

ELEMENTARY SCHOOL STUDENT HANDBOOK

2011-2012



**LINDEN PUBLIC SCHOOLS
LINDEN, NJ**

LINDEN PUBLIC SCHOOLS
LINDEN, NEW JERSEY

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LINDEN ELEMENTARY SCHOOLS

SCHOOL # 1

Dona Preston - Principal
486-2668

SCHOOL # 2

Yelena Horre - Principal
862-3287

SCHOOL # 4

Anthony W. Cataline - Principal
486-3286

SCHOOL # 5

Jacqueline White-Bryant – Principal
486-2666

SCHOOL # 6

Atiya Perkins - Principal
862-3003

SCHOOL # 8

Jennifer Smith - Principal
862-4397

SCHOOL # 9

Principal
486-5164

SCHOOL # 10

Sandra Coglianese – Principal
486-2043

LINDEN PUBLIC SCHOOLS
Linden, New Jersey

EDUCATIONAL EQUITY

The Linden Public School District guarantees each student equal educational opportunity regardless of age, race, color, creed, religion, gender, ethnicity, or sexual orientation, ancestry, national origin, marital or economic status. For information, contact District Educational Equity Officer, Alphonsina Paternostro at (908) 486-2800, Ext. 151.

NONDISCRIMINATION

The Linden Public School District does not discriminate against handicapped persons in admission, access to, treatment or employment in its programs, activities, and vocational opportunities. For information, contact District Public 504 Officer, Jo Ann Hamilton, at (908) 486-2800.

VISION STATEMENT

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.

MISSION STATEMENT

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

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STUDENT POLICIES, RULES AND PROCEDURES

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

APPROPRIATE BEHAVIOR

1. Be prepared for class.
2. Complete all class work and homework.
3. Use class time properly.
4. Take home and return necessary forms.
5. Follow rules and regulations.
6. Take care of and return all textbooks, library books and other school-owned materials loaned to them.
7. Follow directions given by teachers and staff.
8. Demonstrate respect for self, others and the environment.

ATTENDANCE

A. Policy

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards.

B. Attendance Regulations

A strict policy is in effect throughout the Linden Public Schools. In the elementary grades, the principal and the nurse investigate all absences from the first occurrence, by telephone contact, and/or home visit. Parents are urged to encourage regular attendance at all times except during periods of genuine illness. A note signed by the parent stating the reason for absence is required. It is required that a parent telephone or visit the school office to report the child's absence.

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 Education Program (IEP);
8. Alternate short or long term accommodations for students with disabilities;
9. The student's required attendance in court;
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.

"Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed above.

A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Persistent Absences

If a pattern of unexcused absences arises consisting of up to three absences in one marking period the Principal shall schedule a meeting with the parents/guardians. The purpose of this meeting shall be to develop an action plan to assist the student to return to school and maintain regular attendance. The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, guidance counselor, principal or other relevant staff.

Excessive unexcused absences will warrant referral to the Attendance Officer.

Please remember the state mandated attendance requirement is 180 days. The Principal cannot approve absences for vacations during the academic year.

Excessive Absences: Absences for any reason (with the exception of school-sponsored activities administratively approved and excused absences for religious holidays) that exceed any of the following limits may result in **FAILURE** or **RETENTION** for the year.

- a. Eighteen (18) days in a school year.
- b. Nine (9) days in a half-year

****Students must be present for at least 4 hours to receive credit for the day****

C. Perfect Attendance Awards

Each year students are recognized for having perfect attendance. In order to be eligible for a perfect attendance award, students must not have:

1. Any absences (except for death of immediate family members)
2. Any tardies
3. Any early excusals

Bus Rules

In the event that you have a question or problem concerning the transportation of your child/children to and from school, contact the school principal.

For the safety and well-being of all passengers, students will be required to:

1. Show respect for the driver, aide and fellow students at all times. Please keep the bus clean.
2. Enter and leave the bus in turn. No pushing or crowding. No abusive language. No fighting on or before entering the bus.
3. Stay seated until discharged. Use safety belt if provided.

The Principal has the authority to exclude students from the bus for disciplinary reasons. It becomes the parent's responsibility to provide transportation to and from school if the student(s) are excluded from the bus.

