

LINDENWOLD MIDDLE SCHOOL

NAME: _____

Board of Education

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(The BOE meets on the 2nd and 4th Monday of each month.)

District Administration

Dr. Lori Moore, Superintendent
Dr. Marc Mancinelli, Director of Curriculum
Mrs. Kathleen Huder, Business, Administrator/Board Secretary
Mrs. Catherine Torbik, Director of Special Services

Middle School Administration

Mr. Theodore Pugliese, Principal
Mr. Ronald DiMattia, Assistant Principal
Mrs. Jacquelyn Johnson-Arline, Supervisor of Basic Skills and Discipline

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 life-long 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

Dear Families and Students:

We are excited about the 2018-19 school year and the opportunity to educate children and help them achieve their maximum academic potential.

This agenda/handbook has information that you can use throughout the school year, such as the school calendar, expectations for school uniforms, and the student code of conduct.

Parents please review the contents with your children and note the important information regarding school policies and procedures. We intend for this agenda book to be an educational resource, as well as a place where students will keep track of their assignments, record positive rewards, and use it as a hall pass when necessary. This agenda book is one of the most important tools your children will need to stay organized and navigate through a typical school day.

At Lindenwold Middle School we expect that all students arrive each day ready to learn and willing to uphold all the expectations outlined within. Our goal at LMS is to educate our students to be well-rounded, academically sound, productive citizens, prepared to meet the challenges of the 21st Century. It is the expectation at LMS that all students exhibit the same courtesy and respect to adults and classmates that they wish to receive. We uphold high standards for behavior in our school, and we pride ourselves in choosing cooperation, compassion, and community as our core values.

With a focus on these principles and high standards for academic achievement, we believe that our students will become college ready, productive citizens of this ever-changing and demanding modern world.

In conclusion, please know that we are here to help you succeed, and we hope you have a wonderful school year.

Regards,

Mr. Theodore Pugliese, Principal

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:
Cooperation
Compassion
Community
Choose Your Future!**

Emergency Closings and Delays

Emergency Closing Identification Number: 571

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 KYW AM-1060 radio, as well as Fox 29, NBC 10 and Channel 192 television. **The Lindenwold Schools' Emergency Closing/Delay Identification Number is 571.**

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:

1. The right to due process;
2. The right to a safe environment;
3. The right to freedom from discrimination;
4. The right to educational opportunities;
5. The right to inquiry and expression;
6. The right to know the progress of the student;
7. The right to have access to their child's records;
8. 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 2018-2019

FIRST DAY OF SCHOOL	SEPTEMBER 6
BACK TO SCHOOL NIGHT	SEPTEMBER 20
EARLY DISMISSAL	
COLUMBUS DAY CLOSED	OCTOBER 8
TEACHER IN SERVICE	OCTOBER 9
NJEA CONVENTION CLOSED	NOVEMBER 8-9
VETERANS' DAY	NOVEMBER 12
PARENT CONFERENCES	NOVEMBER 14 HALF DAY
PARENT CONFERENCES	NOVEMBER 20 HALF DAY
HOLIDAY EARLY DISMISSAL	NOVEMBER 21 HALF DAY
THANKSGIVING HOLIDAY	NOVEMBER 22-23
HOLIDAY EARLY DISMISSAL	DECEMBER 21 HALF DAY
WINTER BREAK	DECEMBER 24-31
NEW YEAR'S DAY	JANUARY 1
DR. KING HOLIDAY	JANUARY 21
TEACHER IN-SERVICE	JANUARY 22 PRESIDENT'S DAY
	FEBRUARY 18
TEACHER IN SERVICE	FEBRUARY 19
SPRING HOLIDAY BREAK	APRIL 19-23
MEMORIAL DAY	MAY 27
8 TH GRADE PROMOTION	JUNE 13
EARLY DISMISSAL BEGINS	JUNE 13 AND JUNE 14
LAST DAY OF SCHOOL	JUNE 14

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 13-18 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, and 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 5th, 10th, and 15th unexcused absences indicating that the maximum number of unexcused absences is being approached.

