

**LINDENWOLD  
ELEMENTARY  
SCHOOLS**  
*Excellence in Education*



**Handbook  
&  
Code of Conduct**

**2016-2017**



**Lindenwold Public Schools  
Lindenwold, New Jersey  
2016-2017 School Year**

Dear Parents,

The Lindenwold School system makes every effort to involve the parents and community in the daily school occurrences of its students. Parental contact and support is extremely important for a successful school program. Therefore, please review the attached handbook and discipline code with your child and sign that you have received it. Signing does not signify agreement, only that you have received it.

Thank you,

Dana Lawrence  
Principal School 4

Sandra Martinez-Preyor  
Principal School 5

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Please return to the office within two days of receipt

I have received and reviewed the Lindenwold Elementary Schools Handbook and Code of Conduct.

Student Name \_\_\_\_\_ School # \_\_\_\_\_

Teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature:

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If for some reason you will be late picking up your child at the end of the day, please contact the office prior to dismissal. All office staff members leave the building at 4:00 P.M. If a student has not been picked up by that time, the authorities may be called, as school personnel will be unavailable to provide supervision.

Please be aware that an unexcused tardy or early dismissal will affect your child’s eligibility for Perfect Attendance Awards. An *excused* tardy or early dismissal will follow the same criteria as an excused absence and will not affect your child’s eligibility for our Perfect Attendance Award. After one (1) month of perfect attendance (**including no tardiness**), one (1) tardy may be forgiven. This will allow your child to reestablish eligibility for Perfect Attendance Awards.

## GUIDELINES FOR PARENTS & COMMUNITY VOLUNTEERS

Lindenwold Public Schools would like to welcome all parent and community volunteers into our buildings for various events. We understand what an important role you play in the educational process. There are no limits to what can be achieved when parents, schools and the community work together!

It is our mission to provide a safe and productive learning environment for our children and to minimize any disruptions throughout the school day. In order to model the importance of education and good citizenship for our children, all volunteers are asked to adhere to the following set of guidelines.

1. All committee business and deliveries are to take place after 5 PM to avoid disruption to student learning during the school day and/or during the Y program. This does not include regularly scheduled meetings.
2. In order to maintain a positive and productive school environment, all parent volunteers are reminded to be positive and professional when working with students, staff and other parents. We are always being watched by our children and we are always acting as role models!
3. In order to maintain a safe environment and minimize disruption to student learning, parents are reminded that volunteer time should not be used to conference with school staff and/or other parents. Please feel free to schedule a time to meet with administration or your child's teacher whenever you feel a conference is necessary. Communication between home and school plays a valuable role in the educational process!
4. It is our goal to remain flexible in order to address our children based on their individual needs. This holds true for everyone who interacts with our schools! Therefore, any exceptions to the above rules will be made by the school administration on an individual basis, based on parent request.

### LATENESS/EARLY DISMISSAL POLICY

In order to avoid disruptions to student learning and morning/afternoon routines, all students should arrive to and depart from school on time. Although the school day officially begins at 8:45 A.M., students may arrive as early as 8:25 A.M. which is when duty teachers are posted each morning.

A tardy student (8:50+) should report to the main office to obtain a late pass to be admitted to class. A student is considered an early dismissal if he/she leaves prior to 3:20 P.M. A parent/guardian must report to the main office to sign a student out of school early. In order to ensure that our students have left safely with an authorized adult, you may be asked to provide identification.

## BOARD OF EDUCATION

Cathy Moncrief.....	President
Kevin McGahey.....	Vice President
Pamela Bragg	Marsha Hershman
Jo-Ann Engels	Rita A. Heins
Alethia Gibbs-Smith	Mark Wilson
Cortney Richardson	
	Chris Long - Board Solicitor

**THE LINDENWOLD BOARD OF EDUCATION MEETINGS**  
are held on the second & fourth Monday of each month at 8:00 pm.

Please check school website to confirm dates.

**You are cordially invited to attend.**

### ADMINISTRATIVE OFFICES

#### **Lori L. Moore, Ed.D.**

Superintendent of Schools..... 784-4071

#### **Marc D. Mancinelli**

Director of Curriculum and Instruction ..... 784-4071

#### **Catherine Torbik**

Director of Special Services ..... 627-8686

#### **Kathleen Huder**

School Business Administrator ..... 783-0276

## STAFF RESPONSIBILITY

Lindenwold School No. 4  
Principal: Dana Lawrence  
Supervisor of Basic Skills: Richard Bulicki  
900 E. Gibbsboro Road  
Lindenwold, NJ 08021  
783-0405

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Lindenwold School No. 5  
Principal: Sandra Martinez-Preyor  
Supervisor of Basic Skills: Chad Regn  
550 Chews Landing Road  
Lindenwold, NJ 08021  
784-4063

### STUDENT REGISTRATION

Lindenwold Public School District  
Central Student Registration  
Lindenwold Public School District has central registration for Grades K-12:

Location:  
Lindenwold Board of Education - Administration Building  
801 Egg Harbor Road  
Lindenwold, NJ 08021

Hours by Appointment:

Monday to Friday  
9:30am to 11:30am & 1:00pm to 3:00pm

Also **prior** to your appointment please complete the Pre-Registration Application located on the Lindenwold Public School District website [www.lindenwold.k12.nj.us](http://www.lindenwold.k12.nj.us); **Parent Resources** [Central Registration Link](#)

Consistency is imperative in an effective discipline program. It is important that all staff members are consistent in the understanding and application of this discipline policy. In dealing with students, teachers must be fair, firm, and impartial. Harsh or unusual punishment should be avoided. Only in this manner can the discipline of anyone be effective. It is, however, an oversimplification to expect that overt acts of disruption and violence can always be dealt with effectively by a list of prescriptive punishments. Effective solutions to disruption must address themselves to the cause and the climate of unacceptable behavior in addition to suggestions of punitive remedies.

Additionally, staff should also model positive behavior patterns that students can emulate. Proper dress and professional traits, such as no gum or food in the classroom is also very important.

### PROCEDURE:

The first line of discipline lies with, and is the responsibility of, the teacher. This teacher action is perhaps the most important step in handling misbehavior because misbehavior can be stopped after one incident, and because actions at other steps of the procedure are based on teacher actions taken at the first step. Should student behavior not improve after this initial step, the teacher should then contact the parent either by telephone or by using the discipline notice form. Parents must be made aware of the problem and asked for their help in eliminating the problem immediately.

**Only after the teacher exhausts all means to effective discipline should referral be made to the administration except in cases of emergency.**





First, the case manager is informed. The case manager convenes a meeting with a group of persons knowledgeable about the student. The group could consist of the case manager, other members of the Child Study Team if appropriate, principal and student's teacher. The parent should be invited to the meeting. At the meeting, this group will determine whether the student's misconduct was a manifestation of his or her disability.

