

# LINDENWOLD MIDDLE SCHOOL

**NAME:** \_\_\_\_\_

## **Board of Education**

President: Cathy Moncrief	Vice President: Kevin McGahey
Member: Alethia Gibbs-Smith	Member: Pam Bragg
Member: Kelly McLaren	Member: Marsha Hershman
Member: Jo-Ann Engels	Member: Cortney Richardson
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(The BOE meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.)

## **District Administration**

Dr. Kristin O'Neil, Superintendent

Dr. Marc Mancinelli, Director of Curriculum

Mrs. Kathleen Huder, Business Administrator/Board Secretary

Mrs. Adrienne McManis, Director of Special Services

## **Middle School Administration**

Mr. Christian Galietta, Assistant Principal of Athletics & Discipline

Mrs. Jacquelyn Johnson-Arline, Supervisor of Basic Skills and Instruction

## **Lindenwold School District - Mission Statement**

The educators and the Board of Education of Lindenwold believe that our schools must be primarily "child-centered." We believe education is a continuous lifelong process in which the learner has an active role. The comprehensive education of our children must include parents, teachers, community members, and students in the learning process.

The school experience should set the stage for future endeavors and responsible decision-making; To be worthwhile, education must show continual progress, raise the student's self-esteem, and establish a love of learning; Students are expected to do the best they can and the school community will strive to help them reach their full potential; and In conclusion, we believe there is a circle of learning that includes the student, the family, the school, and the community. These elements should interact and function coherently with mutual respect.

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## **Lindenwold Middle School**

Greetings Families and Students:

Welcome to Lindenwold Middle School, home of the Roaring Lions. We are honored to serve as the instructional leaders of this fantastic school community for the 2022-2023 school year. This handbook has pertinent information that you can use as a resource throughout the school year. For example, in this handbook, you will find the school calendar, expectations/agreements for school uniforms, and the student code of conduct. Importantly, we ask that parents review the contents in this handbook with their child/ren and note the necessary information regarding school policies and procedures. This handbook is one of the most important tools your child/ren needs to remain organized and assist with navigating each school day.

At Lindenwold Middle School, we know the children of our community have great potential, and it requires every individual in their lives to work together for their success purposefully. Therefore, we encourage all students to arrive each day ready to learn and willing to uphold our core values. Our goal is to ensure the safety and well-being of all students while engaging in high-quality instruction that is culturally responsive and relevant to our students. The expectation and agreement are that all students exhibit common courtesy and respect to adults and classmates. Ultimately, we will continually model high standards for excellence through equity, student achievement, and citizenship. In turn, we are confident that our students will

become lifelong learners and productively contribute to our ever-changing global society.

We look forward to a wonderful school year of teaching and learning. Conclusively, please note that policies in this handbook may appear in an abbreviated form. All district policies are available to view on the district website.

Your Partner in Education,

Lindenwold Middle School Administration

### **Mission Statement**

Our mission is to ensure that all students acquire knowledge, skills, and attitudes necessary to realize their full potential and become productive and responsible citizens of a changing world. This is accomplished by providing dynamic educational programs in partnership with parents and our entire diverse community. Constant emphasis on our local, state, and national educational goals will allow Lindenwold students to succeed.

### **Middle General Information**

Lindenwold Middle School  
40 White Horse Avenue  
Lindenwold, NJ 08021  
(856) 346-3330

School Colors: Navy Blue and Gold

School Mascot: Lion

### **Lindenwold Middle School Creed**

**"I am a *Proud* Lindenwold Middle School Student, and I am prepared to learn today I have *Big* dreams and *Great* ability, and nothing will stand in my way. I am *Kind*, and I *Respect* the uniqueness of others. I will choose to make *Good* decisions that order my steps into *Positivity*. I will try to learn more than yesterday and use my education to shape my future. I am a Lindenwold Lion whose destiny is Great!**  
***I AM Lindenwold Middle School, where COMPASSION, COMMUNITY, and COOPERATION Communicate Success! Choose Your Future!***

**LMS Values:  
Respect  
Responsibility  
Community  
Choose Your Future!**

### **Emergency or Severe Weather Conditions**

In case of emergency or severe weather conditions such as heavy storms or snow, parents and students will be notified of closings or delayed openings through telephone and email communications as well as KYW AM-1060 radio, Fox 29, NBC 10 and Channel 192 television.

### **Daily Announcements**

The Opening Exercises and Daily Announcements will take place each morning during first period. Each student is to participate in the Opening Exercises in a respectful and orderly manner, and is to remain quiet to hear the daily announcements and allow them to be heard by other students and staff members. The announcements are intended to keep students informed of all of the school's activities.

### **The Educational Contract between Students, Parents, and the School**

Students, parents, and the school all have rights and responsibilities within the school setting. After registering a child for school, the parent is obligated to send the student to school and the school district is obligated to provide a quality education. Students in New Jersey have a right to a free and appropriate public education. Students are required to attend school regularly.

Basic student and parental rights and responsibilities 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.
- The right to know the progress of the student.
- The right to have access to their child's records.
- The right to meet and confer with school personnel.

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 and rights carry with them the task of responsibility. Students and parents have the responsibility to see that the student attends school every day and adheres to school rules.

### **Procedures for Student's Change of Address and Phone Number**

Parents or guardians of students are required to ensure that the school has a current home address and phone number. Should a student change his/her address or phone number, parents should contact the residency office at the Board of Education Office and inform the Attendance office at the school immediately. If a student changes to homeless status during the year, they must contact the school to fill out the proper paperwork.

