce the schools' disciplinary procedures and regulations.

A. 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 guidance counselors and/or administrators. Students with problems should avail themselves of the services provided by their guidance counselor.
5. Students who display chronic behavioral or academic problems may be referred to the building’s I&RS team by the school administrator for intervention and recommendations. Parents/guardians shall be informed of this referral by the administrator 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 ensure a child’s elemental right to an education. All rights of “due process” are to be afforded by the administration.
8. With incidents involving disciplinary action, the parents/guardians shall be notified to meet with school personnel to review and discuss the disciplinary procedures.
9. Students under out-of-school suspension are forbidden on any Board of Education property. Suspended students who enter a building without administrative permission 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 only the balance of a school day if a parent/guardian cannot be contacted.
11. A student may be detained in school for the purpose of correction or detention.
12. The school administrator may request a conference with the parent/guardian and student at the completion of a suspension period.

This conference shall serve as a means of counseling the student against 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.

B. STUDENT'S RIGHTS AND RESPONSIBILITIES

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

C. DUE PROCESS

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

1. The student must be given oral or written notice of the charges against him/her.
2. If the student denies the charges, an explanation of the evidence against the pupil must be furnished.
3. The student is guaranteed an opportunity to present his/her side of the story in a hearing. The required hearing is not elaborately defined. It can be limited to a discussion in which the student has an opportunity to express his/her side of the story.
4. In the court's ruling, the hearing is described as "...at least an informal give and take between student and disciplinarian, preferably prior to suspension."

5. The hearing and other due process clauses can be momentarily disregarded by the school in cases where a student's presence poses a continuing danger to persons or property or an ongoing threat of disruptive the academic process.
6. 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.
7. The student shall be given an opportunity for an informal hearing to explain his/her version of the facts after being informed of the accusation and the supporting evidence. The administrator can use his/her discretion concerning more formalized procedures, i.e., a conference between the parties involved.
8. When all available facts regarding the incident have been examined by the administrator, a decision shall be made. In the case of school suspension, a parent/guardian of the pupil should be notified immediately, if possible, 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 suspended.
9. There need be no delay between the time of the notice or charges and the time of the informal hearing. In fact, the administrator may informally discuss the alleged misconduct with the student immediately after it has occurred. At that time, it shall be determined if a parental conference and/or an I&RS process are appropriate. A record of such conference shall be kept by the administrator.
10. Students whose presence 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 practicable. The parent/guardian shall be informed of the seriousness of the problem and the need for special services intervention procedures. Immediate notification to the superintendent of schools in writing shall follow.
11. Students with educational disabilities will be covered under the NJAC 6:28-2.8.

D. 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 the school nurse, student assistance counselor, and the principal and/or his designee.

2. The principal and/or his designee shall immediately notify the parent or guardian and the principal.
3. The principal shall arrange for an immediate examination of the student by a doctor selected by the parent, or if such doctor is not immediately available, by the selected school medical inspector.
4. In the event that a parent or guardian is not available, a designated school representative shall escort the student for a medical examination.
5. The student shall be examined within two hours for the purpose of diagnosing whether or not the student is under such influence.
6. A written report of said examination shall be furnished within twenty-four (24) hours by the examining physician to the parent, principal, and the superintendent.
7. If such diagnosis is positive, the student shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the superintendent of schools.
8. The student shall not resume attendance at school until he/she submits to the principal a written report certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.

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

E. 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 on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

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

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

F. HARRASSMENT, INTIMIDATION AND 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 that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school sponsored function or on a school bus and that:

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

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

Refer to Linden Board of Education Policy 5131.1 for the complete policy regarding Harrassment, Intimidation and Bullying located in Appendix A on page 47.

G. 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 NJSA 18:A:37-5.

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

H. RULES AND REGULATIONS FOR IN-SCHOOL SUSPENSION

1. Students will report to in-school suspension at 8:00 a.m.
2. Attendance in homeroom is required.
3. Students must complete assigned days. If they are absent or sent home sick, they must make-up that day.
4. There will be no talking.
5. Students will remain in their assigned seats during in-school suspension.
6. No food, except for lunch ordered by the ISS teacher, will be allowed in the in-school suspension room. Food brought from home will be given to the teacher in the morning and returned during lunch.
7. One (1) lavatory break will be allowed each half-day session (a.m.: 9-12 noon) and (p.m.: 12:30 – 3:05). No other passes will be granted.
8. Sleeping or resting heads on the desks is not permitted.
9. Students must bring textbooks and notebooks and complete homework or school work as assigned in the ISS room.
10. The ISS teacher will collect work as completed throughout the day. completed work must be submitted to the main office and will be returned to the student's subject area teachers.