If this group determines that the misconduct was not a manifestation of the student's disability, the student may be expelled or suspended from school for more than ten days, provided applicable procedural safeguards are followed and educational services continue during the period of disciplinary removal.

However, if the group determines that a student's misconduct was a manifestation of his or her disability, the student may not be expelled or suspended from school for more than ten school days. Educators can still address the misconduct through appropriate instructional and/or related services, including conflict management and/or behavior management strategies, student and teacher training initiatives, measures such as study carrels, time-outs, or other restrictions in privileges, so long as they are not inconsistent with the student's IEP, and, as a last resort, through change of placement procedures in accordance with IDEA. Moreover, the school district has the option of seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current educational placement is substantially likely to cause injury.



### **Required documents for Registration:**

- Birth Certificate
- Immunization Record
- Physical Exam
- 3 Proofs of Residency
  - **Rental/Lease Agreement or Mortgage/Tax Bill/Settlement Papers and**
  - **2 Utility Bills** (*Valid Driver's License is accepted if current address is indicated*)

### **Eligibility for Preschool:**

Space in the Preschool is limited, therefore a lottery is held in June to determine placement. To register for the lottery, children must be three (3) on or before October 1<sup>st</sup> in the year entering school for the three year old program and four (4) on or before October 1<sup>st</sup> in the year entering school for the four year old program.

### **Eligibility for Kindergarten:**

Must be five (5) on or before October 1<sup>st</sup> in the year entering school.

## **LINDENWOLD PUBLIC SCHOOLS IS A CHOICE DISTRICT**

Chosen to participate in the Interdistrict Public School Choice Program, Lindenwold Public Schools may accept students from other districts looking to benefit from the high quality instruction, small class size, cutting edge instructional technology, and comprehensive academic programs offered by our district.

Parents must submit an *Intent to Participate in the Interdistrict Public School Choice Program* form to the Superintendent of their resident school during the fall to begin the Choice process. This form, along with other important information is available on the district website: [www.lindenwold.k12.nj.us](http://www.lindenwold.k12.nj.us) under School Choice.

Interested students and their families are encouraged to contact Colleen Moran, School Choice Coordinator at [cmoran@lindenwold.k12.nj.us](mailto:cmoran@lindenwold.k12.nj.us) to learn more about attending a Lindenwold school.

## MISSION STATEMENT

The Lindenwold School Community is committed to preparing all students to meet the New Jersey Core-Curriculum Content Standards and providing a safe, academically challenging, child-centered environment where all students will solve problems, develop a sense of self-worth, and embrace life-long learning whereby they become productive citizens and members of their community.

### **Lindenwold Public Schools - District Educational Goals**

#### **Process Goals – Aspire to/shall provide:**

1. Resources and instruction that bears a meaningful relationship to the present and future needs and/or interests of pupils.
2. Significant opportunities, consistent with the age of the pupil, for helping to determine the nature of the educational experiences of the pupil.
3. Specialized and individualized kinds of educational experiences to meet the needs of each pupil.
4. Opportunities for teaching staff members and pupils to make recommendations concerning the operation of the schools.
5. Comprehensive guidance facilities and services for each pupil.
6. Teaching staff members of high quality.
7. Diverse forms of constructive cooperation with parents and community groups.

#### **Product Goals – Shall help every student to:**

8. Learn how to be a good citizen by practicing democratic ideals.
9. Learn about and try to understand the changes that take place in the world.
10. Develop skills in reading, writing, speaking and listening.
11. Learn how to examine and use information.
12. Learn to respect and get along with people with whom we work and live.
13. Develop skills to enter a specific field of work.
14. Learn how to be a good manager of money, property and resources.
15. Develop a desire for learning now and in the future.
16. Practice and understand the ideas of health and safety.
17. Develop pride in work and a feeling of self-worth through positive competition.
18. Gain a general education.

## DISCIPLINING STUDENTS WITH DISABILITIES

For any student who misbehaves, a school should decide what action is most likely to correct the misconduct. For a disabled student, the decision may need to take into account the student's disability.

District may act swiftly to remove pupils with disabilities who are disruptive.

The principal may suspend such pupils immediately for up to ten school days. In addition, pupils with disabilities who bring a gun to school may be suspended for up to ten school days, and subsequently, may be placed in an interim alternative educational setting for 45 calendar days. The case manager (if appropriate, other members of the Child Study Team) is responsible for determining the interim alternative setting. If the parent requests a due process hearing, the pupil remains in the interim placement during the pendency of the proceedings.

It is important to work cooperatively to address concerns when signs of misconduct by students with disabilities first appear, before more drastic measures are considered.

For students whose disabilities have behavioral aspects, preventative measures, such as behavior management plans, should be considered and facilitated through the individualized educational program (IEP).

If these steps are not successful, the appropriate use of measures such as time-outs or restrictions in privileges should also be considered, so long as they are not inconsistent with a student's IEP.

No prior determination of whether the misconduct was a manifestation of the student's disability is required before any of the above measures can be implemented. This includes suspending a disabled student for up to two school days.

When a student is suspended or is to be suspended, the case manager should be notified. A copy of the suspension letter sent to parents/guardians should be sent to the Director of Special Services. This letter should contain the reason for the suspension and the number of days of the suspension.

If the misconduct is such that more drastic measures would be called for, the case manager should review the student's current program and placement and consider whether a change in placement would be an appropriate measure to address the misconduct.

Where educators believe that more drastic measures are called for, a disabled student may be removed from school for more than ten days only if the following steps are taken:

## DISCIPLINARY CHAIN OF COMMAND

In the event that the principal is out of the building and is needed for a disciplinary action, it is imperative that a second or third in command be designated. This person would be granted discretionary power to handle the situation until the administrator returns or is able to act. Ideally, this person is a senior staff member and one that has some freedom of time to function in an emergency.

### The Chain of Command is as follows:

1. Principal
2. Supervisor of Basic Skills and Instruction
3. Guidance Counselor
4. Designated Staff Member

**Central Office Chain of Command – all appeals/concerns should be addressed to the Superintendent. In the event of the Superintendent's absence, appeals or concerns are to be referred to the Business Administrator.**

## SCHOOL-PARENT COMPACT

The Lindenwold Elementary Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2016-2017.

