

LINDENWOLD HIGH SCHOOL



STUDENT HANDBOOK 2025-2026 School Year

Lindenwold High School
Home of the Lions!

Board of Education

President: Cathy Moncrief

Vice President: Kevin McGahey

Member: Alethia Gibbs-Smith

Member: Daniel O'Rourke

Member: Pamela Bragg

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Member: Marsha Hershman

Member: Cortney Richardson

Member: Jo-Ann Engels

801 Egg Harbor Road

Lindenwold, NJ 08021

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District Administrative Office

Dr. Kristin P. O'Neil, Superintendent

Ms. Kathleen Huder, Business Administrator/Board Secretary

Mrs. Adrienne McManis, Director of Special Services

Dr. Marc Mancinelli, Director of Curriculum and Instruction

Ms. Kathryn Agresta, Director of Curriculum and Instruction

High School Administration

Mr. Fred Geardino, Principal

Mrs. Dina Holmes, Assistant Principal

Mr. Ronald DiMattia, Assistant Principal

Ms. Leana Sykes, Director of Pupil Personnel Services

Ms. Noel Maloney, Supervisor of Athletics

Mr. Paul Maggi, Secondary Instructional Supervisor

Lindenwold School District – Our Beliefs

The Lindenwold School Community believes:

- All students can learn
- All students should be accepted as individuals and guided to meet their potential
- We are all stakeholders in our educational community
- Our schools provide a safe and orderly environment, conducive to learning
- Our schools establish a culture of collaboration based on mutual trust and respect
- We have a responsibility as models, mentors, and facilitators for our students and their learning
- We celebrate authentic purpose and accomplishment
- Our schools are part of a larger educational community and, therefore, are responsible to extend educational opportunities to all in the community

Lindenwold High School Alma Mater The Roar of Pride

With honesty, integrity, from here we will go forth. All hail the pride of Lindenwold, We give a mighty roar. Hail to thee, dear Lindenwold, We raise our banners high. You welcomed us as children and helped our colors fly. With honesty, integrity, from here we will go forth. All hail the pride of Lindenwold, We give a mighty roar.

Lindenwold High School

Dear Student:

Welcome to Lindenwold High School – a student-centered, academically-focused high school where the staff and administration firmly believes that all students can achieve great things. As we continue to mature as a high school, we will continue to build traditions both within the high school and throughout the Lindenwold community. It is our hope that we can work together as a community to provide excellent educational opportunities and superior extracurricular and athletic activities for all students of Lindenwold. It is the idea of “community” that is the driving force behind all we do at Lindenwold High School and behind the guidelines contained within this handbook. These guidelines were put in place to ensure an environment that is safe, supportive, and productive. Maintaining respect for yourself and for those around you is probably the single most important commitment you can make. Respect for yourself, respect for your peers, and respect for the adults around you are critical as we develop a community atmosphere. The guidelines contained in this handbook are meant to be just that: Guidelines. As you read

the handbook, attempt to focus on the “spirit” of the guidelines and procedures set forth rather than focusing on how to challenge the system. Most of us know and understand what is meant by “doing what is right.” As a member of our school community, it is your first responsibility to make good decisions and choose to do what is right at all times. We ask that you take a few minutes to review this handbook and discuss it with your parents. If you have any questions, please do not hesitate to ask your teachers, counselor, or an administrator. We are here for you. Please do not hesitate to call on us at any time. Best wishes for a successful and rewarding school year.

Sincerely,

Mr. Fred Geardino, Principal

Mrs. Dina Holmes, Assistant Principal

Mr. Ronald DiMattia, Assistant Principal

Ms. Leana Sykes, Director of Pupil Personnel Services

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 Mrs. Dana Lawrence, Principal, Lindenwold School Four.

SEXUAL HARASSMENT

In accordance with Federal and State laws, Title VI of the New Jersey Administrative Code, and the Board of Education Policy 5145.4, the Lindenwold Board of Education will maintain an educational and employment environment that is free from sexual harassment. It shall be a violation of Board Policy for any member of the Lindenwold Public Schools staff to harass another staff member or a student through conduct or communication of a sexual nature. It shall also be a violation of Board Policy for students to harass staff members or other students through conduct or communication of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of any nature. A copy of Board Policy 5145.4 in its entirety may be requested from the Principal's office. The Affirmative Action Officer for the Lindenwold Public Schools is Mrs. Dana Lawrence, Principal, Lindenwold School Four. In addition,

complaints may be addressed to any building administrator or counselor.