I. RULES AND REGULATIONS FOR SATURDAY DETENTION PROGRAM

1. Students must report at the designated time and remain until they are dismissed.
2. Students must report with books and other appropriate working materials.
3. Students must remain quiet and work on school-related subjects during entire period.

4. All work must be submitted to the teacher-in-charge for review and approval before dismissal.
5. Students must conform to the dress code and discipline code set forth by the school district.
6. Parents must take complete responsibility for transportation to and from the program.
7. Parents must leave an emergency number where they can be reached during the period of Saturday detention. The administrator in charge will contact parents immediately in cases of misbehavior or absence for Saturday detention.

J. SCHOOL BUS RULES

In the event that you have a question or problem concerning the transportation of your child/children to school, the first person to contact should be the principal. The principal is responsible for taking disciplinary action. The transportation 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 school district provided vehicles must be considerate of the safety and well being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting students.

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

Show respect for the driver, aide, and fellow students at all times.

Enter and leave the bus in turn. No pushing or crowding.

Learn emergency procedures.

Be seated while bus is in motion and remain seated.

Talk in a reasonable tone of voice. No profane or abusive language.

Keep the bus clean – no littering.

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

Disciplinary measures

First Offense –

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

Second Offense –

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

Third Offense –

The student will be excluded from the bus for a period of thirty (30) school days. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school days and may result in permanent removal from the bus.

K. 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.

District Internet and E-mail Rules

1. Network users are as responsible for good behavior on school computer networks as they are in the school environment. General school rules for behavior and communications apply. Access is a privilege – not a right.
2. Access to network services is given to users who have signed the Internet Acceptable Use Agreement Form. All students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students age 18 and over may sign their own forms.

3. Responsible Internet use is demanded of all users; however, the Linden Public Schools will make every attempt for supervision and monitoring of all network users by professional staff. Additional safeguards and blocks are in place to define and restrict objectionable Internet sites.
4. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Network users will not reveal personal information such as addresses, phone numbers, or photographs of themselves or others.
 - d. Note that electronic mail (e-mail) is not private. Individuals on the network can potentially have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
 - e. Do not use the Internet in such a way that you would disrupt the use of the network by other users (i.e., viruses, tampering with restricted areas, vandalism, etc.).
 - f. Do not engage in activities that are prohibited under state or federal law.
 - g. Exchanging of obscene, pornographic or offensive material of any kind (verbal, visual, auditory) is prohibited and will result in disciplinary consequences.
5. Network users will adhere to the Internet rules of proper behavior in order to eliminate vandalism, harassment and plagiarism.
 - a. Vandalism is defined as any malicious attempt to harm, modify and destroy data of another user, networks, hardware, or the telecommunication provider. This includes, but is not limited to, the uploading or creating of computer viruses.
 - b. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted 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 is prohibited and will result in disciplinary consequences.

8. Computer technology and facilities are for the use of Linden students, faculty, and staff. Abuse of terminals, printers, connection devices, and any supporting hardware and/or furnishings will result in academic discipline and possible criminal action.
 9. School staff may review files and communications to maintain system integrity and insure 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)

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

CODE OF CONDUCT

SS	SATURDAY SCHOOL	PN	POLICE NOTIFICATION
OD	OFFICE DETENTION	OSS	OUT OF SCHOOL SUSPENSION
ISS	IN SCHOOL SUSPENSION	I&RS	INTERVENTION AND REFERRAL SERVICE
PC	PARENT CONFERENCE	CST	CHILD STUDY TEAM
SN	SUPERINTENDENT NOTIFICATION	SAC	STUDENT ASSISTANCE COUNSELOR

All infractions, except OD, require parental contact.
While every effort is made to be fair, firm and consistent, the principal may modify or alter the recommended outcomes for infractions of school rules, depending on extenuating circumstances.

