



MYLES. J. McMANUS
MIDDLE SCHOOL
2011-2012

STUDENT/PARENT/TEACHER
HANDBOOK

NAME _____

HOMEROOM/GRADE _____

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2011-2012 SCHOOL CALENDAR

September 1	Thursday	New Teacher Orientation
September 5	Monday	Labor Day-Schools Closed
September 6	Tuesday	10 Month Teachers/Staff Report
September 7	Wednesday	All Students Report
September 29	Thursday	Rosh Hashanah-Schools Closed
October 10	Monday	Columbus Day-Schools Closed
November 8	Tuesday	Schools Closed-Staff In Service
November 9	Wednesday	Schools Closed
November 10/11	Thursday/Friday	Schools Closed NJEA Convention
November 23	Wednesday	Schools Close Early* Thanksgiving Recess
November 28	Monday	Schools Reopen
December 23	Friday	Schools Close Early* Winter Recess
January 3	Tuesday	Schools Reopen
January 16	Monday	Schools Closed-Dr. Martin Luther King Jr. Birthday
February 17	Friday	Schools Closed
February 20	Monday	Schools Closed-President's Day
April 5	Thursday	Schools Close Early* Spring Recess
April 16	Monday	Schools Reopen
May 28	Monday	Schools Closed-Memorial Day
June 22	Friday	Schools Close Early* Final Day for Students
June 25	Monday	Final Day for 10 month Teachers/Staff SUMMER RECESS

***Half Day Dismissal Schedule-No Lunches Served**

In the event that inclement weather or other reasons prevent the district or individual schools from being able to effect 180 days of school, as required by law, the said days shall be made up during spring recess.

Myles J. McManus Middle School
300 Edgewood Road
Linden, NJ 07036

908-486-7751 (Main Office)
908-587-0607 (Fax)

908-486-3768 (Guidance Office)
908-486-2732 (Medical Office)

STUDENT/PARENT/TEACHER HANDBOOK

Kcyronne Zahir, Principal

Larry Plummer, Vice Principal

**Myles J. McManus Middle School
Linden, New Jersey**

Revised – June 2011

DISTRICT MISSION

- All Linden Public School students will demonstrate mastery of academic skills and requisite competencies consistent with the New Jersey Core Curriculum Content 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.

OVERVIEW

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 POLICY 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). (Excused and unexcused not to exceed 18 days.)

- 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 appropriate vice principal. 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 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 that cannot be scheduled at a time other than the school day
12. Such good cause as 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 three years at the middle school. In order to be eligible for a perfect attendance award, student must **not** have:

- 1- Any absences
- 2- Any unexcused tardies

EARLY DISMISSAL

Students may be released from school for medical or dental appointments. 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 (whose name is listed on the student's emergency card) 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.

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. Late for homeroom is considered late to school, you must report to the Main Lobby and sign in with the on-duty teacher. You will receive a Tardy slip which you will give to your homeroom teacher. Consequences are assigned according to the discipline policy.

LATE TO CLASS

A student is late to class if he or she reports after the bell rings. Consequences are assigned according to the discipline policy.

For any reasons above: Students must be in attendance for four (4) hours in order to get credit for the day. Any class missed due to early dismissal or tardiness will count as an absence towards that class.

BELL SCHEDULE

FULL DAY SCHEDULE

Period	From	To	Minutes	Notes
	7:30		15	Teachers Arrive
HR	7:45	7:52	7	
1	7:55	8:38	43	
2	8:41	9:24	43	
3	9:27	10:10	43	
4	10:13	10:56	43	
5	10:59	11:22	23	1st Lunch
6	11:25	11:48	23	2nd Lunch
7	11:51	12:14	23	3rd Lunch
8	12:17	12:40	23	4th Lunch
9	12:43	1:06	23	5th Lunch
10	1:09	1:52	43	
11	1:55	2:38	43	
Announcements		2:40	2	Students Depart
		2:45	5	Teachers Depart

HALF DAY SCHEDULE without LUNCH

Period	From	To	Minutes	Notes
	7:30		15	Teachers Arrive
HR	7:45	7:52	7	
1	7:55	8:23	28	
2	8:26	8:54	28	
3	8:57	9:25	28	
4	9:28	9:56	28	
5/6/7/	9:59	10:25	26	
7/8/9/	10:28	10:54	26	
10	10:57	11:25	28	
11	11:28	11:56	28	
Announcements		11:58	2	Students Depart
		12:03	5	Teachers Depart