At 18 unexcused absences, a final letter will be sent explaining that the student has reached the maximum number of days permitted, and **after 18 unexcused absences, the student may be retained, required to attend Summer School, and appear in court for further legal action against parents. 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 4th 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 achievement.

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 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 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 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 8th 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 three 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 the administrator in charge provides clearance.

Lockers

Each student at Lindenwold Middle School is 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 main 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:

1. School personnel shall not provide pupils with aspirin or any other type of medication,
 1. Pupils are not permitted to bring aspirin, vitamins, or any other over-the-counter medication to school;
 1. 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 requirement, time-of-day requirement, and an indication of the length of time 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 citizen of society. Parents are encouraged to utilize the LMS Guidance Department any time they need information on school-related issues. Please contact 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 Lindenwold Board of Education has approved a mandatory dress code for the students of Lindenwold Middle School. The dress code maintains that grooming habits and choice of attire are important to a student's academic success and well-being. All students are required to dress in a manner that reflects good taste, modesty, and appropriateness.

Pants/Skirts

- Tan/khaki or navy blue standard slacks for boys and girls – No pockets on the side
- Tan/khaki or navy blue skirts, skorts, and shorts and jumpers are acceptable that are at least fingertip length
- All pants/skirts/shorts must be worn at the waist. No sagging pants will be permitted.
- Students may **not** wear cargo pants, balloon style pants, corduroy pants, and multiple pockets are not allowed.
Students may not wear denim pants

Shirts

- Shirts should be of solid color navy blue, white, or pale yellow
 - Golf style shirts only (Polo)
 - No chest emblems
 - Three button collared
- If a shirt is worn underneath the polo shirt it must be tucked into the pants and cannot have sleeves that extend past the sleeves of the polo shirt.
- Sweaters may be worn that are solid navy blue. They may be crew or V-neck or a cardigan

- A long sleeve shirt of the same color as the polo shirt may be worn underneath the polo shirt for warmth reasons.
- Any Lindenwold Middle School/ Lindenwold School district t-shirts may be worn in place of uniform shirt.

Other Accessories

- Jewelry and watches are permitted. Over-sized chains or excessive jewelry are not permitted.
- Appropriate footwear must be worn at all times, such as shoes or sneakers. All footwear must be secure to the student's feet. Flip-flops, shower shoes and thong shoes are not permitted.
- Hats, sweatbands, bandannas and head covering are not permitted unless approved by the principal
- Sunglasses and glasses with dark lenses are not permitted
- Outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves may not be worn in the building after the first period bell rings. Students are encouraged to keep these in their lockers for colder days.

Physical Education Attire

- Appropriate T-shirts, shorts, sneakers, sweatshirts, pants, and warm-up suits must be worn. Students (6th, 7th and 8th grades) will change into their physical education clothing in the locker room prior to the start of class.
- This clothing, except sneakers, is not to be worn to other classes or home after school. This requirement promotes personal hygiene.

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

The primary goal of the Lindenwold Board of Education is to educate the students of the community via the curricular program. The co-curricular eligibility policy is not meant to restrict student participation, but rather to remind students that standards must be maintained in order to participate in activities that go beyond the academic program. In order to participate in these activities students must maintain a **65** average in **all** courses. Coaches and advisors may have standards that exceed the minimum standard.

Removal from Co-Curricular, Extracurricular and Athletic Activities

Any student who accumulates more than three (3) out of school suspensions (OSS) forfeits his/her right to participate in extracurricular (clubs/ organizations), co-curricular (field trips/class trips) and athletic (sports teams) activities. In addition, appropriate grade and effort in classes must be present in order to participate in these activities. This will be an administrative decision for each student that will be made based on a case by case basis.

Students and parents may appeal to the building principal for reinstatement. All of the events and activities are privileges that students must earn academically and

through proper behavior.

Eighth grade students must also maintain passing grades (65%) in all of their courses in order to participate in the promotion ceremony and dance. The promotion and retention procedures will remain the same. However, participation in these events is based on having passing grades and no excessive discipline for the 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 (346-3330).