School Information

Address: Lindenwold High School
801 Egg Harbor Road
Lindenwold, NJ 08021
Phone: (856) 741-0320
Fax: (856) 741-0350
School Colors: Navy, Blue and Gold
School Mascot: Lion

Emergency Closing Identification Number: 571

The Educational Contract between Students, Parents, and the School

Students, parents, and the school all have rights and responsibilities within the school setting. When 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 public education through age 20, unless they graduate before age 20. Students are required to attend school regularly until the age of 16.

Basic student and parental rights and responsibilities include:

1. The right to due process;
2. The right to freedom from discrimination;
3. The right to educational opportunities;
4. The right to inquiry and expression;
5. The right to know the progress of the student;
6. 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 behavior that infringes 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 on time everyday and adheres to school rules to ensure a safe environment for all.

Important Date 2025-2026

September

9/1 Labor Day - District Closed

9/2-9/5 Teacher In-Service Days

9/3-9/5 Instructional Assistant(s) & Hall Monitor(s) In-Service Days

9/4 LPN In-Service Day

9/8 Student's First Day

9/25 High School Open House

9/25 Twilight Open House

October

10/13 Teacher In-service - School Closed

November

11/6-7 NJEA Convention - Schools Closed

11/11 Veterans Day - School Closed

11/25 Evening Conf. HS-Early Dismissal

11/26 Holiday Early Dismissal

11/27-28 Thanksgiving Holiday - Schools Closed

December

12/23 Holiday Early Dismissal

12/24-31 Winter Holiday - Schools Closed

January

1/1-2 New Year's Day Observed - Schools Closed

1/16 Teacher In-service – Early Dismissal

1/19 Martin Luther King, Jr. Day - Schools Closed

February

2/13 Teacher In-service – Early Dismissal

2/16 President's Day - Schools Closed

March

NONE

April

4/2-7 Spring Holiday - Schools Closed

4/17 Teacher In-service – Early Dismissal

May

5/22 Teacher In-service – Early Dismissal

5/25 Memorial Day - Schools Closed

June

6/9-11 - Early Dismissal Schedule (Finals)

6/15 High School Graduation - Early Dismissal All Schools - Last Day

BOARD OF EDUCATION MEETINGS

**7/7; 7/28; 8/18; 9/22; 10/6; 11/3; 11/24; 12/15; 1/5*; 2/9; 2/23; 3/9;
3/23; 4/13; 4/27**; 5/11; 6/8; 6/29**

***Reorganization Meeting: January 5, 2026**

****Public Budget Meeting: April 27, 2026**

Inclement weather make up days will be 6-16 - 6-18, 2026;

Saturday Detention Dates: TBD

Emergency Closings and Delays

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 the Instant Alert System, District website, 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 Period 1. 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.

Lateness to School

Students who are late to school must sign in at the attendance office where they will be issued a pass to class. Students will be assigned one unexcused absence point for every three unexcused lateness to school (before 9:50am). Students arriving after 9:50am will be assigned one-half unexcused absence point for each occurrence. Students arriving after 11:30 a.m. will be assigned one full unexcused absence point. **Any student who is late to school will be assigned a Late Today/Stay Today Detention on the same day that they are late.**

Early Dismissal

Students who require an early dismissal from school must submit a 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 for verification. Early dismissals require the signature of a parent or guardian. Students will not be dismissed with a phone call from the parent or Guardian. To ensure the safety of all of our students, a parent must come into the school to sign their student out of school for the day. At the request of any school official, parents may be asked to show identification.

Identification

All students will be issued an identification card by the school. Students **must wear** their identification card at all times during the school day. Students may be asked to present their ID cards at any time. Identification cards **will be** used for services in areas such as the **nurse's office, guidance office, main office, lavatories, school functions, cafeteria and media center.**

Visitors

All visitors to Lindenwold High School are **required by law** to register at the front desk, except for those attending a function or event that is open to the public. Student guests may not be admitted during the school day unless prior approval has been received from an administrator.

Change of Address and Phone Number

All 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, he/she should inform the guidance office immediately.