### School Responsibilities

The Lindenwold Elementary Schools will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**  
*Parents will be informed of programs that are being conducted about areas such as study skills, literacy, math and the PARCC assessment. Information regarding extended day will be disseminated to eligible students.  
Monthly newsletters, suggestions on how to work with children at home, lists of good books to read with children, and other information will be sent home periodically to provide parents with resources to assist their efforts in helping their children succeed. The district website has a list of resources specifically designed for parent/student involvement.  
**Hold parent-teacher conferences in November during which this compact will be discussed as it relates to the individual child's achievement.***
2. **Provide parents with frequent reports on their children's progress.**  
*Parents may use Realtime to review student grades and progress at any time.*
3. **Provide parents reasonable access to staff.**  
*Parents are invited to call the school or teacher at any time during the year to discuss their child's progress in the Title I Basic Skills Program. Teachers' email addresses are provided to parents as well.*
4. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**  
*A school Open House will be held at the start of each school year.  
Parents will receive a copy of the Parent Involvement Policy that describes the ongoing activities that are held to inform and involve parents in their child's education. Parents will receive a copy of the School-Parent Compact which is an agreement between school, parents, and students outlining everyone's responsibility for supporting student learning.  
A survey will be given to the parents of Title I Basic Skills students in the spring of each year that will allow parents a chance to offer suggestions and recommendations to help improve the Title I Basic Skills Program. An annual review meeting is conducted each year in the spring to review the program and parents are welcome to attend. The results from the parent survey will be considered when planning programs for the next school year.*

### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television my child watches.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Attend school on time every day.*
- *Do my best on class assignments and turn them in on time*
- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Show respect to students and adults*

### **STUDENT ACCIDENT INSURANCE**

The Lindenwold Board of Education provides and pays for group student accident insurance coverage for all students providing a valuable protection against accidental injuries occurring during school hours only.

Parents who desire 24-hour coverage may do so by purchasing the additional policy. Information covering this optional plan will be sent home to each parent in the beginning of each school year.

### **BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS**

The YMCA of Burlington and Camden Counties are offering a Before School and After School Child Care Program at School #4 and School #5. For more information regarding fees, times, and/or application, please contact Jennifer Howell, [jenniferh@ymca-bc.org](mailto:jenniferh@ymca-bc.org), (856)231-9622 x308 or register online @ [www.ymca-bc.org](http://www.ymca-bc.org).

### **BREAKFAST AND LUNCH PROGRAM**

Student breakfast and lunch programs are provided at each elementary school. Information regarding the school breakfast and lunch program is sent home on the first day of school.

### **STUDENT ABSENCE PROCEDURE (MISSING CHILDREN POLICY)**

The national problem of missing children has been addressed by our Board of Education through adoption of a Missing Child Policy that simply requires:

### **ALL PARENTS/GUARDIANS TO NOTIFY THEIR RESPECTIVE SCHOOL OFFICE BY 9:30 A.M. TO REPORT KNOWN STUDENT ABSENCE.**

Parents/guardians requesting early dismissal for a student shall contact the school secretary prior to the time of release and be prepared to show identification.

Parents/guardians, when appropriate, are responsible to notify the school authorities of custody matters and present copies of custody orders.

Written appeals of pupil disciplinary decision shall state:

- A. The section of the state law, Board of Education policy, or school discipline code that was violated.
- B. The decision of the school principal, and when appropriate, of the Chief School Administrator.
- C. The facts and circumstances involved in the disciplinary action.
- D. The reason or reasons why the school principal's and/or Chief School Administrator's decision should be changed or reversed.
- E. The remedy or solution sought.

Written appeals shall be submitted to the Chief School Administrator. The Chief School Administrator will review the appeal and pupil disciplinary record. The Chief School Administrator may:

- A. Grant or deny the appeal. The decision will be based on evidence that a state law, Board of Education policy, or schools discipline code was violated.

The Chief School Administrator will inform the parents in writing of his/her decision.

Parent may appeal to Board of Education using the above listed procedures before the next regular Board of Education meeting.

### **Legal References:**

NJSA 2012-1, 18A:11-1, 18A:37, 18A:40A-10, -11  
NJAC 5:8-1.1, 6:8-1.1, 6:8-4.3 (a) 3vi. 5:28-2.8, 6:29, 5:29-5.3 (c),  
2, -6.4 (b)

### **Cross References:**

5113, 5124, 5131 series, 5144, 6154, 6173

When a pupil is placed on administrative probation, the principal will notify the parents in writing of this action. Should the pupil demonstrate any further behavioral problems that result in suspension, the principal will meet with the pupil and parents to determine the length of the suspension. The principal will then notify the parents in writing that any further disciplinary problems that result in suspension will require a hearing/review of the Chief School Administrator.

The principal will notify the Chief School Administrator that the pupil has been placed on administrative probation.

Should the pupil receive any further suspension, the principal will notify the Chief School Administrator and forward a "Hearing Summary Report" to his office.

The Chief School Administrator will then:

- a. Conduct a pupil/parent conference.
- b. Determine the length of the suspension and determine if the case should be referred to the Board of Education for an expulsion hearing and/or the Child Study Team to determine if an evaluation is warranted.

### **Expulsion**

A suspension is a temporary removal from school, while an expulsion is a permanent exclusion from school. The principal will follow the procedure in B "Long-Term Suspension" of this policy while preparing for an expulsion hearing. In addition, the pupil and his parents will be notified with:

- A. A written notice containing the date and the time of the hearing and statement of the specific charges that justify expulsion. The pupil will also be informed of the right to be represented by an attorney.
- B. A list of witnesses against the pupil and a written report on the facts to which the witnesses will testify.
- C. An opportunity for the pupil to present his/her own defense and to produce either by oral testimony or written affidavits of witnesses on his/her behalf.
- D. An opportunity to confront and cross-examine the witness.

### **Appeals to the Chief School Administrator**

In order to provide an orderly process regarding the appeal of pupil disciplinary decisions made by school principals, appeals to the Chief School Administrator shall be in writing.

## **SCHOOL HOURS**

Regular Day:	Grades K-4	8:45 A.M. - 3:20 P.M.
Early Dismissal:	Grades K-4	8:45 A.M. - 1:05 P.M.

## **SCHOOL VISITORS**

Parents are always welcome to visit the schools. However, all visitors who enter the school must check in at the school office and obtain a visitor's pass. At no time should a visitor proceed to a child's classroom without checking in at the office.

## **EMERGENCY CLOSINGS**

In case of severe weather or emergency situations parents will be notified of school closings or delayed openings through KYW 1060 radio station, Fox 29, NBC 10 and the district website.

**OUR DISTRICT'S SCHOOL IDENTIFICATION NUMBER IS**  
**571**

## **MARKING PERIODS**

### **Parent/Teacher Conferences:**

November 17, 21, and 22, 2016

### **Dates report cards are sent home:**

1 <sup>st</sup>	November 1, 2016
2 <sup>nd</sup>	February 10, 2017
3 <sup>rd</sup>	April 13, 2017
4 <sup>th</sup>	Last day of School

## ATTENDANCE POLICY

### EXCUSED ABSENCE

- A. Some absences from school activities are excusable. The following absences would be considered as bona fide:
1. Extended serious illness documented by a physician
  2. Quarantine
  3. Death in the family
  4. Religious holidays
- B. The principal of each school shall require from the parent/guardian of each pupil a note covering the above categories upon return to school; said note should contain the following information:
1. Name (printed)
  2. Date(s) of absence
  3. Date of excuse
  4. Reason for absence
  5. Telephone number where parent can be reached
  6. Signature of parent or guardian
- C. A doctor's note is required for admittance to school after a communicable disease (scarlet fever, pink eye, etc.), and may be required if absent after five (5) or more consecutive days.
- D. Unexcused absences of more than 18 days may result in retention.