HALF DAY SCHEDULE with LUNCH

Period	From	To	Minutes	Notes
	7:30		15	Teachers Arrive
HR	7:45	7:52	7	
1	7:55	8:38	43	
2	8:41	9:24	43	
3	9:27	10:10	43	
5	10:13	10:36	23	
6	10:39	11:02	23	
7	11:05	11:28	23	
8	11:31	11:54	23	
9	11:57	12:20	23	
Announcements		12:22	2	Students Depart
		12:27	5	Teachers Depart

DELAYED OPENING SCHEDULE

Staff should Report by 9:30 am

Breakfast served from 9:00 – 9:30 am

All students can enter the building at 9:35 am

Period	From	To	Minutes	Notes
HR	9:45	9:52	7	
1	9:55	10:18	23	
2	10:21	10:44	23	
3	10:47	11:10	23	
5	11:13	11:36	23	1 st Lunch
6	11:39	12:02	23	2 nd Lunch
7	12:05	12:28	23	3 rd Lunch
8	12:31	12:54	23	4 th Lunch
9	12:57	1:20	23	5 th Lunch
4	1:23	1:46	23	
10	1:49	2:12	23	
11	2:15	2:38	23	

		2:40		Student Dismissal
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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.

III. CHANGING CLASSES

Students will be allowed three 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

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			

V. DISMISSAL

School is dismissed regularly at 2:40 p.m. for grades 6, 7 and 8. Students leave school directly from their eleventh period class. Students not on school buses must leave the building by 2:45 p.m.

VI. 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, loss or damage to other school property, fund-raising monies, etc.

VII. HOMEROOM PERIOD

The homeroom period is a 7-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)

VIII. HOMEWORK

It is expected that each subject teacher will assign homework. 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.**

IX. 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
B	-	80-89	I	-	Incomplete
C	-	70-79	M	-	Medical Excuse
D	-	60-69			

X. LOCKERS

Lockers are the property of the 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.

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.

Lock combinations should not be revealed to anyone.

Locker Searches: Under the Constitution, all citizens are protected from unreasonable searches and seizures; however, random locker inspections are made on a regular basis.

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

XI. 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 7:45 a.m. to 2:40 p.m. Books will remain in lost and found for a period of two weeks, after which, if they are not claimed, they will be returned to department bookrooms.

XII. LUNCH PERIODS

Five lunch periods are used to accommodate all students in the cafeteria. 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.

XIII. 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)

XIV. MARKING PERIODS & REPORT CARDS

There are four marking periods per school year. Each marking period grade received equal weight in computing the final average for the course. Students' 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.

2011-2012 Marking Period Dates

Marking Period	Beginning Date	Interim End Date	End Date
First	September 7, 2011	October 7, 2011	November 16, 2011
Second	November 17, 2011	December 21, 2011	January 31, 2012
Third	February 1, 2012	March 6, 2012	April 5, 2012
Fourth	April 16, 2012	May 16, 2012	June 22, 2012*

2011-2012 Middle School Report Card Distribution Dates

Event	Grading Open	Grading Closed	Reports Mailed
Interim Report 1	October 7, 2011	October 14, 2011	October 24, 2011
Marking Period 1	November 16, 2011	November 22, 2011	December 2, 2011
Interim Report 2	December 21, 2011	January 4, 2012	January 12, 2012
Marking Period 2	January 31, 2012	February 6, 2012	February 14, 2012
Interim Report 3	March 6, 2012	March 12, 2012	March 20, 2012
Marking Period 3	April 5, 2012	April 19, 2012	April 27, 2012
Interim Report 4	May 16, 2012	May 22, 2012	May 31, 2012
Marking Period 4/ Final Reports	June 12, 2012*	June 22, 2012*	July 3, 2012*

*Dates may be moved up if inclement weather days not used.

XV. 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.

XVI. PARKING

School parking spaces will be reserved for our faculty members. Parents and visitors can park on the street near the school. Please be advised of the alternate side of the street parking regulations.

XVII. PASSES

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

XVIII. 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.

XIX. 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.

XX. 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.

XXI. SCHEDULE CHANGES

- A. Parental consent is required for any schedule changes.
- B. 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.