Scholastic Achievement and Academics

Graduation Requirements

The Lindenwold Board of Education has adopted a formal policy for high school student promotion and graduation. The Board will issue diplomas that are state-endorsed, providing the student has met the graduation requirements. Students at Lindenwold High School must satisfy all graduation requirements prior to receiving a state-endorsed high school diploma.

Academic Requirements

English/Language Arts 20 credits

Math- 15 Credits including Algebra 1 & Geometry

Science- 15 credits including at least 5 credits in Biology; an additional lab science including Chemistry, Environmental Science, or Physics; and a third lab Science

Social Studies – 15 credits including US History 1 and World History

Physical Education/Health- 1 MP of Health and 3 MP of Physical Education for every year enrolled

World Language – 5 credits

Visual & Performing Arts– 5 credits

Practical Arts – 5 credits

Financial Literacy- 2.5credits

Testing Requirements

Demonstrate proficiency on any testing mandated by the state of New Jersey.

Community Service Requirements

It is the belief of the Lindenwold Board of Education that students be active and engaged members of their communities and to address important community issues. Service can unite neighbors, mobilize volunteers and encourage a lifelong ethic of public participation, and is best performed in conjunction with a reputable public service organization.

Students will be required to complete a minimum of forty hours of community service before graduation (10 hours per year). Counselors and Administration will discuss the guidelines, student responsibilities and verify completion of the community service requirement.

Grade Level

A student's grade level is determined by the number of credits he/she has earned.

Freshman 0-29 credits

Sophomore 30- 59 credits

Junior 60-89 credits

Senior 90-120 credits

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. Perfect attendance is a goal for which every student should strive.

Recording student attendance is the responsibility of the school. Absences and tardiness will be indicated in an appropriate manner on report cards and other student records. 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.

As assignment of credit for high school graduation is, in part, based on "seat time", any student in grades 9-12 whose unexcused absence points (see definition below) **exceed eighteen (18)** in any given school year, in any given class, will be placed in non-credit status. Attendance points include unexcused

absences and tardies. Students in non-credit status may earn a return to credit earning status by attending the appropriate number of attendance makeup sessions (Credit Completion) with administrative approval. Students whose unexcused absence points are so excessive that they cannot make up a sufficient number or students who do not take advantage of the required makeup sessions will lose credit in each of their courses and be required to repeat the school year.

Types of Absences

It is understood that absences from school are sometimes unavoidable for a number of reasons. Absences for the following reasons are considered excused and will not be counted against the allowable limit of absence points: Illness with a doctor's note, religious holidays, confirmed court appearances, death-in-family, and suspension from school. Illnesses without a doctor's note, family vacations, driver's examinations, and college visitations are not considered "excused" absences and will be counted against the allowable number of absence points. Doctor's notes for absences must be submitted to the Attendance Office within 3 days of the student's return to school. Absences for truancy will be referred to the Assistant Principal for disciplinary action and will be applied to the total number of unexcused absences. Students who accumulate more than 10 consecutive unexcused absences without notifying the school will be dropped from the school rolls and forced to re-register.

Absence Limits and Loss of Credit Status

Any student with excessive unexcused attendance points during the school year will be placed in loss-of-credit status for full-year courses. Students who accumulate in excess of 18 attendance points will be placed in loss of credit status. Students placed in loss-of-credit status will attend classes, be required to complete all assignments, and will receive grades, but will not receive credit for the year or semester courses unless they return to credit-earning status. Students who have accumulated between 18 and 23 attendance points may appeal to the Attendance Appeals Committee to be permitted to participate in credit-completion and be returned to credit-earning status. Students are not guaranteed acceptance into credit completion unless they satisfy all requirements. Check with your guidance counselor for Credit Appeals information. Students who have accumulated in excess of 23 attendance points will not be permitted to attend credit completion and will be required to repeat the school year.

Grading Policies

Students will be assessed according to a grading system developed and shared

by their classroom teacher. The physical education grading system has been developed by the physical education department and will be reviewed with all students at the start of the school year.

At the close of each marking period and during examination periods, students will be assessed and letter grades assigned using the following scale:

Grading Scale

- A 90-100**
- B+ 86-89**
- B 80-85**
- C+ 76-79**
- C 70-75**
- D+ 66-69**
- D 60-65**
- F 0-59**

No student shall receive a failing grade below 50 during the first, second, or third quarter without approval of the principal. During the fourth marking period and on exams, students will be awarded the numerical grades they earned without a minimum value.