INFRACTION	1ST	2ND	3RD
ASSAULT (PLACING ANOTHER IN APPREHENSION OR FEAR OF IMMINENT HARM)	OSS 5 + POSSIBLE EXPULSION. SN, PN CST	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
BULLYING/THREATENING/INTIMIDATING BEHAVIOR TOWARD ANOTHER STUDENT	WARNING COUNSELING PARENT CONTACT	SS COUNSELING PARENT CONTACT	3 OSS COUNSELING SN, POSSIBLE PN
CUTTING CLASS (LOSS OF CREDIT AS PER ATTENDANCE POLICY)	ISS	SS	SS
DISRESPECT (TEACHER CONTACT PARENT)	OD 1-2 DAYS	OD 2-3 DAYS	ISS
DISRUPTIVE/IMPROPER BEHAVIOR (TEACHER CONTACT PARENT)	ISS	SS	1-3 OSS DEPENDING ON SEVERITY
DISRUPTIVE BEHAVIOR IN ISS	1 OSS	1 OSS	2 OSS
DRESS CODE VIOLATION	WARNING PARENT CONTACT	2 ND – 3 RD OCCURRENCE- REMOVAL FROM CLASSROOM UNTIL PARENT/GUARDIAN BRINGS IN APPROPRIATE UNIFORM DRESS	SAME AS 2 ND – 3 RD OCCURRENCE- + SS + REMOVAL FROM EXTRACURRICULAR ACTIVITES
EXTORTION	OSS 5 + PN SN	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE POSSIBLE EXPULSION
FAILURE TO REPORT TO OFFICE DETENTION	2 OD	ISS	SS
FAILURE TO REPORT TO SATURDAY SCHOOL	2 OSS	2 OSS	3 OSS
FAILURE TO REPORT TO TEACHER DETENTION	OD	OD	OD
FAILURE TO SIGN IN TARDY	2 OD	ISS	SS
FIRE ALARM – UNLAWFUL ACTIVATION	OSS 5 + PN, SN POSSIBLE EXPULSION, I&RS	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE

INFRACTION	1ST	2ND	3RD
FLAGRANT BEHAVIOR – 4 TH OCCURRENCE OF ANY INFRACTION	2 OSS COUNSELING	3 OSS COUNSELING	4 OSS COUNSELING
FORGERY – NOTES, GRADES, AND/OR SIGNATURE	ISS	SS – PARENT CONFERENCE	3 OSS – PARENT CONFERENCE
GAMBLING	SS PARENT CONTACT SAC	3 OSS PN SAC	4 OSS PN SAC
INDECENT EXPOSURE (REPORTED TO POLICE)	CONSEQUENCES PENDING REVIEW OF INCIDENT		
INTERNET- UNLAWFUL USE	CONSEQUENCES PENDING REVIEW OF INCIDENT		
LEAVING BUILDING WITHOUT PERMISSION	SS	1 OSS	2 OSS
LEAVING CLASS WITHOUT PERMISSION OR NOT RESPONDING TO PUBLIC ADDRESS CALL	ISS	SS	1 OSS
LOITERING IN BUILDING – UNSUPERVISED AFTER 3:00 PM	SS	SS	2 OSS
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES	SS	SS	2 – OSS
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES TOWARD STAFF	2 OSS	3 OSS	4 OSS – PARENT CONFERENCE
OPEN DEFIANCE OF AUTHORITY. FAILURE TO FOLLOW DIRECTIONS OF STAFF MEMBERS	CONSEQUENCES DEPENDING ON SEVERITY OF INFRACTION	CONSEQUENCES DEPENDING ON SEVERITY OF INFRACTION	2-3 OSS
PARKING ILLEGALLY	WARNING	SS	SS
PLAGIARISM	SS	SS PARENT CONFERENCE	2 OSS PARENT CONFERENCE
POSSESSION OF DRUG PARAPHERNALIA <i>Aligned with policy 5131.6</i>	PARENT NOTIFICATION SAC	SS SAC	2 OSS SAC
POSSESSION OF AND OR USE OF ANY WEAPON (OR REASONABLE FACSIMILE) DEFINED BY NJSA 2C:39-1. (Including pepper spray) <i>Aligned with policy 5131.7</i>	OSS 5+ DAYS PN,SN, CST SAC, EXPULSION PROCEDURES	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
POSSESSION OF AN OBVIOUS TOY WEAPON	SS, COUNSELING	OSS 2 DAYS POLICE NOTIFICATION	OSS 5+ DAYS POLICE NOTIFICATION