XXII. SCHOOL SPONSORED ACTIVITIES AND ATHLETIC EVENTS

- A. 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.
- B. To attend any extra-curricular activity, students must be in school on the day of that activity if school is in session.
 - 1. Once a student leaves the activity he/she may not return.
 - 2. There is to be no smoking, or use of drugs or alcohol at any time in any part of the building.
 - 3. Students should be suitably dressed for all dances and concerts.
 - 4. All students are expected to conduct themselves as ladies and gentlemen at all times.

XXIII. STUDENT IDENTIFICATION CARDS

Students must have their Linden Public Schools Student 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 to purchase breakfast or lunch. A student who does not have an ID must report to their guidance counselor to obtain a temporary ID. An ID that is lost must be replaced at the expense of the student at a cost of \$3.00 per ID.

XXIV. TEXTBOOKS

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

XXV. 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. 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.

III. COUNSELING DEPARTMENT

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

Guidance Counselor

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

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

School Social Worker

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

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

- *Abuse and Neglect
- *Bereavement
- *Chronic Absenteeism
- *Disruptive Classroom Behavior
- *Divorce
- *Peer Relations
- *Poor Academic Performance

Interventions may consist of some of the following:

- *Activities for development of self respect/self discipline
- *Anger management
- *Behavior modification
- *Conflict resolution
- *Crisis management

*Increase problem-solving techniques as a means of improving social adjustment

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

IV. 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. One full-time school nurse will perform physical examinations, vision and hearing tests and tuberculosis and scoliosis screening. The nurse is available to counsel and assist students with health problems.

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

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

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

Health Office Regulations

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

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

IMMUNIZATIONS: Please have the shots done over the summer and in September bring a record of the shots to the nurse. Your child will not be able to attend school if their shots are not up to date.

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

Beginning September 2008, all children attending Pre-K will be required to receive an influenza vaccine and pneumococcal vaccine. The influenza vaccine may be given between September 1st and December 31st of entry year.

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

If you have documentation indicating these immunizations have been given, please submit it to the school nurse immediately.

Failure to comply will require us to prohibit your child from attending school.

MEDICATIONS: The medication must be in a labeled container from the pharmacy. The medication must be brought to school by an adult, please do not send it with the child. ***Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:**

- 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

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

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

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

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 please 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.

Ringworm

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

Lice

When a case of lice is found all children in the classroom will be checked as well as any siblings in the district. If the student rides a bus, those students on the bus will also be checked. The child found to have lice will be sent home for appropriate treatment and may return to school after all eggs have been removed and clearance from the school nurse. Parent/guardian of the children in the class will be notified by a letter that head lice were found and guidelines for controlling an outbreak.

Bed bugs

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

V. 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.

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

VI. MEDIA CENTER

The Library and Media Center will be open during regular school hours. Extended Media center hours are available with parental permission and 21st Century Community Learning Center approval.

VII. WORKING PAPERS

All students who have reached the age of 14, but are not yet 18 years of age must obtain working papers if they wish to work after school hours or during vacations. Inquire at the Middle School Counseling Office to obtain an application. Upon completion, the application is to be submitted to the Main Office at Linden High School, at which time a temporary certificate will be issued. Do not apply for papers unless you have a specific job promised to you. You will need to bring your social security card and birth certificate to apply for working papers. They are issued only for a specific job and are not transferable from job to job without state approval.

UNIFORM DRESS PLAN

Linden High School, McManus Middle School and Soehl Middle School

During the 2008-2009 school year, both middle schools and the high school conducted surveys concerning the adoption of a uniform policy. This information was sent home in mailings and was addressed at PTA meetings and other school functions. The response was overwhelmingly supportive of having students wear uniforms. Students were surveyed in regard to colors and styles of dress. The three secondary schools came to a consensus and a uniform dress code was presented. Notice regarding this was sent home to all parents and students and a fashion show was held on April 20, 2010 to showcase the various selected uniform styles.

Below you will find the uniform selections adopted by the Linden Public secondary schools.

UNIFORM SELECTIONS

BOYS

STYLES COLOR CHOICES – All Solids

Pants Black, Navy, Tan

Long Shorts.

Collared Shirt: Black, Navy, White, School Color-Red

Long Sleeve.

Short Sleeve.

Button Down.

Sweaters/Blazers/Jackets Black, Navy, White, School Color -Red

GIRLS

STYLES COLOR CHOICES- All Solids

Pants Black, Navy, Tan

Capris/Long Shorts.

Skirt/Skort of appropriate length

Collared Shirt: Black, Navy, White, School Color-Red

Long Sleeve.

Short Sleeve.

Button Down.