**SCHOOL CALENDAR  
2022-2023**

First Day of School	September 8
Open House (early dismissal)	September 15
Columbus day (closed)	October 10
Teacher in service (closed)	October 11
NJEA convention (closed)	November 10-11
Veterans' Day (closed)	November 11
Conferences (early dismissal)	November 21-22
Holiday (early dismissal)	November 23
Thanksgiving Holiday	November 24-25
Holiday (early dismissal)	December 22
Winter break (closed)	December 23-30
New Year's Day (closed)	January 2
Dr. King Holiday (closed)	January 17
Teacher In-Service (closed)	February 17
President's day (closed)	February 20
Teacher in service (closed)	February 21
Spring Break (closed)	April 7-14
Memorial Day (closed)	May 29
Juneteenth (closed)	June 19
8 <sup>th</sup> Grade Promotion	June 20
Early dismissal	June 21-21
Last day of School	June 21

Days are tentative pending emergency closings See school calendar and website for updates

**Attendance and Truancy**

It is important for students to be on time and attend school regularly to receive the best possible education.

**Lateness to School**

Students who are late to school must sign in at the Attendance Office where they are issued a pass to class. A student that is not in homeroom by the appropriate start time will be considered late. When an upper school student arrives after 10:25 a.m. or a lower school student arrives after 11:05 a.m. that day will be counted as a full-day unexcused absence. There are specific consequences laid out on pages 12-14 in the Code of Conduct for continued tardiness. If lateness continues to be an issue, the administration will work with parents and the students to develop an attendance plan to try to get the students to school on time.

**Early Pickup**

Students who require an early dismissal from school must submit a dated written note from a parent or guardian to the attendance office prior to the beginning of the school day. The note must contain a way to contact the parent/guardian during the day and requires a signature for verification. **Early pickup requires proof of identification and the person must be on the school pickup list.**

**Attendance Requirements**

Pursuant to NJSA 18A:38-25, the Board of Education has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefit of a thorough and efficient education. Every student should strive to be present every day.

Recording student attendance is the responsibility of the school. If a student is in danger of non-compliance with attendance requirements, a letter of notification will be mailed to alert the parent or guardian.

**Types of Absences**

It is understood that absences from school are sometimes unavoidable for a number of reasons. A note should accompany a student when the student returns to school.

Absences for the following reasons are considered excused and will not be counted against the allowable limit of absences:

- An illness with a doctor's note
- An excuse for religious holidays
- Confirmed court appearance
- Death-in-family
- Suspensions from school.

Absences not mentioned above including vacations will be considered unexcused absences from school. Parent notes are considered an unexcused absence. Students who accumulate 5 or more absences will receive a warning and documentation from the attendance office. Students who reach 10 or more absences will be sent documentation concerning potential truancy. Those who exceed 18 or more absences will be considered fully truant and referred to the township courts for individual review.

### **Attendance Procedures**

In the event that your child is absent from school, you will receive a Blackboard Connect call notifying you of the absences. To avoid being sent this message, please contact the Attendance Office in advance at (856) 346-3330 ext. 2338.

### **Excessive Absenteeism**

In addition to the Blackboard Connect messages, letters will be sent home after the 4th, 7th, 10th, 15th and 20th unexcused absences indicating that the maximum number of unexcused absences is being approached.

At 15 unexcused absences, parents will be referred to truancy court for further legal action. At 20 unexcused absences, a final letter will be sent explaining that the student has reached the maximum number of days permitted, and after 20 unexcused absences, the student may be retained or required to attend Summer School. It is parents' responsibility by law to assure that students attend school regularly.

### **Grading Policies**

Students' academic performance will be assessed by classroom teachers. The teacher's grading system will be shared and discussed with students at the start of the school year.

During the marking period, students will be assessed and grades will be assigned using the following grading scale:

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- F Below 65

No student shall receive a failing grade below 50 for any marking period, except for the 4<sup>th</sup> marking period.

### **Principal's List and Honor Roll**

Principal's List distinction will be for students who have maintained an A average all

marking period. Honor Roll distinction will be for students who have all A's and B's. An honor roll assembly celebration for all grade levels will occur at the end of each marking period. Grade level honor roll assemblies will be scheduled each marking period. Parents and family will be invited to attend the ceremony where students are celebrated for their achievements..

### **Renaissance**

The Renaissance Program has been implemented to provide a renewed commitment and recognition of academic excellence. The program places an emphasis on improved academic performance, increased student attendance and a commitment to behaviors that create a positive and safe learning environment. Students will be recognized each marking period and are rewarded with random prizes, field trips, coupons for free or discounted items, movies, and other rewards.

The achievement levels and eligibility criteria are listed below:

#### Gold Card

- 1) Must achieve all A's
- 2) No more than 2 unexcused absences or 2 latenesses for the given marking period
- 3) No discipline referrals

#### Blue Card

- 1) Must achieve A's and B's
- 2) No more than 2 unexcused absences or 2 latenesses for the given marking period
- 3) No discipline referrals

### **Homework**

Homework is an integral part of learning and will be assigned in every content area. Homework is designed to reinforce classroom instruction and allow students to practice a concept independently. Accurate and timely completion of all homework assignments is expected of all students. Homework shall be considered a course requirement and its completion or lack thereof will be included as

a factor in the computation of a student's grade.