Students must get a bus pass in order to take the late bus. Bus conduct will be monitored by use of video equipment. Inappropriate behavior will result in consequences including bus suspension and other consequences listed on page 13.

Previous to Boarding:

1. 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.
2. Stay off the road while waiting for the bus.
3. Treat bus equipment with care. The offender must pay for damages.
4. Riders should never tamper with the bus or its equipment.
5. Keep books, packages, coats, and other objects out of the aisles.
6. Students must remain seated when the bus is in motion.
7. Objects should not be thrown out of the bus

windows.

8. Proper behavior is expected.
9. Only students whose names appear on the bus list may ride the assigned bus.
10. Eating food is prohibited.
11. Students may not reserve seats and must sit in their reserved seats

After Leaving the Bus:

1. Students who must cross the highway to reach their destination shall cross in front of the stopped bus while warning lamps are operating.
2. 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.

1. Students will be expected to proceed to and from the cafeteria appropriately.
2. Be on time
3. Wait in a single file line
4. Limit 5 students in serving area
5. Be polite and courteous
6. Use appropriate language/tone
7. Remain seated until dismissed
8. Form two serving lines
9. Do not "crash" or "butt" the serving line
10. Walk to your table in an orderly fashion
11. Sit at one table for the whole lunch period
12. Observe proper table etiquette;
 - a. No throwing food.
 - b. Respect the food of others.
 - c. No use of offensive language.
 - d. Speak with a soft voice.
 - e. No food items shall leave the cafeteria.
13. Deposit all waste paper, milk cartons and foods in proper containers.
14. Clean the table and floor after eating
15. 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.

16. 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.

Backpacks

Backpacks are not allowed to be carried to classes during school hours

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 Interventions and Support (SWPBIS)

School-wide Positive Behavioral Interventions and Supports continue to be a part of the middle school! SWBIS is a proactive team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social 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:

Choose...

* **Compassion**

* **Cooperation**

* **Community**

Choose Your Future!

Acknowledgement System

Students who demonstrate positive behaviors and follow the LMS expectations will be rewarded LMS stamps by any staff member at school. The stamps will be maintained in the back portion of this agenda book on the hall pass pages. The LMS stamps can be used to redeem special prizes and activities at the school store. All students are responsible for maintaining and keeping account of the stamps they receive. If the student loses his or her agenda book, they will not be reimbursed for the lost stamps. The PBIS committee will not accept any ripped out agenda pages.

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 (Office) 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.

CODE OF CONDUCT

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 supercede 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.

Violation	Offense #1	Offense #2	Offense #3
Arson	Minimum 10 days OSS, Mandatory parent conference and counselor referral, police notification, refer to Superintendent, possible long term suspension		
Assault of student / Disorderly conduct	Minimum 3-10 days OSS, Mandatory parent conference and counselor referral, police notification, refer to Superintendent, possible long term suspension		
Assault of staff member	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	1-5 days bus suspension plus other consequence per code of conduct, Parent contact	Minimum 5-10 days bus suspension plus other consequence per code of conduct, Parent contact	Minimum 10-20 days bus suspension plus other consequence per code of conduct, Parent contact
Buses – assignment/route/stop violation	1 office detention, Parent contact	Parent contact,	Parent contact.