Consequences of Broken Bus Rules

First Offense: Warning to student. (Note: In case of fighting, a suspension may occur immediately.) Infraction noted in writing. Student is reported to school principal.

Second Offense Student will be excluded from the bus for THREE (3) school days. A written notification will be sent home.

Third 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. Immediate notification to the Superintendent of Schools shall follow.

Fourth Offense: The student will be excluded from the bus for a period of TEN (10) 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. Superintendent to be notified.

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.

CAFETERIA/PLAYGROUND PROCEDURES/RULES

Lunchtime should be a time students are allowed to relax and unwind from a morning of academic learning. During nice days, before or after completing their lunch, students will be permitted to play on the playground. For safety reasons, any type of rough play will not be permitted. Proper decorum must be followed at all times. Any student misbehaving will be reprimanded and disciplinary actions may be taken as listed in the student code of conduct.

Student conduct in the cafeteria and playground is based on courtesy, safety, cleanliness and respect.

Cafeteria Rules

Keep the noise down.
Speak in a normal tone.
Do not bang chairs.
Follow directions the first time they are given.
When waiting in line to be served, keep hands, feet and objects to yourself.
Do not throw food or objects.
Put all trash into the proper cans.
No fighting, name-calling, running or teasing.

Playground Rules

Follow directions the first time they are given.
Stay in assigned areas.
No chasing each other.
No fighting. (This includes “play fighting”)
No name calling or teasing.
Use playground equipment properly.
Keep hands and feet to yourself.

CHILD STUDY TEAM SERVICES

Students experiencing educational, emotional or adjustment problems may be referred to the school's Intervention and Referral Services. This team is composed of the Principal, the school counselor, teachers and the school nurse. The aim of the I&RS is to provide the classroom teacher with strategies in order to help the student meet with success.

If these interventions are not successful, the student may be referred to the Child Study Team. The Child Study Team is composed of the school psychologist, social worker and the learning disabilities teacher-consultant. It may also include the speech teacher and other specialists. Evaluation by the C.S.T. may result in providing the student with a special education program.

Contact Person – Michelle Altobelli, Pupil Personnel Services
(908-587-3285)

CLASSROOM PLACEMENT OF STUDENTS

The assignment of students in homerooms is a serious professional task. Prior classroom teachers, school support staff, and school administration often share the responsibility in determining student placement and insuring class balance for the coming school year. In Linden Elementary Schools classes are configured heterogeneously (varied academic abilities). Also taken into consideration are a myriad of factors such as gender and racial parity, the specific social and emotional characteristics of each student and may also include prior histories of student social interaction and behavior. Familial relationships may also be a consideration. In addition, there are situations in which school personnel take into careful consideration the pairing of children with teachers whose teaching styles and personalities create the most appropriate learning environment for that child.

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

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

Any decisions will be made in the best interests of the students' educational and social/emotional well-being as well as the needs of the school.

A variety of academic and social issues may evolve during the school year. It is the policy of the Linden School system to maintain open lines of communication between home and school. Any issue for which a request is being made to change classes during the school year will **not** be considered unless there has been an attempt to remediate the issue between the home and the teacher and/or school. Classroom changes require serious thought and consultation between parents and a variety of appropriate school personnel. Should such a perceived issue arise a parent/guardian is required to submit his or her concerns in writing along with any supporting documentation to the building principal. Documentation should include any previous communications with the classroom teacher, written notes, progress reports, report cards, legal documents and any other prior steps to attempt to resolve said issues. The school Principal and or his designee will review this request and make all efforts to remediate the problem. This will include a mandatory parental conference with the Principal and classroom teacher and parent/guardian.

Any decisions will be made in the best interests of the students' educational and social/emotional well-being as well as the needs of the school.

CLOSING SCHOOLS ON SNOW DAYS

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

WINS	1010 AM	WOR	710 AM
WJDM	1530 AM	NJ	101.5 FM

SCHOOL CLOSING INFORMATION CAN BE FOUND ON CABLE CHANNEL 36 AND THE LPS WEBSITE: <http://www.linden.k12.nj.us/>.

A DISTRICT WIDE AUTOMATED PHONE CALL WILL ALSO ANNOUNCE SCHOOL CLOSINGS AND DELAYED OPENINGS.