### CONTINUATION OF EDUCATION

- A. All pupils absent, regardless of the reason, must complete assignments that in the professional opinion of the teacher, are necessary to assure the continuity of the instructional program.
- B. Teachers are to provide an opportunity to all absent pupils to make up, within an appropriate time, any tests that are missed due to absence.
- C. A pupil shall not be deprived of an award or eligibility to compete for an award because of an absence occasioned by the observance of the pupil's religion.
- D. Each building principal is responsible for making the pupil's parent/guardian aware of the homebound instruction available when applicable, as defined by law.
- E. The report card will reflect the student's absence(s) and tardiness for each marking period.

3. Pupils will be ineligible to participate in every activity, meeting and school event during the suspension.
4. When a pupil with an educational disability is suspended the principal shall forward, at the time of suspension, a written notification and description of the reason(s) for such action to the parents with a copy to the Child Study Team.
5. When the suspension of an educationally disabled pupil exceeds a total of ten school days accumulated in a school year the Child Study Team will review the status of that pupil in order to:
  - a. Determine if the behavior that resulted in the suspension was primarily caused by the pupil's educational disability
  - b. Determine if the pupil's individualized education program is appropriate
  - c. Prepare and forward to the principal and parent a written report with recommendations (N.J.A.C. 5:28-2.8).

### B. Long-Term Suspension (more than ten days)

Long-term suspension results from a pupil receiving more than one short-term suspension. A long-term suspension may also be given to a pupil who is involved in an extremely serious offense (e.g., assault, possession or distribution of a controlled or dangerous substance, etc.).

In addition to the effects of short-term suspension, long-term suspension may include:

1. a. Non-Classified Pupil – Where there has been a pattern of disruptive behavior, a referral may be made to the district Child Study Team in order to determine if an evaluation is warranted.
  - b. Classified Student – A request to the case manager shall be made pursuant to NJAC 5:28. The purpose of the referral is for a determination to be made as to whether the pupil's behavior is primarily caused by his educational disability and if a re-evaluation is warranted.
2. Depending on the number of days of suspension, home instruction may be provided after a student is out more than two consecutive days.
3. Placement on administrative probation.

- H. Use or possession of unsafe or illegal articles
- I. Use of any tobacco product on school property
- J. Use, possession or sale of a controlled, dangerous substance
- K. Turning in a false alarm or bomb threat
- L. Tampering with or damaging property of other pupils or staff members
- M. Selling or buying lottery tickets or any other gambling paraphernalia on school property

**Procedure for Suspension/Expulsion from School**

Pupils may be suspended by the principal for any of the reasons listed in the Code of Conduct.

In case of suspension, the pupil will have an informal hearing with the principal. This informal hearing shall include:

- A. Informing the pupil of the charges against him/her;
- B. Giving the pupil an opportunity to reply to the charges against him/her.

In most cases, suspension time begins at the end of the school day on the day that the suspension is issued. However, the administration has the right to suspend a pupil from school immediately when it is determined that waiting until the end of the school day will jeopardize the safety and well-being of other pupils.

Parents will be notified of the suspension by telephone (if available in the home) and in writing. **In cases that result in suspension from school a parent conference with the appropriate building administrator is required before the pupil may be permitted to return to regular classes.**

**Effects of Suspension**

- A. Short-term suspension (ten days or less)

The effects of a short-term suspension are listed below;

1. Days absent from school, which are the result of a suspension, will be recorded as excused absences.
2. The pupil will be able to make-up any class work, test, quizzes, projects, homework, etc, missed during the days of suspension without any penalty to his grade. It is the responsibility of the pupil to approach the teacher to receive the missed assignments. The pupil will be allowed a specific number of days to complete these assignments which is equal to the number of days missed due to the suspension.

**HOMEBOUND INSTRUCTION**

When a child is expected to be out of school for at least a two week period of time and needs confinement at home because of a certain illness or immobility, parents may request through the principal's office that home instruction be provided. The request must be in writing along with a certificate from the attending physician statement the nature of the illness and also a statement that the child is capable of receiving instruction without endangering the child's health. The request will be forwarded to the Director of Special Services.

Once the need for confinement at the home has been established, instruction may be provided for up to sixty (60) calendar days in a school year. If the school physician believes that instruction for a longer period of time is indicated, identification shall be made according to N.J.A.C. 6:28-3.2 and 3.3 for determination of eligibility as chronically ill.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The Lindenwold Public School system adheres to the firm belief that students have basic rights and responsibilities in pursuing their educational experiences in schools.

- A. The basic student rights include:
  - the right to due process
  - the right to a safe environment
  - the right to freedom from discrimination
  - the right to educational opportunities
  - the right to inquiry and expression
- B. The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive, physical or verbal expression infringing on the rights of others. Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

## **HOMEWORK\***

### **Suggested Daily Minimum Times**

Grade 1	20 minutes
Grade 2	20 minutes
Grades 3-4	45 minutes

\*Parents are encouraged to monitor homework.

## **PHOTOGRAPHS**

Each student will be photographed in the early fall. Packets of photographs will be available for parents to purchase. In the spring, class photographs are made available for purchase.

## **HONOR ROLL CRITERIA**

Grades 3-4

### **Principal's List**

- A in all academic subjects
- A in all special subject areas (i.e. PE, Art, etc)

### **Honor Roll**

- A in 4 or more academic subjects
- B in all remaining academic subjects
- B or above in special areas.

### **Merit Achievement**

Students that do not qualify for Principal's List or Honor Roll and have grades no lower than a B or above in special areas.

## **SUSPENSION AND EXPULSION**

### **Rationale/Background**

The Lindenwold Board of Education recognizes the need for every pupil to have a safe and orderly environment in which to learn. Additionally, the Board deems the suspension or expulsion of a pupil to be a very serious penalty that should be imposed only when the pupil has materially and substantially interfered with the maintenance of good order in the school or when it is necessary to protect the pupil's emotional safety and well-being. The Lindenwold Board of Education also recognizes that pupils have the right to request redress of grievance. Accordingly, a procedure for dealing with individual and group grievances will be provided.

### **After-School Detention**

After-school detention will be held from 3:20-4:20 p.m. The student and his/her parents will be notified a day in advance of the detention. The student will read, complete classwork/homework, or do appropriate service on school grounds related to his/her offense.