Sweaters/Blazers/Jackets Black, Navy, White, School Color-Red

DRESS GUIDELINES

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 students scantily clad. Clothing that conveys messages that are obscene, vulgar or refer to alcohol or illegal substances are 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 administrative guidelines for student dress:

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 must be worn at the waistline. Pants may not drag on the floor. Undergarments cannot be exposed.
5. Bare midriffs 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 (fingertip length with hands at sides) may be worn.
9. Leggings/Jeggings 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 or materials resembling denim.

PROVISIONS

- Students moving from elementary school to middle school may continue to wear their uniform dress from the elementary school to avoid any additional clothing purchases.
- 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.
- ROTC dress and working uniforms will be acceptable at any time.

STUDENT CONDUCT

I. CAFETERIA RULES

1. Student ID is required to purchase breakfast and/or lunch.
2. No one is allowed to leave until dismissed.
3. Students must provide their school ID for scanning in the lunch line.
4. Permission is needed to leave the cafeteria.
5. Tables must be cleaned and refuse deposited in garbage cans.
6. Condiments are to be used at condiment table only. Do not take ketchup, etc. to individual tables.
7. Recycle cans and bottles in proper containers.
8. No food or drink is to be taken from cafeteria.
9. Be polite, courteous and quiet at all times.

Cafeteria Billing

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 a parental notification of the money that 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.

Free and Reduced Lunch Program

The Free and Reduced Lunch Program runs 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 the month of September 2011.

A **new** Free and Reduced lunch application for the 2011-12 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.

II. 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. This also includes the wearing of headphones.
3. The school is **not** responsible for the loss or theft of any such items.

III. DISCIPLINE CODE

A. 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. In general, good discipline cultivates inner growth, understanding and self-discipline.

B. 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. A record of such procedures should be kept by the guidance counselor. Students with problems should avail themselves of the services provided by their guidance counselor. The counselors, where necessary, should avail themselves of the services of the Intervention and Referral Services (I&RS) Committee.

5. Students who display chronic behavioral or academic problems may be referred to the building's I&RS team for intervention and recommendations. Parents/guardians shall be informed of this referral by the I&RS committee making such a referral.
6. When the principal determines that there is a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process he/she should not hesitate to take appropriate action.
7. The board of education recognizes that suspension from the educational program of the school is one of the most severe sanctions that can be imposed on a student and that it should not be imposed without adequate safeguards to insure a child's elemental right to an education. All rights of "due process" are to be afforded by the administration.
8. With incidents involving disciplinary action, the parents/guardians may be notified to meet with school personnel to review and discuss the disciplinary procedures.
9. Students who received Out of School Suspension (O.S.S.) are forbidden on any board of education property without administrative permission and may be charged with trespassing. These students may not participate in any school activities without the approval of the superintendent.
10. In the case of Out-Of-School Suspension, retention in school will be provided for the balance of a school day only if a parent/guardian cannot be contacted.
11. A student may be detained in school for the purpose of correction or detention.
12. At the completion of the suspension, a parent/guardian/student conference with the administrator may be required. This conference shall serve as a means of counseling the student against repetitions of negative behavior and clarifying the administration's position toward future actions.
13. Students who are expelled shall not be allowed to go on any board property or attend any school activities until their class has graduated from high school.
14. Classified students are subject to this discipline code except where the infraction is a result of the student's disability.

C. DUE PROCESS

The court's decision establishes pupil rights prior to suspending students for 10 days or less.

1. The student must be given oral or written notice of the charges against him/her.
2. If the student denies the charges, an explanation of the evidence against the pupil must be furnished.
3. The student is guaranteed an opportunity to present his/her side of the story in a hearing. The required hearing is not elaborately defined. It can be limited to a discussion in which the student has an opportunity to express his/her side of the story.

- a. In the court's ruling, the hearing is described as "...at least an informal give and take between student and disciplinarian, preferably prior to suspension."
- b. The hearing and other due process clauses can be 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 disruption to the academic process.