In an effort to stress the cumulative nature of learning, students will be expected to demonstrate the ability to retain previously learned subject matter. Therefore, in both year-long and semester length courses, students are required to pass either the last quarter of the course or the final assessment for the course. Students who fail both the final quarter of a course and the final assessment for that course may be assigned a grade of “F” for the course.

Guidelines for Determining Grade Point Average and Rank in Class

A student’s grade point average is calculated by multiplying the course grade value by the number of course credits. The total number of grade points earned divided by credits attempted results in the student’s GPA.

Some courses carry more value (weight) than other courses. Students enrolled in advanced placement or honors classes have the opportunity to earn a higher GPA and class rank. Course value (weight) is as follows:

Grade	Unweighted Courses	College Prep	Honors	AP Course Weight
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		Course Weight	Course Weight	
A	4.0	4.25	5.0	5.5
B	3.0	3.25	4.0	4.5
C	2.0	2.25	3.0	3.5
D	1.0	1.25	2.0	2.5
F	0.0	0.0	0.0	0.0

Quarterly Assessments

Quarterly assessments will be administered during regularly scheduled examination periods. Students missing exams due to illness or other authorized reasons must make up the exam during a scheduled make-up exam period, which may be held on Saturday. Students who do not make up exams in a timely fashion will receive grades of zero (0) for those exams.

PRINCIPAL'S LIST AND HONOR ROLL

To qualify for Principal's List designation, a student must satisfy the following criteria:

- 95 or better in each subject graded numerically.
- No incomplete grades.
- No withdrawn/failing marks.

To qualify for Honor Roll designation, a student must satisfy the following criteria:

- 85 or better in each subject graded numerically.
- No incomplete grades.
- No withdrawn/failing marks.

Missing Work and Incomplete Grades

Students are responsible to contact teachers for any make-up work on the day they return from an absence. Missed work must be made up within five (5) days upon returning to school from a short absence (less than five school days). Exams and assignments announced prior to a student's absence will be

administered as scheduled with no extension of time unless deemed necessary by the teacher. A student attending an approved field trip will be excused from class but is required to make up all missed work immediately upon returning to school.

No grades of Incomplete (I) will be assigned at the end of a marking period. Instead, students will be assigned the grade earned to date. That grade may later be changed if the student completes all make-up work within five (5) school days from the end of the quarter. In the event of extended illness or unusual circumstances, that student may be given additional time to submit his/her assignments with the approval of the building principal.

GPA and Class Rank Procedures

Grade Point Average

A Cumulative Grade Point Average (GPA) will be calculated based on all courses a student has attempted during his/her high school years. Cumulative GPA based on a quality point system will be calculated and reported on student transcripts.

Detailed information about GPA calculations, including examples, may be picked up in the guidance office during the school year.

Ranking

Students will be ranked by grade level for college admissions and scholarship purposes. Class rank will be calculated based upon the final grade in all academic subject areas at the end of the freshman, sophomore, and junior years. In addition, seniors will be ranked at the end of their seventh semester and at the end of their eighth semester. All academic honors based on class rank will be determined by the student's final grade in all academic subjects. The student who is ranked number one in the class at the end of the eighth semester (senior year) will earn Valedictorian status. The student who is ranked number two at the conclusion of the senior year will earn the title of Salutatorian. All seniors are eligible for academic, extracurricular, and community service awards presented by high school staff, local businesses, and public contributions.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society of Lindenwold High School, the student must fulfill the following requirements:

1. have and maintain a minimum GPA of 3.5 up to the end of the school

year prior to the induction

2. be ready to submit an *Activity Advisor* letter substantiating active service in an extracurricular club, sport, or activity filled out and signed by the advisor or coach
3. pass the faculty grading system with a minimum average of 3.3 in each of the four categories
4. pass the up-or down vote of the Honor Society Faculty Committee
5. the candidate must assent to admission into the NHS or not in written form (response letter) and must attend the induction ceremony.

Homework

Homework is an integral part of the learning process and should be expected in every subject. Homework is designed to reinforce skills and to ensure the understanding of major concepts taught in a course. 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. Students who routinely miss homework assignments place themselves in jeopardy to fail the course(s) in which the homework is assigned for the year.