### **Causes for Suspension/Expulsion**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and suspension and expulsion from school (N.J.S.A. 18A:37-2). The following items are examples of continued and willful disobedience that may result in suspension or expulsion:

- Conduct of such character is to constitute danger to the physical well-being of another pupil
- Physical assault upon another pupil or upon any teacher or other school employee
- Taking or attempting to take personal property or money from another pupil, or from his presence by means of force or fear
- Participation in an authorized occupancy by any group of pupils or others of any part of any school or other buildings owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- Incitement which is intended to and does result in truancy by other pupils, or inciting other pupils to truancy
- Off-school grounds without permission
- Poor attendance and/or chronic lateness



**12. Harassment/Extortion/Bullying:**

Refer to the district bullying policy for specific procedures

**13. Arson/False Alarm:**

- 1<sup>st</sup> Offense: Up to 3 day suspension  
Notify appropriate authorities & parent contact
- 2<sup>nd</sup> Offense: Out of school suspension pending referral to  
Superintendent for Board of Education hearing

**14. Truancy and Excessive Absenteeism**

- 1<sup>st</sup> Offense: Teacher Responsibility and Parent Contact
- 2<sup>nd</sup> Offense: Principal Conference
- 3<sup>rd</sup> Offense: Court Appearance  
(10 or more unexcused absences)

**15. Leaving grounds without permission**

- 1<sup>st</sup> Offense: Principal Conference
- 2<sup>nd</sup> Offense: IST Referral

**16. Sexual Harassment/Sexual Assault**

- 1<sup>st</sup> Offense: Teacher-Student-Counselor Conference
- 2<sup>nd</sup> Offense: Principal Conference
- 3<sup>rd</sup> Offense: IST Referral

**17. Other Offense: Discretion of building principal and/or supervisor**

It is understood that any offense may be referred to the police if deemed appropriate by the building principal or the chief school administrator.

**HOME AND SCHOOL COUNCIL**

The Lindenwold School System is enriched through the efforts and dedication of the Home and School Council.

Monies raised through the fundraising activities are redirected for the benefit of the children. Decisions on spending and direct parent involvement are provided through building meetings and district-wide meetings.

Notification of dates and location of meetings will be sent home with the children. Meetings are usually held on the fourth Tuesday of the month at 7:00 P.M. at Lindenwold Middle School.

**SCHOOL-PARENT ADVISORY COMMITTEE MEETINGS**

1. In order to provide communication between the school and community, to keep the community informed, and to consider parent-community input, Parent Advisory meetings will be held monthly. All parents are invited to attend.
2. All Parent meetings will emphasize home support of the academic program, active parenting, and a variety of meetings hosted by the Basic Skills, ESL, and Special Education Departments. Additionally, parents will participate in Back to School Night activities, parent/teacher conferences, and Family Literacy/Math sessions.



## EDUCATIONAL OFFERINGS

Lindenwold Public Schools is pleased to offer many specialized programs. Parent involvement in the development of these programs is an essential component and can be accomplished through Parent Advisory Committee Meetings or through community input opportunities provided at the Board of Education meetings.

### Educational offerings include:

Adaptive Physical Education	Art
Basic Skills Remediation	Computer Education
Family Life	Spanish
English as a Second Language	Health, Safety, Drugs, Aids, Life Skills
Gifted Education	Character Education
Instrumental Music	Everyday Math
Library/Media Services	Physical Education
Music	Special Education Programs
Tolerance/Holocaust	Science
Balanced Literacy	Study Skills
Social Studies	
Speech & Language Services	

## FAMILY LIFE EDUCATION

The Lindenwold Public Schools has implemented its Family Life Program as mandated by the New Jersey Department of Education.

Parents may request a copy of the curriculum from building principals. Materials used in Family Life Instruction are available for examination through building principals.

Also, parents have the right to request, in writing, the exclusion of their child(ren) from any portion of the Family Life Program which conflicts with their conscientious, moral or religious beliefs. Principals will accept exclusion requests and arrange for the students' non-participation in areas of study indicated.

## PROJECT CHILD FIND ALERT

Lindenwold Public Schools provides free, appropriate and individualized educational programs for children who are educationally disabled and reside within the Lindenwold Borough. Children ages 3 through 21 identified as experiencing physical, sensory, emotional, communication, cognitive or social difficulties to the extent that they need special education and/or related services as required by Chapter 28, NJ Special Education Administrative Code, can be referred to the Child Study Team. Call the Special Services office at 627-8686 for specific information or assistance.

**5. Possession of or under the influence of drugs or alcohol:** Refer to drug and alcohol policy for specific procedures.

### 6. Fighting (As defined by NJ Violence and Vandalism Regulations)

1 <sup>st</sup> Offense:	1 day suspension
2 <sup>nd</sup> Offense:	2 days suspension
3 <sup>rd</sup> Offense:	3 days suspension IST Referral

### 7. Assault on Staff

1 <sup>st</sup> Offense:	1 day suspension with parent contact
2 <sup>nd</sup> Offense:	2 days suspension/IST Referral

**8. Possession of a weapon or facsimile:** (A weapon is defined as an instrument of offensive or defensive combat; something to fight with.)

1 <sup>st</sup> Offense:	Confiscation and Police Contact Up to 10 day suspension/Threat Assessment
2 <sup>nd</sup> Offense:	Confiscation/Police Contact Suspension pending referral to Superintendent for Board of Education hearing

### 9. Threat with a Weapon:

1 <sup>st</sup> Offense:	Confiscation and Police Contact Suspension pending referral to Superintendent for Board of Education hearing
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### 10. Purposeful damage to school/personal property:

Offense:	Principal Conference/Restitution
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### 11. Stealing: (referral to police if warranted)

1 <sup>st</sup> Offense:	Principal Conference/Restitution
2 <sup>nd</sup> Offense:	Principal Conference/Restitution
3 <sup>rd</sup> Offense:	IST Referral

Once a student has been referred to the office, the administrator's discretion will prevail. **Rules of confidentiality must be followed in all circumstances.**

### Teacher's Expectations and Responsibilities

- Teachers will be able to conference with parents and/or principal
- Teachers understand that all students are expected to adhere to the Code of Conduct and that interventions will reflect the age and maturity level of their students.
- Teachers will understand that once a student has been referred to the office the administrator's discretion will prevail
- Teachers will review the Code of Conduct with the class in order to instill student social responsibility and self governance
- Teachers must notify administration of repeated violations of the Code of Conduct

### DISCIPLINE CODE

#### **1. Unacceptable language, gestures disrespectful comments or ethnic remarks towards students.**

- 1<sup>st</sup> Offense: Teacher Responsibility & Parent Contact
- 2<sup>nd</sup> Offense: Teacher Responsibility & Parent Contact
- 3<sup>rd</sup> Offense: Principal Conference
- 4<sup>th</sup> Offense: IST Referral

#### **2. Cutting detention:**

- Offense: Teacher Responsibility and Parent Contact

#### **3. Unacceptable language, gestures or disrespectful remarks towards staff:**

- 1<sup>st</sup> Offense: Teacher Responsibility & Parent Contact
- 2<sup>nd</sup> Offense: Teacher Responsibility & Parent Contact
- 3<sup>rd</sup> Offense: Principal Conference
- 4<sup>th</sup> Offense: IST Referral

#### **4. Possession or use of tobacco products and/or matches, lighter, etc.: (Refer to drug and alcohol policy)**

- 1<sup>st</sup> Offense: Principal Conference
- 2<sup>nd</sup> Offense: Student-Counselor Conference
- 3<sup>rd</sup> Offense: 1 day suspension/IST Referral

## **STUDENT RECORDS**

A pupil record file is maintained for every student. This file contains mandated records and other information relevant to the education of the student.