INFRACTION	1ST	2ND	3RD
SCHOOL BUS – INAPPROPRIATE BEHAVIOR	PARENT CONTACT DISCIPLINE ACCORDING TO INFRACTION	BUS EXCLUSION FOR FIVE (5) DAYS	BUS EXCLUSION FOR THIRTY (30) DAYS
SELLING OR DISTRIBUTING CONTROLLED DANGEROUS SUBSTANCES SET FORTH IN NJSA 18A:40-4.1 <i>Aligned with policy 5131.6</i>	OSS 10 DAYS PN,SN,SAC EXPULSION HEARING	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
SEXUAL HARASSMENT: NON- VERBAL/VERBAL/PHYSICAL VIOLATION OF ANY INDIVIDUAL'S WELL BEING	3-4 OSS PARENT CONFERENCE, COUNSELING	3-5 OSS, I&RS OR CST REFERRAL, POLICE NOTIFICATION	5 + OSS, I&RS OR CST REFERRAL, POLICE COMPLAINT, POSSIBLE EXPULSION
SMOKING – VIOLATION OF STATUTE (PL 2989, C.96, EFFECTIVE 12/14/89)	SS	SS	2 OSS
TARDY TO CLASS – CHRONIC	TEACHER DETENTION & PARENT PHONE CALL (1-5)	REFER TO VP FOR OD (6-10)	REFER TO VP FOR 2 OD (11-15)
TARDY TO SCHOOL – EXCESSIVE PER MARKING PERIOD WITH LOSS OF CREDIT PER ATTENDANCE POLICY	1-5 WARNING PN WHEN LOSS OF CREDIT MAY BE EVIDENT	6-10 OD	11-20 OD PARENT MEETING WITH ART AND ATTENDANCE OFFICER
TESTING SECURITY BREECH	CONSEQUENCES DEPENDING ON SEVERITY OF INCIDENT		
THEFT – TAKING OR ATTEMPTING TO TAKE PERSONAL PROPERTY OR MONEY FROM A STUDENT OR STAFF MEMBER	3 OSS PN DEPENDING ON SEVERITY	5 + OSS PN POSSIBLE EXPULSION HEARING	5 + OSS PN EXPULSION PROCEDURES
THREAT	5 + OSS PN, SN POSSIBLE EXPULSION HEARING	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
TRUANCY – APPLICATION OF ATTENDANCE POLICY	ISS	SS	2 OSS REFERRAL TO ATTENDANCE OFFICER
UNAUTHORIZED USE OR POSSESSION OF CELL PHONE	CONFISCATION UNTIL END OF DAY	ISS/CONFISCATION UNTIL END OF DAY	SS/CONFISCATION UNTIL END OF DAY
UNAUTHORIZED USE OR POSSESSION OF OTHER ELECTRONIC DEVICES	CONFISCATION UNTIL PARENT /GUARDIAN RETRIEVAL	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
USE OF CONTROLLED DANGEROUS SUBSTANCES OR OTHER SUBSTANCES SET FORTH IN NJSA 18A 40-4.1 <i>Aligned with policy 5131.6</i>	10 OSS FOR POSITIVE RESULT REFERRAL TO SAC FOR DRUG/ALCOHOL TREATMENT	SAME AS 1 ST OFFENSE WITH POSSIBLE EXPULSION HEARING	SAME AS 2 ND OFFENSE

INFRACTION	1 ST	2 ND	3 RD
	PROGRAM		
VANDALISM OF SCHOOL PROPERTY - CONSEQUENCES BASED ON SEVERITY OF INCIDENT MONETARY RESTITUTION	SS OR UP TO 4 OSS PN, SN	5 OSS POSSIBLE EXPULSION	SAME AS 2 ND OFFENSE
WEARING OF ANY TYPE OF GANG AFFILIATED PARAPHERNALIA, COLORS, HATS, JEWELRY, CLOTHING, BANDANAS, ETC.	ISS NOTIFICATION TO SCHOOL SECURITY	2-3 OSS PN	4 OSS PN, SN

ACADEMIC STANDARDS

EXTRACURRICULAR ACTIVITIES Policy 6145

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

The Linden Board of Education believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the Linden Board of Education establishes an Academic Standards Policy to cover participation in all extracurricular activities. This policy applies to all students in grades 6 through 12 with the principles reinforced in elementary school.

As used in this policy, the following definitions apply:

Probation – A two week period in which the student's classroom achievements will be carefully monitored. The student will enjoy only the privilege of participating in practice sessions 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 given by a teacher before or after school.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be eligible for extracurricular activities in grades 9 through 12

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

MAINTENANCE OF ELIGIBILITY

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

FALL: 25% of graduation requirement credits successfully completed from the previous year.
Marking period 1 interim report

WINTER: Marking period 1 report card
Marking period 2 interim report
Marking period 2 report card

SPRING: 12.5% of graduation requirement credits successfully completed in first semester.
Marking period 3 interim report
Marking period 3 report card
Marking period 4 interim report

- B. 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.