### **Assessments**

Tests and quizzes are important for assessing student mastery in any subject area. The administration and teachers encourage you to communicate with the teacher about when assessments are scheduled. We encourage you to help your child prepare for classroom assessments. Tests and quizzes weighted in students' overall marking period grades.

### **Missing Work and Incomplete Grades**

Students are responsible for making up all missed work when they are absent. Students have as many days as they were absent to make up the work and hand it in to their teachers. For instance, if a student is absent for two days, then that student has two days after returning to class to make up and hand in the work for full credit. Students are responsible for making up any work that they miss for field trips.

### **Promotion and Retention Policies**

Students must meet the academic and attendance requirements in order to be promoted to the next grade level. Students with over 18 absences are in danger of failing for the year.

- Students who fail three or more core content area courses will be retained, and held to repeat the current grade.
- Students who fail one or two core content area courses will be invited to make up the classes in the extended year program before being promoted to the next grade.
- Students who do not attend summer school will be retained.
- All academic requirements must be satisfied to participate in graduation.
- Chronic misbehavior and disciplinary actions have the potential to forfeit a students' participation in 8<sup>th</sup> grade promotion, but shall be at the sole discretion of the Principal.

### **Academic Honesty**

All Lindenwold Middle School students are expected to observe the highest standards of honesty and integrity in meeting the requirements of the programs in which they are enrolled. Violations of academic honesty, such as cheating or plagiarism on any assignment (including homework), essay, quiz, or examination will result in a grade of zero for the work in question.

### **Field Trips**

Field trips provide students with educational opportunities outside of the classroom. Students are reminded that while they are on field trips, they are under the full supervision and authority of the school district. Therefore, the same standards of student behavior that are required in school are also required while on field trips. Specific revisions to school rules and regulations may be adopted and reviewed with students prior to any field trip. Students that are suspended out of school (OSS) for more than (3) incidents or suspended in-school (AIR) for more than (6) incidents may be excluded from the trip because they do not exhibit the appropriate characteristics of an LMS student.

### **Fire Drills and Lockdown Drills**

Emergency drills are held periodically to ensure that students and staff can evacuate the building quickly and safely in the event of an emergency. Cooperation and quiet are necessary during any safety drill. Students are not to reenter the building after a fire drill or any other evacuation until the administrator in charge provides clearance.

### **Lockers**

Students in grades 7 and 8 at Lindenwold Middle School are issued a locker in which belongings can be stored. *Students should NOT use lockers to store valuables or large sums of money.* The school district will not be responsible for items left in lockers. Students are reminded that lockers are school property and as such, may be searched at any time by appropriate school personnel. Students are

reminded to keep their lockers locked at all times.

### **Lost and Found**

The School operates a lost and found in the attendance office. Most items will be held for a 30-day period, and then discarded or donated to a worthy cause.

### **Media Center**

The Media Center provides a wide range of materials to meet both the academic and recreational literary needs of the student body. The Media Center is open from 8:00 am until approximately 3:00 pm daily. Books borrowed from the Media Center must be returned by the due date indicated inside the book. Reserved books, magazines, and most reference books are primarily for use in the Media Center only. These books may be checked out for overnight use with the approval of the Media Specialist, but must be returned at the beginning of the next school day. Students who fail to follow these rules may have their borrowing privileges revoked and/or may be subject to disciplinary actions.

### **Medical Personnel and Medications**

Lindenwold Middle School has a school nurse on staff during the school day. All accidents on school property must be reported to the school nurse immediately. The nurse is authorized to process medical requests, store and administer prescription medications, and provide first-aid.

In keeping with the recommendations of the AMA and the NJDOE, it shall be the policy of the Lindenwold BOE to discourage the administration of medication at school. Realizing that under certain circumstances it may be necessary for pupils to be administered medications while in school, the following regulations shall be followed:

- School personnel shall not provide pupils with aspirin or any other type of medication.
- Pupils are not permitted to bring aspirin, vitamins, or any other over-the-counter medication to school.

- Pupils are not permitted to carry medication with them in school.

The parent/guardian must provide a written request for the administration of prescribed medication at school. As per law, school nurses may not administer medications to school children without specific orders from a licensed physician or dentist. Written orders should include a diagnosis, dosage requirements, time-of-day requirements, and an indication of the length of time the medication will be administered. The medication must be brought to school in the original container, appropriately labeled by the pharmacy or physician. The school will provide a secure, locked space for the storage of all medication.

### **Guidance Services**

The goal of the Guidance Department is to provide counseling and academic guidance to support students at Lindenwold Middle School. Members of the Guidance Department will attempt to reach this goal by helping students acquire and use information regarding school and career choices, and by helping students develop those academic, personal, prosocial skills essential to becoming successful, responsible, productive citizens of society. Parents are encouraged to utilize the LMS Guidance Department any time they need information on school-related issues. Please contact the Guidance Counselor during school hours between 8:00 am and 3:00 pm each school day.

### **Guidance/Counseling Services**

Services include, but are not limited to:

- Help with scheduling concerns
- Help with classwork that is becoming too difficult
- Help making tough decisions
- Help with personal problems
- Help when you need someone to listen
- Help for a friend with a drug or alcohol problem
- Help talking with a teacher



## Home Instruction

When a student is expected to be out of school for more than 4 days for an assigned consequence, they have a documented illness over a span of time, or are immobile and confined to their home, the school may provide home instruction through the Guidance Office.

Once the need for home instruction 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 appropriate, identification shall be made according to NJAC for determination of eligibility as chronically ill.