Academic Honesty

All Lindenwold High 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 in any assignment, essay, quiz, or examination will result in a grade of zero for the work in question.** Depending on the gravity and nature of the offense, violations of academic honesty may also result in exclusion from honorary societies and consideration for awards whose requirements include evidence of honesty and good character. Students who repeatedly commit acts of academic dishonesty in a course may be permanently removed from the class and assigned a failing grade.

Lindenwold High School Facilities and Services

Field Trips

Field trips provide students with educational opportunities outside 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 the field trip. Students who have missed (for any reason) more than 10% of the school days, to date, will not be permitted to attend a school-sponsored trip or student activity unless extenuating circumstances are present. Specific revisions to school rules, regulations, and dress code may be adopted and reviewed with students prior to any field trip.

Fire & Emergency Drills

Fire and emergency drills are held periodically to ensure that students and staff can evacuate the building quickly and safely in the event of an emergency. PROMPTNESS and SILENCE during the evacuation are necessary. Near the door in each classroom is a plan that gives directions to the exit that is to be used by the occupants of that room. If an alarm sounds while students are passing in the hallways between classes, students and staff are to go to the nearest exit and leave the building immediately. A location for students to meet their homeroom teachers will be announced. Students are not to reenter the building after a fire drill or any other evacuation until they are authorized to do so by a building administrator or staff member.

Lockers

Each student at Lindenwold High 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. The student is responsible for the neatness and cleanliness of his/her locker. Food should not be left in a locker overnight. Students should report defective lockers to the main office.

Students are reminded that lockers are school property and as such may be searched at any time by appropriate school personnel. The administration intends to inspect and/or search lockers as often as necessary to maintain order and to protect the safety and well being of students and staff. All closed containers stored in lockers may be opened and inspected. When deemed necessary, school officials reserve the right to use the services of a police or sheriff's department drug dog.

Lost and Found

The Lost and Found is located in the School Store. Please visit the School Store during your lunch period to claim any lost items. Most items will be held for a 30-day period, then be discarded or donated to a worthy cause.

Medical Personnel and Facilities

Lindenwold High School has a school nurse available for students and staff

members. 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 medication, provide first-aid, and assist students in maintaining good health habits. The nurse is also responsible for handling medical verification of students being placed on homebound instruction and of students who are medically excused from physical education. The nurse will hold all emergency information Cards in the office throughout the school year. The nurse may, after contacting parents or emergency contact, send a student home for medical reasons. A student may be released only to a parent or an emergency contact person listed on the emergency information Card.

Physical Exams

All students are encouraged to have a medical exam completed by their home physician upon entry into the Lindenwold Schools. Documentation of an exam completed up to one year prior to the entry date can be accepted, provided it is documented on an approved LHS form. A medical examination is recommended at least once during the adolescent development stage (grades 7-12). Every student will receive health screenings of height, weight, hearing, blood pressure, and vision according to School Health Guidelines. Scoliosis screening will be conducted biennially on every student between the ages of 10 and 18.

Administration of Medication

In keeping with the recommendations of the American Medical Association and the State Department of Education, it shall be the policy of the Lindenwold Board of Education to discourage the administration of medication at school. Realizing that under certain circumstances it may be necessary for pupils to take 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 whatsoever;
2. Pupils are not permitted to bring aspirin, vitamins, or any other over-the-counter medication to school;
3. Pupils are not permitted to carry medication with them in school except in extenuating circumstances and as authorized by the school nurse and the pupil's physician.

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 schoolchildren without specific orders from a licensed physician or dentist. Written orders should include a diagnosis, dosage requirements, time-of-day requirements, possible side effects, 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.

Medications that must be administered in an emergency situation (i.e., inhaler, Epi-Pen) for potentially life-threatening emergencies may be carried and dispensed by the student after the appropriate forms have been completed by the parent/guardian and the physician. All medical forms are available in the school nurse's office and are valid only for the corresponding school year. These forms must be renewed annually.

Media Center

The Media Center is the hub of research activities in the high school. The Media Center provides a wide range of materials to meet both the academic and recreational reading needs of the student body. 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. It is expected that high school students will assume responsibility for returning materials to the Media Center on time. Due to the demands for materials, students who do not return items on time may have their borrowing privileges revoked and/or may be subject to disciplinary actions. Students are expected to be considerate of others by helping to maintain an atmosphere that is conducive to study and research. Passes will be available for students to visit the Media Center during lunch or study periods, with guidelines established by the Media Specialist.