Parents have the right to examine these records. Qualified, designated personnel must be available to interpret and explain the information on file. If parents are interested in reviewing their child's records, call the Building Principal for an appointment. For students with disabilities, parents should contact the Director of Special Services.



### **PROMOTION/RETENTION**

The welfare of the individual child is our primary consideration. Age, achievement, social, physical and mental developments are all taken into consideration. It is hoped that in all cases you as a parent will understand that no child is a failure and that every attempt to correct the situation has and is being explored. Your support is of great importance.

Parents will be notified of possible retention through a teacher conference:

Criteria considered for retention are:

1. Poor class attendance.  
Any child who has 18 or more unexcused absences shall be eligible for retention in that grade level.
2. Lack of adequate intellectual, social, physical, or emotional development.
3. Inability to meet minimum grade level standards in language arts literacy, and mathematics.
4. Failure to participate in class or complete homework.

## HEALTH INFORMATION

Screenings are conducted annually which may include height, weight, BMI, Blood Pressure, Vision, Color Vision and Hearing as per State Mandates. Parents are informed of any abnormalities.

No student may attend with an uncovered, weeping skin lesion. A note from your Health Care Provider is required to admit a student after rashes or lesions occur.

All students must meet immunization requirements as per State Law. Noncompliance with this regulation will result in exclusion of the student from school until requirements are met.

In the event a child becomes sick or injured at school, the nurse will contact the parent/guardian for the child to be picked up from school. Please be sure to keep your contact information up to date.



*The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive, physical or verbal expression infringing on the rights of others. Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.*

### Expectations for Student Behavior

#### **Students are expected to:**

- Come to school ready to learn.
- Show respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.

### Expectations for Parent Involvement

**The Code of Conduct is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail.**

#### **Parents are expected to:**

- Review and discuss the Code of Conduct with their children.
- Understand and support the need for appropriate rules and regulations with regard to safety and conduct.
- Understand that all students are expected to adhere to the Code of Conduct and interventions will reflect student age and maturity level.
- Be aware and involved in the proper conduct of their children.
- Participate in conference as requested by teacher(s) and/or administrator(s).

### Teacher Statement of Responsibilities

Teachers have the responsibility to make every effort to treat each instance with fair and impartial judgment reflecting the age and maturity level of their students. Teachers have a responsibility to make sure that every student understands his/her obligation to the school community by instilling social responsibility and self-governance. Students must be given the necessary information in order to understand the need for rules and the application of them. In the enforcement of the policies, the teacher must make every effort to apply the code of conduct with consistency, reasonableness and common sense.

## ADMINISTRATOR'S STATEMENT OF RIGHTS AND RESPONSIBILITIES

School administrators and teachers are the educational team within the schools. They share equally the responsibility and education of the students entrusted to their care. For that reason, decisions regarding discipline and application of policy should be made by the team.

As educational leaders of the building, it is the responsibility of the principal to see to it that the policies and procedures developed by the Lindenwold school community and board are carried out and enforced. To that end, the administrators will work to bring a coherent and fair application of those policies and laws. The administration has the responsibility to make sure that the staff has an understanding of the policies and laws as they apply within the individual schools and to the students. While there may be differences between the schools and administrators, these differences should not be allowed to interfere with adhering to the Code of Conduct. There must be a level of consistency within the district as the students move from school to school.

### Student Rights & Responsibilities

#### 1. Lindenwold Public Schools, Lindenwold, New Jersey

*The Lindenwold Public School System adheres to the firm belief that students have basic rights and responsibilities in pursuing their educational experiences in school.*

##### A. *The basic student rights include:*

- *Equal opportunity and equal treatment are provided every student without discrimination.*
- *Fairness and reasonableness are provided to each student in each individual case. However, a consistency of disciplinary action is expected.*
- *No disciplinary action will exceed the degree of seriousness of the offense.*
- *Standards of conduct forbid injury to persons or property.*
- *The teaching and learning process takes place in an orderly educational environment with open communication, self discipline, and clearly understood lines of authority and control.*

## MEDICATION POLICY

State regulations, upheld by Board Policy, are very specific regarding dispensing of medication in school. A written statement on the School Authorization form from the Health Care Provider is needed indicating the type of medication, dosage, time to be given, and the purpose for taking it during school hours. **Medication must be in the original container, clearly labeled with the child's name, name of the medication, name of Health Care Provider, dosage and time to be given.** Written parental permission on the School Authorization Form is also required to administer the medication during school hours. Further inquiries should be directed to your school nurse.

### EXCLUSION DUE TO COMMUNICABLE DISEASE

**Rubeola (measles), Mumps, Rubella (German measles).** All of these communicable diseases must be confirmed by means of a blood test. These diseases (suspected or confirmed) must be reported to the local Board of Health. A student may not be readmitted to school until written clearance is obtained from the family physician.

**Streptococcal infections** require medical documentation as to the treatment.

**Chicken Pox: (Varicella)** Students are excluded 6 days after onset of rash, or until child can comfortably return to school.

### PHYSICAL EDUCATION EXCLUSION

Any child that is to be excused from gym for medical reasons must have a note from home. A note from your Health Care Provider stating the reason for exclusion and the duration of exclusion is required for excuse of more than one class.

### REMEDIAL ACTION FOR EXCESSIVE ABSENCE/TARDINESS

The classroom teacher shall be the person initially concerned with a student who is showing habitual truancy or tardiness. The teacher shall notify a building administrator who will initiate a series of warning notices and other appropriate actions, including possible truancy charges.

### SMOKING

Smoking is not permitted in school buildings or on school property at any time. Smoking means use of tobacco in any form. Any pupils suspected of use, possession, and/or distribution should be reported to the Principal. Adult violations to the smoking ban should also be reported to the Principal.

## POLICY ON DRUGS, ALCOHOL AND TOBACCO

It is the responsibility of the Lindenwold Public School District to safeguard the health, character, citizenship, and personality development of the students in its schools. The Lindenwold Board of Education recognizes that the misuse of drugs or alcohol by any pupil threatens the positive development of that student and the welfare of the entire school community. The Lindenwold Board of Education is committed to the prevention of drug, alcohol, and tobacco abuse and the rehabilitation of identified abusers. We therefore must maintain that the use of drugs and possession, or use of alcohol is wrong and harmful.