		2 days bus suspension, 2 office detentions	5 days bus suspension, 3 office detentions
Cell phones and/or electronic devices	Administrative warning (if it is given to teacher as requested), then it is returned at the end of the day	2 lunch detentions (if it is given to teacher as requested), then it is returned at the end of the day, parent contact	Office detention (if it is given to teacher as requested), then it is returned at the end of the day, parent contact
Refusal to give cell phone and/or electronic devices	2 office detentions, Parent contact	2 days of AIR, Parent contact	3 days of AIR, Parent contact
Cheating	0% on the assignment, Parent contact		
Cutting class (includes being more than 10 minutes late to class)	Office detention, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent contact
Cutting lunch detention	2 lunch detentions, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent contact
Cutting office detention	2 office detentions, Parent contact	1 day of AIR, Parent contact	
Cutting teacher detention	2 office detentions, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent contact
Damage/Destruction of property	Minimum 1 day of AIR, Mandatory parent conference and counselor referral, police notification, refer to the Superintendent, possible long term suspension		
Disrespect of Staff	1 day of AIR, Parent contact	2-3 days of AIR, Parent contact or meeting	1-3 days OSS, Parent meeting
Disruptive behavior in class or common areas	Removal from class, 2 lunch detentions, Parent contact	Removal from class, 2 office detentions, Parent contact	Removal from class, 1 day of AIR, Parent contact
Disruptive behavior in/removal from AIR	1 additional day of AIR, Parent contact	Reassign AIR, 1 day OSS, Parent meeting	Reassign AIR, 1-3 days OSS, Parent meeting
Dress code Violations	Warning, self-correct, return to class at discretion of administration, parent contact		

Failure to follow procedures	1 office detention, Parent contact	2 office detentions, Parent contact	1 day AIR, Parent contact
Failure to provide name/giving fictitious name	2 office detentions, Parent contact	1 day of AIR, Parent contact	2 days of AIR, Parent contact
False Alarm, e.g. bomb threats, pulling the fire alarm, etc.	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	2 days of AIR, Parent contact, Police notification	Minimum 4-10 days OSS, mandatory parent conference, counselor referral, police notification, refer to Superintendent, possible long term suspension.	
Fighting	Minimum 3-10 days OSS, Mandatory parent conference and counselor referral, police notification, refer to Superintendent, possible long term suspension		
Forgery	2 lunch detentions, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent meeting, Refer to counselor
Horse play	2 lunch detentions, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent contact
Incitement/ Potentially dangerous conduct	1-3 days of AIR, Parent contact	2-3 days of AIR, Parent contact	3 days OSS, Parent meeting
Insubordination towards a staff member	1 day of AIR, Parent contact	2-3 days of AIR, Parent contact or meeting	1-3 days OSS, Parent meeting

Late to class	Lateness #1-2, Teacher discretion	Lateness #3-4-5, 1 office detention, Parent contact	Lateness #6-7-8, 2 office detentions, Parent contact
Late to school (per marking period)	Lateness #1-2, Warning	Lateness #3-4-5, 1 office detention, Parent contact	Lateness #6-7-8, etc. 2 office detentions, Parent contact
Leaving school without permission	1 day of AIR, Parent contact	2 days of AIR, Parent contact	3 days of AIR, Parent Contact
Misuse of computer/school resources	Computer privileges revoked for 2 weeks, 2 office detentions, Parent contact	Computer privileges revoked for 4 weeks, 1 day of AIR, Parent contact	Computer privileges revoked indefinitely, 2-3 days of AIR, Parent meeting
Obscene/vulgar language/gestures directed towards staff	3 days AIR, Parent contact	3 days OSS, Parent meeting	Minimum 4 days OSS, Parent meeting
Obscene/vulgar language/gestures directed towards students or undirected	1 lunch detention, Parent contact	1 office detention, Parent contact	2 office detentions, Parent contact
Positive drug screening	1 day of AIR – 10 days OSS, Parent contact, Referral to SAC		
Possession of pornography	1-3 days of AIR, Parent contact	2-3 days of AIR, Parent meeting	3 days OSS, Parent meeting, Referral to counselor
Possession of tobacco and/or tobacco products, including lighters, matches, and vapes	Confiscate items, Parent contact	1 day AIR, Parent contact	Minimum 2 days AIR, Parent contact
Possession or distribution of Drugs, drug paraphernalia, CDS, or alcohol	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	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.	1 day of AIR – 4 days OSS, Parent contact, possible police notification	3 days of AIR – 10 days OSS, Parent contact, possible police notification	10 days OSS, Mandatory parent conference and counselor referral, police notification, refer to the Superintendent, possible long term suspension
Refusal to leave class when asked by staff member/administrator	1-3 days of AIR, Parent contact	2-3 days of AIR, Parent contact	2-3 days OSS, Parent meeting
Refusal to comply with drug screening procedures	10 days OSS, parent conference, refer to counselor		
Sexual harassment/ Sexual assault	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	1 day of AIR, Parent contact, Refer to counselor	2 days of AIR, Parent contact, Refer to counselor	3 days of AIR, Parent contact, Refer to counselor
Stealing/Theft/Tampering with someone else's property	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	Minimum 1 day AIR, parent contact. Depending on threat, counselor referral, parent conference, police notification, refer to Superintendent, and possible long term suspension		