- C. At the interim and marking period checkpoints, if a student has a failing grade(s) as evidenced by a failing cumulative average in that subject, the following will apply:
- 1- One or more subjects, probation
 - 2- Three or more subjects, ineligibility
- D. 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.
8. At the end of the two week probationary period, a student will have their failing grades reevaluated. If the student is still failing any of the subjects for which he/she was placed in probationary status, they will remain on academic probation until academic progress is achieved, or they become ineligible. Reevaluation by the building principal will continue, as necessary.
 9. 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.
 10. Any student not marked present for an official school day may not participate, actively or passively, in any extracurricular program on the day of the absence. If a student is absent on Friday, they may not participate in a Friday after school activity but can participate in a Saturday or Sunday activity.
 11. 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.
 12. An athlete leaving one sport to participate in another sport during the same season must present a written note from his parent or guardian and obtain permission from both coaches involved and the principal. The athlete may not return to the original sport that year.
 13. Middle school athletes must not be 15 years of age before the start of the season.
 14. A copy of this policy should be attached to the permission slip distributed to each prospective athlete.
 15. Nothing in an IEP for classified students will exempt students from this policy; however, proper modifications and adaptations will be used. Any recommendations for exemptions to this policy on behalf of a classified

student must be made jointly by the combined recommendations of the Director of Special Education and the building principal to the Superintendent of Schools.

NCAA REQUIREMENTS FOR ELIGIBILITY

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

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

SPORTS OFFERINGS

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

Baseball	Football
Basketball (Boys & Girls)	Cheerleading
Bowling (Co-ed)	Cross Country (Boys & Girls)
Volleyball (Girls)	Soccer (Boys & Girls)
Softball	Track-Winter(Boys & Girls)
Track-Spring (Boys & Girls)	Wrestling
Tennis (Boys & Girls)	

NATIONAL HONOR SOCIETY

CRITERIA

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

Scholarship: Scholarship is a distinguishing feature or trait of an individual which is indicated by academic achievement. Students who have maintained a cumulative scholastic academic average of 90 in 9th, 10th and 11th grades are eligible for membership in the honor society.

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

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

Character is demonstrated by:

- Honesty
- Responsibility for completion of obligations
- Considerate behavior towards others
- Appropriate conduct without major or repeated disciplinary infractions
- Regular school attendance without excessive or unwarranted absence or tardiness.

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

Leadership is demonstrated by

- Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties thereof; influencing others by promoting constructive activities within the classroom, school and community.

RULES AND REGULATIONS

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

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

APPENDIX A

POLICY MANUAL

FILE CODE: 5131.1

Monitored
 Mandated
 Other Reasons

HARASSMENT, INTIMIDATION AND BULLYING

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. The board of education prohibits employment of or contracting for school staff positions with individuals whose criminal history record checks reveal a record of conviction of a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Linden School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the Superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions as stipulated in N.J.S.A. 18A:37-14 and 15.3. The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the Superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

“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:

- A. 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
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. 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 Acts of Harassment, Intimidation or Bullying

Students

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:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

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

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

A. 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; and

10. Expulsion.

B. 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; or
- n. Student therapy.

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

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

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

- A. The student's behavior is not primarily caused by his/her educational disability;

B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. 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. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;

- m. Conferences;
- n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The Superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

District Anti-Bullying Coordinator

The Superintendent shall appoint a district anti-bullying coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position. Time will be provided during the school schedule for the District Anti-Bullying Coordinator to participate in HIB training programs. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;

- C. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the Superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. Time will be provided during the school schedule for the school anti-bullying specialist to participate in HIB training programs. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

- F. Participate in the training required pursuant to the provisions of (N.J.S.A. 18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request; in addition to training that addresses effective practices of successful school climate programs or approaches.
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 - 1. Taking of statements from victims, witnesses and accused;
 - 2. Careful examination of the facts;
 - 3. Support for the victim; and
 - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the verbal report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the Superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The Superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;
 2. Training established;
 3. Discipline imposed; or
 4. Other action taken or recommended by the Superintendent.
- F. The Superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
1. The nature of the investigation;
 2. Whether the district found evidence of harassment, intimidation, or bullying; or
 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the Superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means 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, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused

another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

B. 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. Counseling;
- l. Conferences;
- m. Treatment; or
- n. 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. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the Superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a Superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education

regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least 2 hours of instruction on harassment, intimidation and bullying in each 5 year PD period as required by 18A:37-22d. In addition, each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to all new and existing school employees, and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the Superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and

- B. The status of all investigations and data broken down by each school in the district, in addition to district-wide data.
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The Superintendent will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The Superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the Superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Schools and school districts shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The Superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The Superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.