## Access to Student Records

Parents/Guardians and other authorized persons and agencies may have access to student records in accordance with NJAC 6:3-6:5. Application for such access should be made through the Guidance Department and should comply with the procedures established by the Lindenwold Board of Education in their policies 3570.1, 5020, 5125, and 5125.1. Copies of the code and policies referred to above are available upon request.

## Student Grievance Procedures

The Lindenwold Board of Education has adopted a procedure for use by students and parents for school-related situations that cannot be resolved by either the guidance department or the middle school administrative team. A copy of the procedure is on file in the Board of Education policy book and is available from the middle school principal.

## Internet and Computer Use

As a user of the Lindenwold Middle School computing facilities, students are not permitted to:

- Use the network for financial gain, lobby for votes or any other political purpose, or for any illegal activity;

- Degrade, disrupt, or vandalize equipment or data;
- Wastefully use finite resources or cause unnecessary congestion on the network including storing or downloading large files or sending broadcast messages;
- Gain unauthorized access to resources or other accounts;
- Gain access to inappropriate resources containing pornography or other objectionable material that is racist, sexist, or obscene in nature;
- Create or send a computer virus or other message that may result in loss of data or messages that are inconsistent with the school's code of conduct.

## Personal Appearance – Dress Code

The uniform dress code of Lindenwold Public Schools is being implemented primarily as a way to improve the school learning environment. The following dress code policies and procedures were developed by a committee including representation of students, parents, teachers, administration and Board members.

### Pants/Skirts

- Tan/khaki or navy blue standard "uniform" pants.
- Tan/khaki or navy blue skirts, skorts and jumpers.
- Tan/khaki or navy shorts may be worn.
- No denim shall 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.

### Shirts/blouses

- Solid color/navy blue, pale blue, gold, pale yellow, or white.
- Golf-style shirts only i.e. polo style.
- No chest emblem.
- Long sleeve or short sleeve.
- No denim.
- Shirts bearing the school logo, approved by the school, may be worn.
- Long sleeve same color solid turtlenecks/t-shirts may be worn under short sleeve uniform shirts.

#### Sweaters/vests/sweatshirts

- Solid color/navy blue, pale blue, gold, pale yellow, or white.
- Crew or V-neck.
- Cardigan.
- Zippered/crew neck sweatshirts in above colors may be worn over but not instead of a regular shirt.
- Only Lindenwold Lion hooded sweatshirts (sold through the Lindenwold District Pop-Up Uniform Store) may be worn over but not instead of a regular shirt. (No other hoodies are permitted.)

#### Accessories

- Jewelry and watches are permitted. Oversized 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, slides, 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 encouraged to keep these in their lockers for colder days. Exceptions: school approved Lindenwold sports teams and school logo light-weight jackets may be worn.

#### Physical Education Attire

Students in grades 6-8 will be asked to change into appropriate gym attire listed below for their Physical Education classes.

- Plain navy blue or yellow T-shirt.

- Solid navy blue or yellow athletic shorts (must be 2 inches from knee cap).
- Navy sweatpants and sweatshirts may be worn over the uniform if students are going outside.
- Sneakers (athletic style with laces) and socks (no platform type shoes, boots, sandals, or flip-flops).
- No jewelry may be worn. Gauges must be secured.
- School issued sports or club clothing may not be used.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire or distracting to the classroom environment. Any student in violation of the dress code will be required to obtain suitable attire. In addition, repeated violations of the above code may be treated as a disciplinary violation and may be subject to disciplinary procedures. Your cooperation in maintaining this code is appreciated.

#### **Headsets, Radios, Electronic Gear, Cell Phones**

Students are not permitted to wear or carry personal stereos, radios, iPods, or electronics in school. Students should also not have cell phones visible in the school. They must be stored in their locker. They are disruptive to the educational process. The school will not be held responsible for any damage or theft that may happen to these items.

#### **Self-Protective Devices**

Spray gas canisters, such as pepper gas, tear gas, etc. and electrical protective devices, may be considered as a weapon and are not permitted on school grounds, including hanging from key chains. Students who bring such items to school will have the items confiscated immediately and will be subject to disciplinary actions and police may be called.

#### **Student Passes**

Students must carry a current Hall Pass when in the halls while classes are in session. HALL PASSES ARE INCLUDED IN THE STUDENTS' AGENDA BOOK. Students

should request that teachers sign their hall pass if they wish to be excused to the restroom, media center, guidance office, or nurse's office. Students abusing hall pass privileges will be placed on pass restriction.

### **Extracurricular Eligibility**

#### **Middle School Academic Eligibility**

To be eligible for co-curricular activities/clubs during the first marking period as a returning middle school student, a student may not have failed any two classes during the immediately preceding academic year. All students academically eligible for co-curricular activities/clubs at the beginning of the school year will remain academically eligible for such events throughout the entire school year. If a student is ineligible for the first marking period of the school year due to academics, he/she may gain eligibility by successfully passing all but one class at the close of the marking period. All first-time incoming 5th graders are academically eligible for all activities/co-curricular/clubs for the entire school year.

#### **Middle School Attendance Eligibility**

A student is ineligible for participation in co-curricular activities if he/she has demonstrated unsatisfactory attendance by accumulating more than 18 unexcused absences during the school year. Notwithstanding these standards, a student who has commenced preparation for participation in a public performance of a concert, recital, drama, debate, or the like may continue to participate until the student has completed the performance. No student who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day. Any exceptions shall be at the Principal's discretion.