Threat of staff member	Minimum 3 days OSS, Mandatory parent conference and counselor referral, police notification, refer to the Superintendent, possible long term suspension		
Truancy	1 day of AIR, Parent contact	2 days of AIR, Parent contact	3 days of AIR, Parent Contact
Unauthorized area, Unsupervised area, before, during, and/or after school	2 lunch detentions, Parent contact	2 office detentions, Parent contact	1 day of AIR, Parent contact

Daily Bell Schedule

Grade 7

7:40 Student day begins

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

7:40 Student day begins

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 5

8:20 Student day begins

1st 8:20 – 9:45

2nd 9:45 – 10:25

3rd 10:28 – 11:28 Special

4A 11:32 – 11:54 Lunch

4B 12:00 – 1:20

5th 1:20 – 2:00

6th 2:05 – 3:05 Cycle

Grade 6

8:20 Student day begins

1st 8:20 – 9:45

2nd 9:45 – 10:25

3rd 10:28 – 11:28 Cycle

4A 11:31 – 12:51

4B 12:54 – 1:16 Lunch

5th 1:20 – 2:00

6th 2:05 – 3:05 Special

Half-day Bell Schedule

Grade 7

7:40 Student day begins

1st 7:40 – 8:20

2nd 8:23 – 9:00 Cycle

3rd 9:03 – 9:40

4th 9:43 – 10:20

L 10:23 – 10:45 Lunch

5th 10:49 – 11:26 Special

6th 11:29 – 12:06

Grade 8

7:40 Student day begins

1st 7:40 – 8:20

2nd 8:23 – 9:00 Special

3rd 9:03 – 9:40

L 9:43 – 10:05 Lunch

4th 10:09 – 10:46

5th 10:49 – 11:26 Cycle

6th 11:29 – 12:06

Grade 5

8:20 Student day begins

1st 8:20 – 9:00

2nd 9:03 – 9:40

3rd 9:43 – 10:20 Special

4th 10:23 – 11:00

L 11:03 – 11:25 Lunch

5th 11:29 – 12:06

6th 12:09 – 12:46 Cycle

Grade 6

8:20 Student day begins

1st 8:20 – 9:00

2nd 9:03 – 9:40

3rd 9:43 – 10:20 Cycle

4th 10:23 – 11:00

5th 11:03 – 11:40

L 11:43 – 12:05 Lunch

6th 12:09 – 12:46 Special

Two-Hour Delay Bell Schedule

Grades 7

9:40 Student day begins

1st 9:40 – 10:25

2nd 10:28 – 11:08 Cycle

3rd 11:11 – 11:51

3L 11:54 – 12:16 Lunch

4th 12:19 – 12:59

5th 1:02 – 1:42 Special

6th 1:45 – 2:25

Grade 8

9:40 Student day begins

1st 9:40 – 10:25

2nd 10:28 – 11:08 Special

3L 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

Grades 5

10:20 Student day begins

1st 10:20 – 11:05

2nd 11:08 – 11:48

3rd 11:51 – 12:31 Special

4L 12:34 – 12:56 Lunch

4th 12:59 – 1:39

5th 1:42 – 2:22

6th 2:25 – 3:05 Cycle

Grade 6

10:20 Student day begins

1st 10:20 – 11:05

2nd 11:08 – 11:48

3rd 11:51 – 12:31 Cycle

4th 12:34 – 1:14

5L 1:17 – 1:39 Lunch

5th 1:42 – 2:22

6th 2:25 – 3:05 Special