Procedures to be followed:

- 1. Violations referred to the principal for disciplinary action must be accompanied by a written statement, as soon as possible, but no later than the beginning of the next school day, from the teacher or other employees involved.
- 2. The student shall be given an opportunity for an informal hearing to explain his/her version of the facts after being informed of the accusation and the supporting evidence. The administrator can use his/her discretion concerning more formalized procedures, i.e., a conference between the parties involved.
- 3. When all available facts regarding the incident have been examined by the administrator, a decision shall be made. In the case of Out of School Suspension, a parent/guardian of the pupil should be notified immediately, if possible, and a written notice shall be mailed to the parents/guardians and to the superintendent the day the suspension is made. The suspension notice shall include the specific infraction or violation with a prescribed manner of resolution, i.e., parental conference, meeting with all parties concerned, the number of days assigned.
- 4. There need be no delay between the time of the notice or charges and the time of the informal hearing. In fact, the administrator may informally discuss the alleged misconduct with the student immediately after it has occurred. At that time, it shall be determined if a parental conference and/or an I&RS process are appropriate. A record of such conference shall be kept by the administrator.
- 5. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. Parent/guardian contact must follow. The necessary notice of a hearing shall follow as soon as practical. The parent/guardian shall be informed of the seriousness of the problem and the need for special services intervention procedures. Immediate notification to the superintendent of schools in writing shall follow.
- 6. Students with educational disabilities will be covered under the NJAC 6:28-

D. 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 chemical abuse teacher 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 4 school days without instruction until a decision is determined by the board of education.

E. 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 reported the infraction
 - b. Guidance counselor or department supervisor 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

F. 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 selected by the parent, or if such doctor is not immediately available, by the designated 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. 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.
6. 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 school.
7. 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.

G. RULES AND REGULATIONS FOR OFFICE DETENTION and SATURDAY DETENTION

1. Students must report at the designated time and remain until they are dismissed:

**OFFICE DETENTION BEGINS AT 2:45 P.M.
SATURDAY DETENTION IS FROM 8:00 A.M. – 12:00 P.M. at LHS**

2. Students must report with books and other appropriate working materials.
3. Students must remain quiet and work on school-related subjects during the 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. The administrator in charge will contact parents immediately in cases of misbehavior or absence from Saturday Detention.

H. GUIDELINES FOR IN-SCHOOL SUSPENSION

1. Students will report to in-school suspension at 7:45 a.m.
2. Attendance in homeroom is required.
3. You **must** complete assigned days. If you are absent or sent home sick, you 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 in-school suspension. Food brought from home will be given to the teacher in the morning and returned during lunch.
7. **No** sleeping or resting your head on the desk.
8. Students must bring textbooks and notebooks and complete homework or school work as assigned in the ISS room.
9. The teacher will collect all work at the end of each day. It will be returned to and graded by the student's subject area teachers.

I. SCHOOL BUS RULES

In the event that you have a question or problem concerning the transportation of your child/children to school, the first person to contact should be the principal. The transportation secretary will be notified of any problems. If your questions cannot be answered or problems resolved, the superintendent of schools may be notified.

All students being transported on 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. In the event of a problem, the principal is responsible for taking disciplinary action.

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

1. Show respect for the driver, aide, and fellow students at all times.
2. Enter and leave the bus in turn. No pushing or crowding. Learn emergency procedures.
3. Be seated while bus is in motion and remain seated.
4. Talk in a reasonable tone of voice. No profane or abusive language.
5. Keep the bus clean – no littering. No candy or gum allowed.

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

Disciplinary Measures

1. **First Offense** – the student will be reported to the school principal. A letter will be sent to the student's parents informing them of the problem as well as what procedures will be followed if a second or third offense occurs during the school year.
2. **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.
3. **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.

J. 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.
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.
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.

CONSEQUENCES FOR VIOLATION OF THE ACCEPTABLE USER POLICY

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)

HARRASSMENT, INTIMIDATION OR 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. 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. 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. 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. 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;
- 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 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 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 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. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- 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.