#### **Middle School Disciplinary Eligibility**

Any student who accumulates three (3) incidents of out-of-school suspensions (OSS) or (6) incidents of in-school suspensions (AIR) during the course of the school year forfeits his/her right to participate in co-curricular activities. Students and parents may appeal to the Building Principal for reinstatement. This appeal must occur within five (5) days of

notification of the suspension. Only one appeal will be considered each year.

### **Bus Regulations**

The driver shall be in full charge of the school bus at all times and shall be responsible for order. He/she shall never exclude a pupil from the bus, but if unable to manage any student, the driver shall report the unmanageable student to the vice principal. A student may be excluded from the bus for disciplinary reasons by the Administration, and the student's parents shall provide transportation to and from school during the period of exclusion. The school is responsible for students and their conduct from the minute they leave home to the moment they return home safely.

Students will not be allowed to ride another bus except in cases of emergency at which time the Administration must be contacted by the parent or guardian the day prior to requested change. Permission to ride another bus will not be granted by school personnel, only by the Administration (856-346-3330).

Students must get a bus pass in order to take the late bus. Bus conduct will be monitored by the use of video equipment. Inappropriate behavior will result in consequences including bus suspension and other consequences listed on page 15.

#### **Previous to Boarding:**

- Be on time at your assigned bus stop with your bus pass. No other stop is to be used to pick up or drop off students.
- Stay off the road while waiting for the bus.
- Treat bus equipment with care. The offender must pay for damages.
- Riders should never tamper with the bus or its equipment.
- Keep books, packages, coats, and other objects out of the aisles.
- Students must remain seated when the bus is in motion.
- Objects should not be thrown out of the bus windows.
- Proper behavior is expected.
- Only students whose names appear on the bus list may ride the assigned bus.

- Eating food is prohibited.
- Students may not reserve seats and must sit in their reserved seats

#### **After Leaving the Bus:**

- Students who must cross the highway to reach their destination shall cross in front of the stopped bus while warning lamps are operating.
- The driver will not discharge riders at places other than the regular bus stops as designated by school officials.

#### **Cafeteria Regulations**

Students may bring lunch to school and eat in the cafeteria. You may supplement your lunch by purchasing milk or other items. A complete hot lunch platter is also available. Students must share the responsibility for the cleanliness of the cafeteria. All types of running and/or “rough activities” and physical contact are explicitly forbidden in the lunchroom.

- Students will be expected to proceed to and from the cafeteria appropriately.
- Be on time
- Wait in a single file line
- Limit 5 students in serving area
- Be polite and courteous
- Use appropriate language/ tone
- Remain seated until dismissed
- Do not “crash” or “butt” the serving line
- Walk to your table in an orderly fashion
- Sit at one table for the whole lunch period
- Observe proper table etiquette;
  - No throwing food.
  - Respect the food of others.
  - No use of offensive language.
  - Speak with a soft voice.
  - No food items shall leave the cafeteria.
- Deposit all waste paper, milk cartons and foods in proper containers.
- Clean the table and floor after eating
- Students need to have their IDs with them when they go to lunch. Students

without IDs will be asked to go to the end of the lunch line and will be served after students with IDs.

- When dismissed students should walk quietly out of the café.

#### **Care of School Property**

Our school has been cleaned and areas painted in order for you to have a pleasant and healthy school environment. The marking or defacing of desks and walls is a destructive act. Students are expected to use equipment and furniture as intended. Hence, the destruction of school property will be reported immediately to the main office, and appropriate disciplinary action will be taken.

#### **Affirmative Action Assurance**

In accordance with Federal and State laws, Title VI of the New Jersey Administrative Code, and the Lindenwold Board of Education Policies 4111.1 and 5145.4, the Lindenwold School District is an equal opportunity employer, and it guarantees equality in educational program opportunities. The Lindenwold Board of Education guarantees each student enrolled in the school system equal educational opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or socio-economic status. The Affirmative Action Officer for the Lindenwold Public Schools is Ms. Dana Graham, Principal, School #4.

#### **Drug, Alcohol, Steroid Policy and Procedures**

The Lindenwold Board of Education prohibits the use, possession, and/or distribution of any drugs, alcohol, tobacco, or steroids on school premises, at any school-sponsored event, and on any transportation vehicle provided by the school. The Board also prohibits any student from being under the influence of drugs, alcohol, or steroids

For purposes of the Substance Abuse Policy, “substance” shall mean alcoholic beverages, controlled dangerous substances as defined in NJSA 24:21-2, or any chemical or chemical compound which releases vapors or fumes

causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing vapors or fumes (NJSA 2A:170-25.9). "Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick or injured.

### Parental Involvement

Lindenwold Middle School recognizes the need to have parental involvement in order to help students succeed in school. If parents are interested in attending trips or events, they should contact the Main Office in order to receive permission.

Moreover, if a parent wishes to visit a student's classroom, they may do so by notifying the principal 24 hours in advance. The parent will be permitted to stay up to two hours each visit. It is important to have parental involvement, but we also want to make sure that the educational environment can flourish with little interruptions.

### School Wide Positive Behavior Support in Schools (PBSIS)

School-wide Positive Behavioral Interventions and Supports continues to be a part of the middle school! PBSIS is a proactive team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and use of data-based problem solving for addressing existing behavior concerns. It helps reduce school bullying and create a safe learning environment for all students.

LMS School Wide Expectations:

**Respect  
Responsibility  
Community**  
**Choose Your Future!**

### How can parents help?

- Remind students to follow the expectations
- Talk and encourage the students to be kind to adults and peers in school
- Practice and model expectations at home

### Student Behavior – Code of Conduct

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. The Code of Conduct has been developed for the purpose of delineating school rules, practices, and consequences, relating to the administration of discipline in the school.