DELAYED OPENING

When it is determined that schools will have a delayed opening for an emergency or due to inclement weather, all schedules, including all bus pickups, will be delayed two (2) hours.

Announcement of delayed opening will be made on the listed radio stations:

WINS	1010 AM	WOR	710 AM
WJDM	1530 AM	NJ	101.5 FM

DELAYED OPENING INFORMATION CAN ALSO BE FOUND ON CABLE CHANNEL 36 AND THE LPS WEBSITE: <http://www.linden.k12.nj.us/>.

If weather conditions deteriorate after a delayed opening has been announced, the Superintendent of Schools may decide to close for the day. This decision will be made

no later than 8:00 a.m. and announced on the radio stations above, Cable Channel 36, and through a district wide automated phone call.

DISCIPLINARY ACTION

It is the responsibility of all students to know and obey the rules and regulations as set forth in the student handbook. Students who violate any of the established rules will be held accountable for their actions by the classroom teacher, vice principal, and principal. The following disciplinary actions may be taken:

1. Time out.
2. Loss of recess*
3. Removal from activities
4. Out of school suspension from school

All offenses will be handled on an individual basis according to the severity of the offense. In addition, students may be subject to the disciplinary action of the local district as set forth by the local district policy, rules and regulations and/or by state law.

The following procedure will be followed in the implementation of discipline procedures:

1. Violations for disciplinary action must be referred to the Principal as soon as possible accompanied by Discipline Referral Form from staff member.
2. The student will be confronted by a building administrator with a description of the alleged misconduct. The student will be given the opportunity to present his/her side of the story.
3. An administrative determination will be made on the basis of the information available.
4. This procedure may result in disciplinary action. If suspension is deemed necessary, the student and parent or guardian and Superintendent will be informed directly of this decision. In addition, a suspension notice shall be mailed to the parent/guardian.

*If a student has loss of recess for all five days of any given week, he/she will be given an instructional packet on Health, Physical Education or Safety to fulfill state requirements of 150 minutes of Health/PE/Safety per week.

CODE OF CONDUCT

Below is a list of behaviors that are considered severe infractions of school rules and their consequences:

Violation	First Offense	Second Offense	Third Offense
Assault Any action that places students or staff in danger of physical harm.	5 days out of school suspension, report to the Superintendent who will determine when student returns.		
Continued and willful disobedience	1 day out of school suspension	2 days out of school suspension Parent Conference	3 days detention out of school suspension
Disrespect	Verbal Reprimand/Conference with Principal	1 day loss of recess	2 days loss of recess Parent Conference
Disruptive/Improper behavior Behavior that disrupts classroom work, school activities or school functions	Conference with Principal One day loss of recess	Parent Conference with Principal Two days loss of recess	Parent Conference With Principal One day out of school suspension.
Dress Code Violation	1 st -3 rd Occurrence Phone call to parent/guardian, letter home reinforcing policy.	4 th -10 th Occurrence, loss of recess, phone call, letter home.	11+ Occurrences Loss of recess and removal from all extracurricular activities.* *Student may be reinstated through compliance with policy.
Fighting Mutual engagement in a physical confrontation that may result in bodily injury to either party (this may include “play fighting”)	1 day out of school suspension (2 or 3 days depending on severity of fight)	3 days of out of school suspension	4 days of out of school suspension (I&RS or CST referral)
Flagrant Behavior – 4th Occurrence of any infraction	2 Days out of school suspension and counseling	3 days out of school suspension and counseling	4 days out of school suspension
Forgery	1 day loss of recess	2 days loss of recess Parent Conference	3 days loss of recess Parent Conference