CODE OF CONDUCT

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

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	1 ST	2 ND	3 RD
ASSAULT (PLACING ANOTHER IN APPREHENSION OR FEAR OF IMMINENT HARM)	5 OSS + POSSIBLE EXPULSION. POLICE NOTIFICATION. I&RS		
BULLYING/THREATENING/INTIMIDATING BEHAVIOR TOWARD ANOTHR STUDENT	WARNING AND COUNSELING	SS AND COUNSELING BY SOCIAL WORKER	3 OSS, SN, POSSIBLE PN AND COUNSELING
CUTTING CLASS (LOSS OF CREDIT AS PER ATTENDANCE POLICY) (MORE THAN 10 MINUTES UNEXCUSED)	ISS	SS	SS
FAILURE TO REPORT TO SATURDAY SCHOOL	2 OSS	3 OSS	3 OSS
DISRESPECT (TEACHER CONTACT PARENT)	OD 1-2 DAYS	OD 2-3 DAYS and ISS	SS
DISRUPTIVE/IMPROPER BEHAVIOR (TEACHER CONTACT PARENT)	ISS	SS	1-3 DAYS OSS DEPENDING ON SEVERITY
DISTRUPTIVE/IMPROPER BEHAVIOR IN ISS	1 OSS	1 OSS	2 OSS
DRESS CODE VIOLATION	WARNING PARENT CONTACT	2 ND – 3 RD OFFENSE REMOVAL FROM CLASSROOM WITH PLACEMENT IN ISS UNTIL PARENT/GUARDIAN BRINGS IN APPROPRIATE UNIFORM DRESS	4 TH + OFFENSE SAME AS 2 ND – 3 RD OFFENSE + SS + REMOVAL FROM EXTRACURRICULAR ACTIVITES UNTIL COMPLIANT
EXTORTION	OSS 5 + DAYS. PN AND SN	OSS 5 + DAYS. PN AND SN	OSS 5 + DAYS. PN AND SN, POSSIBLE EXPULSION
FAILURE TO REPORT TO OFFICE DETENTION	2 OD	ISS	SS
FAILURE TO REPORT TO TEACHER DETENTION	OD	OD	OD
FAILURE TO SIGN IN AT TARDY DESK/FAILURE TO FOLLOW TARDY PROCEDURES	2 OD	ISS	SS
FIGHTING-Regardless of who is at fault all students will receive the same consequences.	3 OSS, MEDIATION POSSIBLE PN	4 OSS – MEDIATION AND POSSIBLE PN	4 OSS, MEDIATION POSSIBLE PN & SN
FLAGRANT BEHAVIOR—4 TH OCCURRENCE OF ANY INFRACTION	2 OSS AND COUNSELING	3 OSS AND COUNSELING	4 OSS AND COUNSELING
FORGERY – NOTES, GRADES, AND/OR SIGNATURE	ISS	SS + PARENT CONFERENCE	3 OSS – PARENT CONFERENCE
GAMBLING	SS- PARENT CONFERENCE AND SAC	3 OSS – PN, REFFERAL TO SAC	4 OSS – PN, REFERRAL TO SAC

CODE OF CONDUCT

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

INFRACTION	1ST	2ND	3RD
ILLEGAL ACTIVATION OF FIRE ALARM	OSS 5+ DAYS , I & RS OR CST REFERRAL, POLICE COMPLAINT	OSS 5+ DAYS , I & RS OR CST REFERRAL, POLICE COMPLAINT, POSSIBLE EXPULSION	OSS 5+ DAYS , I & RS OR CST REFERRAL, POLICE COMPLAINT, POSSIBLE EXPULSION
INDECENT EXPOSURE (REPORTED TO POLICE)	Consequences Pending Review of Incident	Consequences Pending Review of Incident	Consequences Pending Review of Incident
LEAVING BUILDING WITHOUT PERMISSION	SS	1 OSS	2 OSS
LEAVING CLASS WITHOUT PERMISSION	ISS	SS	1 OSS
LOITERING IN BUILDING	OD	SS	1 OSS
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES	ISS	SS	2 OSS
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES TOWARD STAFF	2 OSS	3 OSS	4 OSS, PC
OPEN DEFIANCE OF AUTHORITY FAILURE TO FOLLOW DIRECTIONS OF STAFF MEMBERS	Consequences Depending on Severity of Infraction	Consequences Depending on Severity of Infractions	Consequences Depending on Severity of Infractions
PLAGIARISM	1 SS	2 SS, PC	2 OSS, PC
POSSESSION OF CONTROLLED DANGEROUS SUBSTANCES <i>Aligned with policy 5131.6</i>	OSS 10 DAYS	Expulsion Hearing in Addition to Consequences of 1 st Offense	
POSSESSION OF AND OR USE OF ANY WEAPON (OR REASONABLE FACSIMILE) DEFINED BY NJSA 2C:39-1 (including Pepper Spray)	OSS 5+ DAYS POLICE NOTIFICATION EXPULSION REQUEST		
POSSESSION OF DRUG PARAPHENALIA	SAC, PARENT NOTIFICATION	SS, SAC	2 OSS, SAC
POSSESSION OF AN OBVIOUS TOY WEAPON	ISS, COUNSELING	OSS 2 DAYS POLICE NOTIFICATION	OSS 5+ DAYS POLICE NOTIFICATION
SELLING OR DISTRIBUTING CONTROLLED DANGEROUS SUBSTANCES SET FORTH IN NJSA 18a:40-4.1 <i>Aligned with Policy 5131.6</i>	OSS 10 DAYS PENDING EXPULSION HEARING BEFORE THE BOARD POLICE NOTIFICATION		
SEXUAL HARASSMENT: VERBAL/PHYSICAL VIOLATION OF ANY INDIVIDUAL'S WELL BEING/INCLUDING PANTSING	OSS 3-4 DAYS, PC, COUNSELING	OSS 3-5 DAYS, I & RS OR CST REFERRAL, POLICE NOTIFICATION	OSS 5+ DAYS , I & RS OR CST REFERRAL, POLICE COMPLAINT, POSSIBLE EXPULSION
SMOKING- VIOLATION OF STATUTE (PL 2989, C. 96, EFFECTIVE 12/14/89)	SS PARENT NOTIFICATION	SS-PC, SAC, COUNSELING, POLICE COMPLAINT, FINE	2 OFF- PC, SAC, COUNSELING, POLICE NOTIFICATION, FINE