### Public Displays of Affection

Students are reminded that school property is considered to be public property, thus appropriate decorum is required at all times. Students should not be kissing or embracing in the hallways or any other place in the building. Public displays of affection are not appropriate

The objectives of the Lindenwold Middle School Code of Conduct and Discipline Policy are to ensure the maintenance of an orderly school environment that is conducive to learning and to teaching students to be proactive and take responsibility for their actions in all situations. The Code of Conduct is found in later pages of this book. It outlines the consequences for inappropriate actions. The Code of Conduct is meant to be a *general guide* for students, teachers, and administrators. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

### Descriptions of Disciplinary Actions

- **Lunch Detentions** take place in a classroom and will be expected to follow all expectations in the lunch detention
- **Administrative Detentions** take place immediately after school. 7th/8th Grade

Students must report to the detention room no later than 2:30pm and 5th/6th grade students no later than 3:10pm. Students will be able to complete homework in detention. All time must be used constructively

- **Alternate Instruction Room (AIR)** takes place in a classroom. Students are expected to follow all rules and expectations for the day. They must report after homeroom and his or her attendance is counted for the day. Work and other instructional activities and counseling concerning restorative practices will be provided at this time.

- **Out-of-School Suspension** is a last resort for severe misconduct. Students will not be allowed on any school grounds for the time they are assigned an OSS. This includes evening activities at Lindenwold Middle School, Lindenwold High School or any of the elementary schools.

**Chronic Offenders** are students that have more than three offenses per category. Action plans will be developed and strict consequences will be enforced in these cases.

## Lindenwold Middle School Code of Conduct 2022-2023

The following list provides guidelines upon which student discipline will be dispensed. **However, each case must be individually evaluated and the administration has the right to determine the appropriate discipline based on the facts of the event.** Administrative prerogative is always a strong factor in each case. In the event that students become chronic offenders of one or more categories the consequences will be severe and action plans will be developed to change the behaviors. The administration reserves the right to contact the police at any time, hold conferences with parents and/or teachers, ask for written letters of apology, and/or community service if applicable. Where other regulations exist with regard to discipline, those regulations will supersede the discipline code. When a discipline matter is referred to the office, the administration will make the determination of what appropriate consequence will be applied. Lindenwold Middle School utilizes a tiered behavior system of discipline. Below is a description of each tier and examples of behaviors that align to those tiers.

- Tier 1 behaviors represent minor disruptions to the classroom environment. Examples of Tier 1 behaviors could be, but are not limited to, being out of one's seat, talking out in class, leaving the classroom without permission, or dress code or device violations. Typically, these are not referred to an administrator until the classroom-level interventions are not correcting the behavior. With Tier 1 behaviors, the goal is to correct the behavior while limiting time missed from class.
- Tier 2 behaviors represent acts whose frequency or seriousness disrupt the learning environment of the school. Examples of Tier 2 behaviors could be, but are not limited to, horseplay, nonattendance to class, leaving school grounds, or using profane or vulgar language. These violations always result in the involvement of school administration. With Tier 2 behaviors, the goal is to correct the behavior by stressing its seriousness while keeping the student in school.
- Tier 3 behaviors represent acts against a person(s) or property that indirectly endanger the health or safety of others in the school. Examples of Level 3 behaviors could be, but are not limited to, fighting, harassment, or possession of drugs or alcohol. These behaviors may result in the short-term removal of the student from the school environment because of the severe nature of the behavior. Consequence options may include combinations of interventions and consequences.

<b>Violation</b>	<b>Tier</b>	<b>Offense #1</b>	<b>Offense #2</b>	<b>Offense #3</b>
Arson	3	Minimum 10 days OSS, Mandatory parent conference and counselor referral, Police notification, Refer to Superintendent, Possible long term suspension		
Assault of student/ Disorderly conduct	3	Minimum 3-10 days OSS, Mandatory parent conference and counselor referral, Police notification, Refer to Superintendent, possible long term suspension		
Assault of staff member	3	Minimum 4-10 days OSS, Mandatory parent conference and counselor referral, Police notification, refer to Superintendent, possible long term suspension		
Bus and bus stop misconduct	2	Parent contact by administration	Minimum 1-5 days bus suspension plus other consequence per code of conduct, Parent contact	Minimum 6-10 days bus suspension plus other consequence per code of conduct, Parent contact
Cell phones and/or electronic devices	1	Parent contact by teacher; Hold phone until end of the class period	2 after school detentions (if it is given to teacher as requested), then it is returned at the end of the day, Parent contact by administration	2 after school detentions (if it is given to teacher as requested), then it is not returned until parent picks it up. Parent contact by administration
Refusal to give cell phone and/or electronic devices	2	Administrative warning; Parent contact by administration	2 days of AIR, Parent contact	3 days of AIR, Parent contact
Cheating	1	0% on the assignment, Parent contact by teacher	0% on the assignment, Student meeting with the counselor	0% on the assignment, Student and parent meeting with the counselor