Harassment, Intimidation, Bullying	1 day loss of recess	2 days loss of recess Parent Conference	1 day out of school suspension (Parent Conference, I&RS referral)
Illegal Activation of Fire Alarm	OSS 5+ Days, I&RS Referral, Police Complaint	OSS 5+ Days, I&RS Referral, Police Complaint	OSS 5+ Days, I&RS Referral, Police Complaint, Possible expulsion
Indecent Exposure	Age appropriate consequences pending review of incident	Age appropriate consequences pending review of incident	Age appropriate consequences pending review of incident
Leaving class without permission	1 day loss of recess	2 days loss of recess	1 day out of school suspension
Leaving school or school grounds w/o permission	Immediate parent notification One day detention	Immediate parent notification One day of out of school suspension	Immediate parent notification Two days of out of school suspension
Obscenities, Abusive Language or Gestures	1 day loss of recess	2 days loss of recess	1 day out of school suspension
Obscenities, Abusive Language or Gestures Toward Staff	1 day out of school suspension	3 days out of school suspension	4 days out of school suspension, referral to I&RS, CST
Possession of Controlled Dangerous Substances (aligned with Board Policy 5131.6)	10 days out of school suspension	Expulsion Hearing in addition to consequences of first offense	
*Possession of and/or Use of Any Weapon or realistic facsimile defined by NJSA 2c:39-1	5 + days out of school suspension, police notification, possible expulsion		
Possession of obvious toy weapon	2 days loss of recess	Age appropriate consequences pending review of incident	Age appropriate consequences pending review of incident
Possession of and/or Use of Pepper Spray	5 + days out of school suspension, police notification, possible expulsion		
Sexual Harassment: Verbal/Physical Violation of any individual's well-being/including "panting"	3-4 days out of school suspension, counseling	3-5 days out of school suspension, I&RS and/or CST referral, police notification	5+ days out of school suspension, I&RS and/or CST referral, police complaint, possible expulsion

Theft Taking or attempting to take personal property or money from another pupil or teacher	Conference with Principal One day out of school suspension	Conference with Principal Three days out of school suspension	Conference with Principal, I&RS Referral Four days out of school suspension
Threat	5+ days out of school suspension, police notification, possible expulsion hearing, counseling.		
Truancy – Application of Attendance Policy	Referral to Attendance Officer	Referral to Attendance Officer, DYFS and Municipal Court	
Unauthorized use of Electronic Devices (cell phones, MP3 players, and other devices.	Principal will confiscate and return to parents	Parent notification one day loss of recess, Principal will confiscate	Parent notification Two days loss of recess, Principal will confiscate
Unsafe Physical Actions- During recess, rough playing: e.g. throwing objects, pushing, etc.	1 day loss of recess	2 days loss of recess, Parent Conference	2 days out of school suspension
Vandalism Willfully causing or attempting to cause damage to school property.	Conference with Principal One to three days loss of recess depending on severity Possible restitution	Conference with Principal Two days out of school suspension Possible restitution	Conference with Principal Three days out of school suspension Possible restitution

***Possession or use of any weapon defined by NJSA 2C:39-1 will result in five days out of school suspension, police notification and a possible expulsion hearing.**

All infractions require parental notification.

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. In each case, parents, teachers, and the student(s) will be offered an explanation.

Most out-of-school suspensions are an indication that the severity of the student's behavior requires parental involvement, responsibility, and cooperation to affect a change in the student's behavior.

DRUGS, ALCOHOL, WEAPONS AND FIREARMS

The possession, use, distribution, or sale of drugs, alcohol, weapons, and/or firearms on school district property or within 1,000 feet of a Drug-Free School Zone is illegal, and shall be cause for automatic suspension of the student(s) until reinstatement by the Board of Education. The Board of Education may expel a student for violations in this area. Law enforcement will be contacted if offense occurs.

DRESS CODE/STUDENT DRESS

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

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

As supported in N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8, the board of education confirms its desire to authorize uniform school dress for students.

The Linden board of education supports this policy for the following reasons:

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

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

Students attending schools that have implemented school uniforms will be required to wear the uniform. Failure to wear the proper uniform will result in disciplinary actions. Students requesting exemptions for religious or other reasons must do so in writing. If an

exemption is granted they will not be penalized academically or otherwise discriminated against for noncompliance.

EARLY DISMISSALS – EMERGENCY

When it is determined that schools will have an early dismissal for any emergency or due to inclement weather, the procedure is as follows:

1. The Superintendent will initiate a call to every work/home phone number listed in our database.
2. The elementary principal shall initiate an emergency call chain to contact the parent/guardian of each child in the school.
3. Parents may come to school and sign out their children at any time during the emergency.