CODE OF CONDUCT

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

INFRACTION	1 ST	2 ND	3 RD
TARDY TO SCHOOL- EXCESSIVE	1-5 WARNING 6-15 OCCURENCES OD EACH TIME	16+ SS	
THREAT	OSS 5+ DAYS, POLICE NOTIFICATION, SUPERINTENDENT POSSIBLE EXPULSION HEARIING, REFERRAL TO COUNSELOR AND PSYCHOLOGIST		
TRUANCY-APPLICATION OF ATTENDANCE POLICY	ISS	SS	2 OSS, REFERRAL TO ATTENDANCE OFFICER
UNAUTHORIZED USE OR POSSESSION OF CELL PHONE OR OTHER ELECTRONIC DEVICES INCLUDING HEADPHONES	CONFISCATION UNTIL END OF DAY AND SS	CONFISCATION UNTIL PARENT/GUARDIAN RETRIEVAL AND SS	
USE OF CONTROLLED DANGEROUS SUBSTANCES OR OTHER SUBSTANCES SET FORTH IN NJSA 18A 4.0-4.1 *If student fails to complete, OSS until comply Aligned with policy 5131.6	PARENT NOTIFICATION 10 DAYS OSS FOR POSITIVE RESULT REFERRAL TO SAC FOR DRUG/ALCOHOL TREATMENT PROGRAM	SAME AS 1 ST OFFENSE WITH AN EXPULSION HEARING BEFORE THE BOARD	
VANDALISM OF SCHOOL PROPERTY- CONSEQUENCES BASED ON SEVERITY OF INCIDENT	SS OR UP TO 4 OSS POLICE NOTIFICATION	5 OSS-POSSIBLE EXPULSION	
WEARING OF ANY TYPE OF GANG AFFILIATED PARAPHERNALIA, COLORS, HATS, JEWELRY, CLOTHING, BANDANAS ETC.	ISS-NOTIFICATION TO SCHOOL SECURITY	2-3 OSS-POLICE NOTIFICATION	4 OSS- POLICE NOTIFICATION
TARDY TO CLASS- CHRONIC (UNDER 10 MINUTES)	FIRST 5 TEACHER DETENTION + TEACHER PHONE CALL HOME	6-10 OD EACH TIME	11+ ISS
THEFT-TAKING OR ATTEMPTING TO TAKE PERSONAL PROPERTY OR MONEY FROM A STUDENT OR STAFF MEMBER	3 OSS- POLICE NOTIFICATION DEPENDING ON SEVERITY	OSS 5+ DAYS, POSSIBLE EXPULSION, POLICE NOTIFICATION, I & RS REFERRAL	OSS 5+ DAYS, EXPULSION PROCEDURES POLICE NOTIFICATION

IV. ACADEMIC STANDARDS POLICY

A. STATEMENT

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

B. ACADEMIC STANDARDS POLICY TO COVER PARTICIPATION IN ALL EXTRACURRICULAR ACTIVITIES

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

The Linden Board of Education believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the Linden Board of Education 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 6 through 8:

- a. 1st or 2nd Marking Period: A student must not have been retained from the previous year. This includes incoming 9th graders at the high school.
- b. 3rd and 4th Marking Period: A student must be passing the equivalent of 25 credits at the end of the marking period. English and Mathematics must be included in these credits.