Cutting class (includes being more than 10 minutes late to class)	1	Parent contact by teacher, Meeting with counselor	2 after school detentions, Parent contact by administration	1 day of AIR, Parent contact by administration
Cutting lunch detention	1	2 lunch detentions, Parent contact by teacher	1 after school detention, Parent contact by administration	2 after school detention, Parent contact by administration
Cutting After school detention	2	2 after school detentions, Parent contact by administration	1 day of AIR, Parent contact by administration	Parent meeting with administration
Damage/ Destruction of property	3	Minimum 1 day of AIR, Mandatory parent conference and counselor referral, Police notification, refer to the Superintendent, Possible long term suspension		
Disruptive behavior in class or common areas	1	Parent contact by teacher, Referral to counselor	Removal from class, student and parent meeting with counselor	Removal from class, 1 day of AIR, Parent contact by administration
Disruptive behavior in/Removal from AIR	2	Meeting with counselor	Reassign AIR, Parent contact by administration	Reassign AIR, 1 days OSS, Parent meeting with administration
Dress code Violations	1	Send to guidance for uniform, Teacher warning	Send to guidance for uniform, after school detention, Parent contact by administration	Send to guidance for uniform, 1 day AIR, Parent contact by administration
Failure to follow procedures	1	Parent contact by teacher	1 after school detention; Parent contact by administration	2 after school detentions Parent contact by administration
Failure to provide name/Giving fictitious name	1	2 office detentions, Parent contact by administration	1 day of AIR, Parent contact	2 days of AIR, Parent contact



False Alarm, e.g. bomb threats, pulling the fire alarm, etc.	3	Minimum 4-10 days OSS, Mandatory parent conference and counselor referral, Police notification, refer to Superintendent, Possible long term suspension		
Calling 911 for Non-Emergency	3	2 days of AIR, Parent contact by administration, Police notification	Minimum 4-10 days OSS, Mandatory parent conference, Counselor referral, Police notification, refer to Superintendent, Possible long term suspension.	
Fighting	3	Minimum 3-10 days OSS, Mandatory parent conference and counselor referral, Police notification, Refer to Superintendent, Possible long term suspension		
Forgery	1	0% on the assignment, Parent contact by teacher	Student meeting with the counselor	Student and parent meeting with the counselor
Inappropriate Touching	3	Minimum 1 day AIR, Parent contact by administration , Counselor referral, Parent conference by principal, Police notification, Refer to Superintendent, Possible long term suspension		
Incitement/ horseplay/ Potentially dangerous conduct	2	1-3 days of AIR, Parent contact by administration	2-3 days of AIR, Parent contact by administration	3 days OSS, Parent meeting with administration
Late to class	1	Lateness #1-2: parent contact by teacher	Lateness #3-4-5: 1 lunch detention, Parent contact by teacher	Lateness #6-7-8: 1 after school detention,Parent contact by administration

Late to school (per marking period)	1	Lateness #1-2: Student meeting with counselor	Lateness #3-4-5: 1 after detention, Parent contact by administration	Lateness #6-7-8: 2 after school detentions, Parent contact by administration, refer to SAC
Leaving class without permission.	2	2 after school detentions, Parent contact by administration	1 day of AIR, Parent contact by administration	2 days of AIR, Parent contact by administration
Leaving school without permission	2	1 day of AIR, Parent contact by administration, Inform SRO	2 days of AIR, Parent contact by administration, Inform SRO	1 day of OSS, Mandatory parent meeting with administration, Inform SRO
Misuse of computer/school resources	2	2 after school detentions, Parent contact by administration, possible loss of computer privileges.	1 day of AIR, Parent contact by administration, possible loss of computer privileges.	2-3 days of AIR, Mandatory parent meeting with administration, possible loss of computer privileges.
Profanity/ Inappropriate language/ Gestures directed towards staff	2	3 days AIR, Parent contact administration	1 days OSS, Parent meeting with administration	Minimum 2-3 days OSS, Mandatory parent meeting with administration
Profanity/ Inappropriate language/ Gestures directed towards students or undirected	1	Lunch detention, Parent contact by teacher	After school detention, Parent contact by administration, Refer to counselor	1 day of AIR, possible Parent meeting with administration
Positive drug screening	3	1 day of AIR – 10 days OSS, Parent contact by administration, Referral to SAC		
Possession of pornography	2	1-3 days of AIR, Parent contact by administration	2-3 days of AIR, Parent meeting with administration	3 days OSS, Mandatory parent meeting, Referral to counselor

Possession of tobacco and/or tobacco products, including lighters, matches, and vapes	2	Confiscate items, Parent contact by administration, Refer to SAC	1 day AIR, Parent contact by administration, Refer to SAC	Minimum 2 days AIR, Mandatory parent meeting w/SAC
Possession, distribution, and/or consumption/use of Drugs, drug paraphernalia, CDS, or alcohol	3	Minimum 4 days OSS, Mandatory parent conference and counselor referral, Police notification, refer to Superintendent, Possible long term suspension		
Possession of a weapon or a facsimile of a weapon, firearm, ammunition, and/or explosives	3	Minimum 10 days OSS, Mandatory parent conference and counselor referral, Police notification, Refer to the Superintendent, Possible long term suspension		
Recording and/or posting/distributing inappropriate material via electronic devices/ internet/social media, e.g. fights, inappropriate comments, participating in a thread that may be deemed as being derogatory toward another student or staff member.	2	1 day of AIR – 4 days OSS, Parent contact by administration, Possible police notification	3 days of AIR – 10 days OSS, Parent contact by administration, Possible police notification	10 days OSS, Mandatory parent conference and counselor referral, Police notification, refer to the Superintendent, Possible long term suspension