EMERGENCY CARD INFORMATION

Each parent/guardian is required to **COMPLETELY** fill out the emergency card for each child. Valid phone numbers are also necessary in order for you to receive important school emergency messages from our district's automated notification system. Please list reliable adults as alternate contact people in case you cannot be reached. This person should be someone who has a way to pick up your child from school in an emergency. **Your child will not be released to anyone whose name is not listed on the emergency card.**

Please notify the school immediately if there is any change in the information listed on the school emergency card.

FIRE DRILLS

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules during fire drills:

1. Move quickly and quietly to an exit.
2. If in the lavatory or hallway, one should exit the building by the closest door and then report to the first member of the school staff he/she sees.
3. Last one out of exit closes the door.
4. All persons (service workers, visitors, parents, etc.) must vacate the building through the nearest exit immediately upon hearing the fire alarm.

FOOD/DRINKS

Food and drinks including chips, gum, candy, etc. are not allowed in the classroom while school is in session. A party situation is the only exception to this rule. Permission for parties must be obtained from the Principal/ Vice Principal.

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.

GANG ACTIVITY AND GANG PARAPHERNALIA

Gang-related activity is strictly prohibited in all school buildings, on school transportation, and during school extracurricular events. Students are prohibited from wearing gang-related paraphernalia and other symbols of gang membership. This includes symbols that communicate hate and violence against any person and/or groups, whether worn on the body or through graffiti that defaces school buildings or property.

GENESIS PARENT MODULE

Genesis Parent/Guardian Access is a service that is offered to parents that allows them to view their children's records via the Internet. At the elementary level, parents of fourth and fifth grade students can view their child's report card via this secure, read-only service. In order to sign up parents must complete the Genesis Parent/Guardian Security Request Form and return it to their child's school with a photo identification. This form can be downloaded at www.linden.k12.nj.us/pages/parents/parentmodule.html or picked up in the main office of your child's school.

HARRASSMENT, INTIMIDATION AND BULLYING

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. The board of education prohibits employment of or contracting for school staff positions with individuals whose criminal history record checks reveal a record of conviction of a crime of bias intimidation or conspiracy to

commit or attempt to commit a crime of bias intimidation. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

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

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

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

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

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of

the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Students

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

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

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

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

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Classroom or administrative detention;

5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

B. Remedial Measures

1. Personal

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

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

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Adjustments in hallway traffic;
- h. Modifications in student routes or patterns traveling to and from school;
- i. Supervision of students before and after school, including school transportation;
- j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- k. Teacher aides;
- l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- m. General professional development programs for certificated and non-certificated staff;

- n. Professional development plans for involved staff;
- o. Disciplinary action for school staff who contributed to the problem;
- p. Supportive institutional interventions, including participation of the intervention and referral services team;
- q. Parent conferences;
- r. Family counseling;
- s. Involvement of parent-teacher organizations;

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

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

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

A. Consequences

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

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;

- k. Treatment; or
 - l. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

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

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

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

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

- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

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

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

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

District Anti-Bullying Coordinator

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

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the Superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and

policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

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

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

School Safety Team

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

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

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;

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

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

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

Investigating Reported Harassment, Intimidation and Bullying

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

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 1. Taking of statements from victims, witnesses and accused;
 2. Careful examination of the facts;
 3. Support for the victim; and

4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the verbal report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
 - C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
 - D. The results of the investigation shall be reported to the Superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The Superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
 - E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 - 1. Any services provided;
 - 2. Training established;
 - 3. Discipline imposed; or
 - 4. Other action taken or recommended by the Superintendent.
 - F. The Superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
 - 1. The nature of the investigation;
 - 2. Whether the district found evidence of harassment, intimidation, or bullying; or
 - 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts

may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

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

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

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

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-

wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

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

Retaliation and Reprisal Prohibited

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

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

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

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

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

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

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

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

A. Consequences

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

B. Remedial Measures

1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;

- d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Counseling;
 - l. Conferences;
 - m. Treatment; or
 - n. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Appeal Process

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

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance

with law, no later than the 90 days after the issuance of the board's decision.

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

Week of Respect

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

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a Superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

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

C. Board Members

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

D. Staff, Student and Volunteer Training

The school district shall:

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

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

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

Reporting to the Board

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

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. The status of all investigations and data broken down by each school in the district, in addition to district-wide data.
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

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

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

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

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

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

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

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the Superintendent shall make a reasonable

effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

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

Policy Development and Review

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

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

Publication, Dissemination and Implementation

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

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

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

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school

phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

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

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

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

HEALTH INSURANCE

Students who are not covered by health insurance are eligible for either free or low cost coverage through the NJ Family Care Program. 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.