In accordance with the Board policy, the following procedures are established for the instruction of pupils in drugs, alcohol and tobacco abuse; the evaluation and treatment of pupils who possess drugs, alcohol or tobacco; and for pupils that are suspected or found to be under the influence of drugs, alcohol or tobacco.

Teaching staff members will be alert to the signs of pupil's involvement with drugs, alcohol, or tobacco including: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or extreme loss of weight; eyes that bloodshot, watery, extremely wide, or have extremely small pupils; and unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance, or peer groups, and mental confusion.

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Classified pupils are subject to the same disciplinary procedures as non-educationally disabled pupils and may be disciplined in accordance with the IEP. However, before disciplining a classified pupil, it must be determined that:

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

Staff shall comply with the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of classified pupils.

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs and/or alcohol or school property and to apprehend those who possess and/or use drugs and/or alcohol. These steps will include the inspection of desks assigned for student use whenever there is reason to believe that inspection of a desk is warranted.

Any student who violates the rules regarding drugs and/or alcohol should understand that school officials consider such violations as serious and will not hesitate to take appropriate action. Appropriate action can include permanent removal from school (expulsion).

## STUDENT CODE OF CONDUCT

### Philosophy and Intent

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of the school facilities.

This procedural manual has been developed by the Lindenwold School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school. **It is meant to be a general guide for students, teachers and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail.**

Students with educational disabilities are subject to the same discipline policies or procedure as non-disabled students unless the student's individualized education program includes exemptions to those policies or procedures. In addition, certain measures have to be taken in the discipline of students with disabilities. These are outlined in the section entitled "Disciplining Students with Disabilities."

The Lindenwold Schools would like to give your children the best education possible. Cooperation of staff, parents and students is essential in obtaining our goal. Structure and discipline are needed to ensure that all students are given the opportunity to learn in a safe, undisturbed environment. Rules and consequences will help students learn self-control and respect. Consequences demonstrate to children that negative behaviors result in negative consequences. Through discipline, students will learn that they have control of their bodies, words, and actions and that school is a place for learning and sharing knowledge.

It is our hope that this manual will assist parents, students and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. **As a listing, it is not intended to be all-inclusive.** This manual's intent is to identify commonly recognized behaviors that are unacceptable in the educational setting. The school administration and/or Board of Education have the right to administer discipline for any other offense that is in violation of the law of school district policy or procedures, or in violation of acceptable standards of conduct for students in the Lindenwold School District.

It should be noted that these procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride themselves. To that end, we are committed to providing the best possible learning environment.

## CODE OF CONDUCT

Contained within this code is the following:

1. State of Philosophy and Intent
2. Administration Statement of Rights and Responsibilities
3. Student Rights, Responsibilities and Expectations
4. Parent Expectations
5. Teachers Statement of Responsibilities
6. Offense and Consequences Chart
7. Definition of Detention and Suspension
8. Detention Notice
9. Parent Sign-Off
10. Notice to Principal
11. Chain of Command
12. Disciplining Students with Disabilities
13. Staff Responsibility

The Lindenwold Board of Education authorizes the use of video surveillance equipment in the buildings' and buses. This video may be utilities in our investigation regarding student conduct. The video is property of the Lindenwold Board of Education.

## AFFIRMATIVE ACTION

The New Jersey Constitution and legislation guarantees each child in the public schools equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

An Affirmative Action Policy was adopted by the Lindenwold Board of Education to insure equal opportunity to all students and employees. The school district is required to inform all students, employees and interested parties of the following:

1. An Affirmative Action Officer was appointed to coordinate and implement all phases of the District's Affirmative Action Policy. The Affirmative Action Officer is:

**PRINCIPAL: Dana Lawrence**  
Lindenwold School Four  
900 Gibbsboro Road  
Lindenwold, New Jersey 08021  
Telephone: 783-0405

2. Copies of the District's Affirmative Action Plans are located in the Affirmative Action Officer's offices. Staff members, parents and interested community members may review the plans by making an appointment.
3. Copies of the Affirmative Action Plans and Grievance Procedures are located in the Affirmative Action Officer's Office; The Grievance Procedure is to be followed if filing a discrimination complaint.
4. An Internal Monitoring Program for the continuing compliance with the Affirmative Action mandates is in place. The Internal Monitoring Format is available for your inspection in the Affirmative Action Officer's Office.

The Lindenwold Public School District is an Equal Opportunity Education School District. Please refer any questions regarding our Affirmative Action Program to the Affirmative Action Officer.

## ASBESTOS NOTICE

In compliance with the state and federal regulation, the Lindenwold Public Schools is providing written notification of the availability of our Asbestos Management Plans to parents, teachers and employees. Our Asbestos Management Plan was developed in February 1989, and a reinspection was completed in July 1998. These plans, as well as six month periodic surveillance reports and abatement projects, may be reviewed during normal school hours upon request. An asbestos abatement project was completed in August 1994, in the boiler room and custodial closet of Lindenwold School Five. Anyone wishing to examine these documents should contact the:

**District Compliance Officer**  
Joseph Lisa, Facilities Director  
784-4071

**ANNUAL NOTIFICATION**  
**USE OR STORAGE OF HAZARDOUS SUBSTANCES**

The Lindenwold Board of Education is required to make an annual notification regarding the use or storage of hazardous substances in a construction or non-routine maintenance activity as per Public Law 1998, c.364.

As per the requirements of P.L. 1998, c.364, Lindenwold Board of Education will make every attempt to ensure that hazardous substances are not utilized in construction on non-routine maintenance activity in or on the Board of Education’s buildings or its’ grounds while children are expected to be present, unless it is deemed an emergency condition by the Lindenwold Board of Education.

If the Board of Education initiates construction or a non-routine maintenance activity, we are required under P.L. 1998, c.364 to comply with the following requirements:

- Post a notice of any construction or other activity involving the use of any hazardous substances on a bulletin board in the appropriate facility two days prior to the commencement of the activity.
- Hazardous substances are anticipated to be stored at the facility during construction or non-routine maintenance activities at various times throughout the year.
- Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the facility for your inspection.

If the Lindenwold Board of Education is involved in what is deemed an emergency situation, a notice will be posted as soon as possible on a bulletin board in the appropriate facility.

Any questions regarding the requirements of P.L. 1998, c.364 can be directed to District Compliance Officer, Joseph Lisa, Facilities Director, 784-4071.