MAINTENANCE OF ELIGIBILITY

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: 12½% of graduation requirement credits successfully completed in the 1st 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 evidence by a failing cumulative average in that subject, the following will apply:

- (a) One or two subjects, probation
- (b) 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.

E. 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.

F. 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.

G. Any student not marked present for an official school day may not participate, actively or passively, in any extracurricular program on the day of the absence. If a student is absent on a Friday, they may not participate in a Friday after school activity but can participate in a Saturday or Sunday activity.

H. 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.

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

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

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

L. Nothing in an IEP for classified students will exempt students from this policy; however, proper modifications and adaptations will be used. Any recommendations for exemptions to this policy on behalf of a classified student must be made jointly by the combined recommendations of the Director of Pupil Personnel Services and the building principal to the Superintendent of Schools.

C. SPORTS OFFERINGS

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

Baseball
Football
Cheerleading
Basketball (boys & girls)
Soccer (boys & girls)
Softball (girls)
Wrestling

**D. Wilbur G. Piper
Academic Excellence and Athletic Achievement Awards**

The Scholar Athlete of the Year Award is given each year to an eighth grade girl and boy who exemplifies outstanding athletic ability, sportsmanship and character, involvement in extracurricular activity as well as high academic achievement.

The recipients of these awards are determined by the teachers and coaches as well as the Guidance Department and administration.

V. NATIONAL JUNIOR HONOR SOCIETY

A. CRITERIA

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

1. Scholarship: Scholarship is a distinguishing feature or trait of an individual which is indicated by academic achievement. Members will be selected at the end of their seventh grade year. All candidates must meet the academic average requirement determined by the faculty committee.
2. Service: Service is demonstrated by participation in clubs or activities which entail substantial involvement outside the classroom.
3. Character: Character is what a person is; reputation is what he/she is thought to be. Character is a distinguishing feature or trait of an individual 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.
4. 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.

B. RULES AND REGULATIONS

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

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

VI. POSITIVE BEHAVIOR SUPPORT IN SCHOOLS
(P.B.S.I.S. INITIATIVE)

The P.B.S.I.S. Initiative is a joint venture between both Soehl Middle School and McManus Middle School. The P.B.S.I.S. Project is a partnership between the New Jersey Department of Education and The Elizabeth M. Boggs Center of Robert Wood Johnson Medical School. The project's purpose is to help school create positive learning environments that lead to decreases in discipline problems and increased opportunities for all pupils to learn. Administration and staff have been successfully trained and will implement the P.B.S.I.S. Program starting September 2008.

The main goal of P.B.S.I.S. is to create a positive learning environment in schools by employing methods developed using current research and validated practice. The program encourages and supports positive student behavior throughout the school day. It is an approach to school discipline and will provide the opportunity to reinforce the positive behaviors at the middle school. The goal is to create a safe and positive school environment for all students and staff. Check out this website for further information: www.njpbs.org

Code of the Viking

**Be Respectful, Be Responsible,
Be Prepared**

Cafeteria Expectations



Walk, Have Your ID Ready, Take Your
Place at the End of the Line

Get Your Lunch and Sit One Person Per
Seat

Clean Tables and Place Your Trash in the
Garbage Can

Report to Sign Out Area to Leave

Use Proper Entrance and Exit Doors and
Wait for Teacher Dismissal

All Food Items are Consumed in the Cafeteria

Code of the Viking
**Be Respectful, Be Responsible,
Be Prepared**

Bathroom Expectations



Keep Area Clean and Graffiti Free

Throw Trash in Garbage

Report Problems or Damage to the Teacher

Keep Hands, Feet and Objects to Yourself

Code of the Viking
Be Respectful, Be Responsible,
Be Prepared
Classroom Expectations



Arrive on Time and Be Seated Quickly

Be Prepared With All Your Materials and Assignments

Raise Your Hand to Speak or Leave Your Seat

Follow Directions the First Time They Are Given

Apply 100% Effort to Every Activity

Code of the Viking
Be Respectful, Be Responsible,
Be Prepared
Hallway Expectations



Walk, Stay Right and Keep Moving

Keep Hands, Feet and Objects to Yourself

Be Sure to Lock All Belongings and
Electronic Devices in Your OWN Locker

Use Your Indoor Voice

Go Directly to Your Destination with a Pass

Keep the Hallways Clean