HEALTH AND SAFETY

In order to insure an educational environment which is safe, comfortable and conducive to learning, your assistance is necessary.

1. Illegal parking in bus zones, handicapped areas, faculty parking areas and on yellow curbing is not permitted. Please do not double park. **TRAFFIC FINES MAY RESULT FROM ILLEGAL PARKING.**
2. Exercise the utmost caution when discharging and picking up children, especially during inclement weather. Please use seat belts. **CROSS IN CROSS WALKS.**
3. Bus students must ride their assigned bus home unless written permission is received and approved by the school office for alternate transportation. Students must be signed out by the parent/guardian at the school main office if a change takes place.
4. All students who are picked up outside school should **ONLY** go home with parent/guardian or designated person. Students should not be taken home by anyone else.
5. Students who are walking home must have written permission filed at the school main office.
6. If students are not picked up after school, they should return to the school main office to wait.

7. Students must be picked up on time. In the event a child is not picked up, the Linden Police Department's Juvenile Bureau will be contacted.

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.

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.

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.

HOME INSTRUCTION

The Linden Board of Education, in compliance with state law, provides home instruction to those children who are certified, in writing, by their family physician, as disabled. 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.

HOMEWORK

Homework is an important extension of the classroom. It should be used for reinforcement and enrichment. Homework should reflect individualization and should provide the teacher with another indicator of pupil progress towards meeting the core curriculum content standards.

When homework is carefully planned and constructed as a meaningful part of learning, and with an emphasis on creativity, it can be another step in the direction to bring the

school, the student and the community closer together in a common quest for quality education. ALL CHILDREN ARE EXPECTED TO ASSUME RESPONSIBILITY FOR DOING HOMEWORK.

LOCKERS (where applicable)

Lockers are the property of the Linden Board of Education. Lockers must remain unlocked. A school administrator and school personnel have the right to inspect the contents of a student's locker at any time. Random locker inspections may take place during the school year.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office. The school cannot assume responsibility for lost articles. However, if a loss is reported immediately, every effort will be made to help find the missing article.

PARENTS ARE URGED TO LABEL ALL LUNCHBOXES, SWEATERS, JACKETS, HATS, ETC.

Students should not bring mp3 players, video games, dental retainers or other expensive items to school. Children should never carry large amounts of money to school.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS

MAKE-UP WORK

Students must complete all missing school work. Missed work may be made up at a time when the student and teacher are mutually available. Missed written work not made up will affect the student's grade in that marking period.

MARKING PERIODS

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

Marking period	Period Begins	Progress Reports	Period Ends	Report Card Distribution
1st	9/7/11	10/7/11	11/16/11	11/29/11
2nd	11/17/11	12/21/11	1/31/12	2/7/12
3rd	2/1/12	3/6/12	4/5/12	4/24/12
4th	4/16/12	5/16/12	End of year	End of year

Elementary Parent/Teacher Conferences

Tuesday - **November 29, 2011**
Wednesday - **November 30, 2011**
Thursday - **December 1, 2011**

Tuesday - **April 24, 2012**
Wednesday - **April 25, 2012**
Thursday - **April 26, 2012**

MARKING PERIOD PROGRESS REPORTS

At the midpoint of each marking period, parents will be advised if work has been failing or unsatisfactory. Also, letters of commendation are given to pupils whose school work is of outstanding quality. Parents are urged to come to school for conferences concerning their child’s school work at any time. Contact the office to schedule.

MEDICATION

Should your child require medication during the school hours, please contact the school nurse.

DO NOT SEND YOUR CHILD TO SCHOOL WITH MEDICATION.

The policy of the Linden Board of Education regarding the administration of medication in school is:

1. Students are not permitted to take medication while at school except where the students’ health may be jeopardized without it.
2. Pupils requiring medication shall present a written statement from the prescribing physician which identifies the type, purpose, dosage, and time of administration to the school nurse. A written request from the parent or guardian to have medication administered in school is also required.
3. Medication requests must be renewed annually or when there is any change in the type or dosage of the prescription.