**2016-2017 School Calendar**

	September	7	School Opens
*	<b>September</b>	<b>21</b>	Open House for Elementary Schools
**	October	10	Columbus Day
**	October	11	Teacher In-service-School Closed
**	November	10	NJEA Convention
**	November	11	Veterans Day
*	November	17, 21, 22	Parent Conferences-Early Dismissal
*	November	23	Early Dismissal
**	November	24-25	Thanksgiving
*	December	23	Early Dismissal
**	December	24-Jan 2	Winter Break
	January	3	School Reopens
**	January	16	Martin Luther King Day
**	January	17	Teacher In-service School Closed
**	February	20	President’s Day
**	April	14-21	Spring Break
**	May	29	Memorial Day
*	June	14	Early Dismissal (Tentative)
*	June	15	Last Day of School (Tentative)
*	Early Dismissal	(1:05 p.m.)	
**	School Closed		

**Emergency closing days will be made up on the following days:  
6/16; 6/19; 6/20; 4/21; 4/20; 4/19; 4/18  
any additional make-up days will be added to end of school year.**



## Physical Education

Students will follow this procedure for physical education days and classes.

- Elementary school students will be asked to wear sneakers with their uniforms on their PE days. They will not change out of their uniform.

## Dress Code Violations and Deviations:

The building administrators will make final determination if the students' attire meets the approved dress code policy. Students choosing not to wear the approved dress code attire will be disciplined as indicated in each school's Code of Conduct. The same code and rules will apply per building as in the past with dress code violations. Students will always be given the opportunity to change into an appropriate outfit if at all possible before any discipline action is taken. When a student does not comply and has been given the opportunity to change the clothes, then having an alternate placement for them is necessary. However, our goal as a district is to always to use exclusion from school activities and classroom experiences as a last resort.

The building principal must approve any deviation from the dress code for specific, approved events.

## Donations:

All schools will accept donations of uniform clothes in order to create a bank of acceptable clothes that may be worn to school. Parents can drop off these uniforms to any of our schools.

## Annual Evaluation:

An evaluation of the uniform school dress code will be reviewed annually with the building principal and the Board of Education.

## WHAT TO DO IF.....

Here is what to do "if":

- **You Want To Confer With A Teacher:** Call your child's school to arrange a conference.
- **A Student Becomes Ill at School:** It is important for the school to be able to reach you. Therefore, you must notify the school office of changes in your home, work, and/or emergency telephone numbers.
- **You Want Homework Information:** For specific homework information, or to request homework for a sick child, you may call the school office and request that the teacher contact you at the end of the school day.
- **You Want A Message Delivered:** Only emergency messages may be delivered to students. In case of emergency, give the message to the building principal or the secretary and it will be transmitted to the student.
- **A Lunch Is Left At Home:** Deliver it to the school office. Students who leave lunches at home are responsible for coming to the office to claim them.
- **You Change Your Address Or Telephone Number:** Please advise your school office immediately. Please help keep information updated.
- **You Plan To Move:** Please give the school office the information needed for a transfer. Records will be mailed directly to your new school district. Transfers must be picked up at the school office.



## HOW PARENTS CAN HELP

The home and the school must work together to insure the best educational progress for each child. There are many ways in which parents can help. Here are a few suggestions:

- A. Take an active interest in school affairs, attend school functions, and be present for your child's conference.
- B. Set up a schedule at home that includes plenty of rest, adequate diet, encourages good health habits, allows for free time and leisure-time activities.
- C. Show interest; encourage; praise your child for outstanding work.
- D. Encourage wide interest in books, magazines, trips, hobbies and current affairs. Participation in community organizations for youth is often helpful to a child's development.
- E. Show confidence in your child and his ability to make small decisions for himself. Build a sense of responsibility through ever-widening experiences, assisting with household chores, AND running errands.
- F. Provide stimulating reading materials at home such as children's magazines, encyclopedias, true and fiction books, etc., written on your child's reading level.
- G. Feel free to contact your child's school whenever a problem arises. Don't talk over your child's problem with your neighbor. Contact the child's school where immediate attention can be given to the problem.



## **Lindenwold School District Dress Code**

The uniform dress code of Lindenwold Public Schools is being implemented primarily as a way to improve the school learning environment. It is intended to provide an equal clothing status to all children and allow students to focus on the educational process rather than a fashion statement. It is also intended to provide a sense of unity and belonging to students who attend our schools. Students will be required to dress in a manner that reflects good taste, modesty and appropriateness for an educational learning environment. The following dress code policies and procedures were developed by a committee including representation of students, parents, teachers, administration and board members.

### **Dress Code Implementation**

As mentioned above, our goal is to provide our students with an environment that allows students to focus on academic issues instead of other issues. It also will provide our students with a sense of unity and belonging, for those reasons the uniform implementation procedure will be as follows

- The implementation of the uniform policy will be as of the first day of school and will affect all of the schools in the Lindenwold School district at all grade levels.
- Students that are new to the district will be expected to comply upon beginning their first day of school in the Lindenwold school district.
- As students enroll, a list of suggested stores and resources will be given to the parents with ideas as to where clothes can be purchased that will fall under the approved uniform dress code. Parents will not be required to purchase the uniforms from those vendors, but will have the option to do so.

**The uniform dress code for students in grades Pre-K through 4 will be:**

**Pants/skirts:**

- Tan/khaki or navy standard “uniform” slacks for boys and girls (cargo pants, balloon style, multiple pockets are not permitted )
- Tan/khaki or navy skirts/skort and jumpers are acceptable for girls\*
- Tan/khaki or navy shorts may be worn in the warm weather\*
- No denim will be permitted
- All pants/skirts/shorts must be worn with the waistband at the waist. No drooping pants. \* Shorts, skirts, skorts and jumpers are to be fingertip length per District Dress Guidelines.
- Navy blue, tan, or white stockings/tights/socks, and regular stockings (hose) may be worn beneath skirts/skort. Other colors, patterns, and footless tights will not be permitted
- Sweat pants (navy fundraiser) or gym shorts (navy fundraiser) on gym days

**Shirts/blouses:**

- Solid color/navy blue, pale yellow, or white
  - Golf-style shirts only i.e. polo style
  - No chest emblem
  - Two to four buttons collared, worn modestly
  - Long sleeve or short sleeve
- No denim
- Shirts bearing the school logo, purchased through the school, may be worn
- Long sleeve same color solid turtlenecks/t-shirts may be worn under uniform shirt

**Sweaters/vests:**

- Solid color/navy blue
  - crew or V-neck
  - cardigan
  - Zippered/crew neck sweatshirts in navy blue may be worn over but not instead of a regular shirt (no hooded sweatshirts are permitted)

**Accessories**

- Jewelry and watches are permitted. Over-sized chains or excessive jewelry are not permitted. Chains worn at the waist are not permitted.

**Footwear**

- Appropriate footwear should be worn at all times, such as shoes, sneakers, etc. All footwear must be secured to the student’s feet. (Flip-flops or thongs are not permitted for safety reasons.)

**Other**

- Hats, sweatbands, bandannas, head covers or picks are not to be worn in the building. The only exceptions are for medical or religious reasons. Both exceptions require official documentation.
- Sunglasses or glasses with dark lenses may not be worn in the building without a doctor’s note.
- Outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after the homeroom bell rings. Students are expected to keep these in their classrooms for colder days.