Refusal to comply with drug screening procedures	3	10 days OSS, Parent conference, Refer to SAC		
Refusal to go to AIR	2	Reassign AIR, 1 day OSS, Parent meeting with administration	Reassign AIR, 1-3 days OSS, Parent meeting with administration	
Removal from Detention	2	2 office detentions, Parent contact by administration	1 day AIR, Parent contact by administration	
Sexual harassment/ Sexual assault	3	All incidents of sexual harassment and/or sexual assault will be referred to the appropriate authorities and Superintendent. In all cases, the Board of Education policy on sexual harassment will be followed.		
Smoking/ Vaping	3	1 day of AIR, Parent contact by administration, Refer to SAC	2 days of AIR, Parent contact by administration, Refer to SAC	3 days of AIR, Parent contact by administration, Refer to SAC
Stealing/Theft/ Tampering with someone else's property	2	1-3 days of AIR, Parent conference and restitution, Possible police notification	1 day AIR - 10 Days OSS, Parent conference, Restitution, Possible police notification	
Threat of student	2 or 3	Minimum 1 day AIR - 3 days OSS, Possible parent meeting, Depending on threat counselor referral, Police notification, refer to Superintendent, and Possible long term suspension		
Threat of staff member	3	Minimum 3 days OSS, Mandatory parent conference and SAC referral, Police notification, Refer to the Superintendent, Possible long term suspension		

Truancy	3	Board of Education policy on truancy will be followed.		
Unauthorized area, Unsupervised area, before, during, and/or after school	2	1 after school detention, Parent contact by administration	2 office detentions, Parent contact by administration	1 day of AIR, Parent contact by administration

**LINDENWOLD MIDDLE SCHOOL**

**BELL SCHEDULE**

**Grade 7**

1st 7:40 – 8:45  
2nd 8:48 – 9:48 Cycle  
3rd 9:51 – 10:51  
4A 10:54 – 11:54  
4B 11:57 – 12:19 Lunch  
5th 12:22 – 1:22 Special  
6th 1:25 – 2:25

**Grade 8**

1st 7:40 – 8:45  
2nd 8:48 – 9:48 Special  
3rd 9:51 – 10:51  
4A 10:54 – 11:16 Lunch  
4B 11:19 – 12:19  
5th 12:22 – 1:22 Cycle  
6th 1:25 – 2:25

**Grade 6**

1st 8:20 – 9:45  
2nd 9:45 – 10:25  
3rd 10:28 – 11:28 Cycle  
4A 11:32 – 11:54 Lunch  
4B 12:00 – 1:20  
5th 1:20 – 2:00  
6th 2:05 – 3:05 Special

**Grade 5**

1st 8:20 – 9:45  
2nd 9:45 – 10:25  
3rd 10:28 – 11:28 Special  
4A 11:31 – 12:31  
4B 12:34 – 1:19 Lunch/Recess  
5th 1:22 – 2:02  
6th 2:05 – 3:05 Cycle

## EARLY DISMISSAL BELL SCHEDULE

### **Grade 7**

7:35 Teacher day begins  
1st 7:40 – 8:24  
2nd 8:27 – 9:07 Cycle  
3rd 9:10 – 9:50  
4th 9:53 – 10:33  
L 10:36 – 10:58 Lunch  
5th 11:02 – 11:42 Special  
6th 11:45 – 12:25

### **Grade 6**

1st 8:20 – 9:04  
2nd 9:07 – 9:47  
3rd 9:50 – 10:30 Cycle  
4th 10:33 – 11:13  
5th 11:16 – 11:56  
L 12:00 – 12:22 Lunch  
6th 12:25 – 1:05 Special

### **Grade 8**

7:35 Teacher day begins  
1st 7:40 – 8:24  
2nd 8:27 – 9:07 Special  
3rd 9:10 – 9:50  
L 9:53 – 10:15 Lunch  
4th 10:19 – 10:59  
5th 11:02 – 11:42 Cycle  
6th 11:45 – 12:25

### **Grade 5**

1st 8:20 – 9:04  
2nd 9:07 – 9:47  
3rd 9:50 – 10:30 Special  
4th 10:33 – 11:04  
L 11:07 – 11:29 Gold Team  
L 11:32 – 11:54 Blue Team  
5th 11:57 – 12:22  
6th 12:25 – 1:05 Cycle

## TWO HOUR DELAY BELL SCHEDULE

### **Grade 7**

1st 9:40 – 10:25  
2nd 10:28 – 11:08 Cycle  
3rd 11:11 – 11:51  
L 11:54 – 12:16 Lunch  
4th 12:19 – 12:59  
5th 1:02 – 1:42 Special  
6th 1:45 – 2:25

### **Grade 6**

1st 10:20 – 11:05  
2nd 11:08 – 11:48  
3rd 11:51 – 12:31 Special  
L 12:34 – 12:56 Lunch  
4th 12:59 – 1:39  
5th 1:42 – 2:22  
6th 2:25 – 3:05 Cycle

### **Grade 8**

1st 9:40 – 10:25  
2nd 10:28 – 11:08 Special  
L 11:11 – 11:33 Lunch  
3rd 11:36 – 12:16  
4th 12:19 – 12:59  
5th 1:02 – 1:42 Cycle  
6th 1:45 – 2:25

### **Grade 5**

1st 10:20 – 11:05  
2nd 11:08 – 11:48  
3rd 11:51 – 12:31 Special  
4th 12:34 – 12:56  
L 12:59 – 1:21 Gold Team  
L 1:24 – 1:46 Blue Team  
5th 1:49 – 2:22  
6th 2:25 – 3:05 Cycle