4. The medication must be brought to school in the original container by the parent or guardian.
5. Only a certified school nurse or parent/guardian is authorized to administer medication to students in school.

PARENT CONFERENCES

Parents are cordially invited to visit the school and to consult with the Principal and/or teachers. Conference appointments are made through the school office. Please call in advance for an appointment.

PROMOTION CEREMONIES

Promotion ceremonies will be held at each school for Pre-Kindergarten, Kindergarten and fifth grade students. All 5th grade students shall be presented with a copy of the Declaration of Independence, the Constitution of the United States, and the Constitution of the State of New Jersey upon promotion from elementary school.

REPORT CARDS

In the Linden Public Schools, report card format varies from grade to grade. For example, the marking scheme on the Kindergarten report cards is different than at the 5th grade. The report card is a formal communication to you from the school outlining the academic and developmental progress of your student. The report card is one of many different means of reporting student progress. Other progress indicators include any formal communications from the school, homework feedback, standardized and state testing results, classroom assessments/projects, and teacher conferences/observations. Collectively, these indicators form a more complete picture of student performance. Parents should also understand that the district is continually modifying and improving its report card format to best reflect the progress of students based on the district curriculum. Report cards are issued four times per academic year, except for Kindergarten, which only has written comments during the first marking period. Pre-Kindergarten students receive an inventory of skills outlining their school readiness.

REPORT CARD GRADING PROCEDURES

***KDG students do not receive a report card during the 1st marking period.**

Letter grades in every subject are assigned each marking period for Grades 3-5 only. The grades equate to the progress charts below.

Letter Grade Equivalent	Numerical Grade Range
A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

RESIDENCY CHECKS

Attendance officers will from time to time check the residency status of students. All students who attend Linden Public Schools must reside in the City of Linden with a parent or legal guardian.

SCHOOL INSURANCE

An optional insurance plan is available to all students. An insurance packet is available for each student early in the school year. Although precautions are always taken to promote the health and safety of our children, accidents in school may occur. PLEASE CONTACT THE SCHOOL NURSE FOR ADDITIONAL INSURANCE DETAILS.

SEARCH OF STUDENT PROPERTY

The Principal/Vice Principal may conduct a search of student’s property if there are reasonable grounds for suspecting that the intended search will reveal evidence that the student has violated or is violating the law or the rules of the school.

SECURITY DRILLS

In accord with state guidelines, all schools must practice one fire drill and one security drill per month:

School Security Drill is defined as follows:

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

STUDENT RECORDS

The Family Educational Rights and Privacy Act enables parents and guardians to have certain rights with respect to their child's education records. Additional information about this federal act can be obtained through the principal's office and the U.S. Department of Education.

SUDDEN ILLNESS (DURING SCHOOL)

Should your child become ill while in school, you or your emergency contact person will be called to take the child home. For this reason, **IT IS IMPERATIVE THAT EACH CHILD HAVE A COMPLETED, UPDATED EMERGENCY INFORMATION CARD ON FILE IN THE MAIN OFFICE.** If this information changes during the school year, please call the office and/or school nurse with up-to-date emergency information.

TEACHER CONTACT

Communication between parents and teachers is extremely important to the educational process. Without communication between the home and school, the educational process is not complete. If you have any questions or concerns regarding your child's education, please speak with the teacher. You do not have to wait for the scheduled Parent/Teacher conferences to speak to a teacher. Please call the school office to set up an appointment with your child's teacher.

All teachers have access to the internet. If you wish to communicate with your child's teachers via email, type in the first initial of their first name followed by the teacher's last name with this address: @linden.k12.nj.us.

For example: Barbara Smith = bsmith@linden.k12.nj.us

TEXTBOOKS

Books are assigned to a student for his/her personal use and should be covered. 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 the loss of the books.

VISITORS

In order to ensure a safe environment, all visitors entering the building for any reason must report to the office, sign in and obtain a visitor's pass. To prevent learning from being disrupted, parents may not go directly to classrooms without the approval of the Principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The information below is from the United States Department of Education and serves as notification in regards to parental rights and privacy with student educational records.

Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) The right to inspect and review the student’s education records within 45 days 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 of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 as its agent to provide a service instead of using its own employees or officials (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.

[Optional] 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 a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920