Motor Vehicles and Parking on School Grounds

Students who desire to drive to school must register their vehicles with the school prior to driving and parking on school grounds. School parking privileges will be extended to juniors and seniors only on a first-come, first-served basis. Parking privileges may be revoked at any time for disciplinary reasons.

Students will be assigned a parking spot and are required to park only in that spot. Illegally parked cars will be towed at the owner's expense. Students are not permitted to loiter in the school parking lot before, during, or after school hours. Any car parked on school grounds is subject to a complete search, including all of its compartments and contents, by school personnel or, at their request, by law enforcement personnel. This applies to vehicles of all types and is in force 24 hours per day.

Pupil Personnel (Guidance) Services

The goal of the Guidance / Pupil Personnel Services (PPS) Department is to provide counseling and guidance programs to ensure the highest quality services for students at Lindenwold High 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 personal, work, and social skills which are essential to become successful, responsible, and civic-minded members of our society. Counselors do not judge you or your concerns. They treat you with respect and, if at all possible, keep discussions confidential. Counselors work with you because they care about you. Your parents are encouraged to call upon the Guidance Office anytime they need information on school-related issues and to make your Guidance Counselor their point-of-contact with the high school between the hours of 7:00 am and 2:15 pm each school day.

Counseling Services

Each student will be assigned a guidance counselor. You are encouraged to visit your counselor during lunch, student prep period, or before or after school. No students will be permitted to miss a class to see a guidance counselor unless the counselor has issued a pass for a specific appointment time. Students wishing to see a counselor during lunch or student prep should request a pass prior to that period. This guideline applies to students seeking one-on-one or group counseling services.

Counseling services include, but are not limited to:

- Help with college or vocational information;
- Help with scholarship/financial aid information;
- Help with scheduling concerns;
- Help with class work that is becoming too difficult;
- Help making tough decisions or 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.

Guidance counselors are available to help troubled students who may be experiencing personal, school, family, alcohol, or drug problems that may be affecting their ability to perform in school. Except as noted, counseling services are completely voluntary and, to the extent allowed by law, confidential. The Guidance Counselors and Intervention and Referral Services

(I&RS) have established procedures for early identification and intervention with students. Teachers, administrators, guidance staff, students, and parents may make referrals to a Guidance Counselor or to I&RS. Students may also refer to themselves. The only mandatory referrals to the program occur when a student violates the district Drug and Alcohol Policy.

A counselor can be an “outside” person for you to talk with and can assist in many ways to help you succeed in school, at home, or on the job. The Guidance Department is there to help students!

Course Selection Process

Lindenwold High School strongly encourages parents and students to become active in the course selection process. Students have the opportunity to build an educationally sound, individualized program beyond what is required for graduation. Students should select their courses based on their needs, interests, and abilities. Consideration is given to each student’s anticipated college and vocational goals.

Each year, the Guidance Department will publish a Program of Studies Booklet that contains information on the courses to be offered during the following school year. At that time, course selection guidelines and deadlines will also be published.

Course Selection Review / Schedule Changes

A student’s schedule is developed as a result of discussions between the student and the counselor with relation to graduation requirements, career objectives, abilities, and areas of interest. Scheduling the appropriate courses in the proper sequence is vital to the attainment of a student’s post-secondary plans for college or employment.

It is important for students to recognize that the high school schedule of classes is built around the courses selected in the spring. When students request a course change after the scheduling process is complete, overcrowded and unbalanced classes are often the result. Therefore, any student wishing to drop/transfer from a course after the course has been in session for ten (10) days may (a) drop the course and accept a WF (withdraw-fail) for the course; **OR** (b) demonstrate that he or she has taken the necessary steps to attempt to pass the course, but has realized little success using the Drop/Change form.

Summer School

LHS students may enroll in any state accredited summer school for make-up credit or advance credit if approved by the Principal/Guidance Director. To be eligible for Summer School, students must pass at least two quarters and earn a minimum average of 50 during the school year. Any student who fails to meet

these criteria must demonstrate extenuating circumstances and secure the permission of the guidance director or principal to attend Summer School. Students with excessive absences may be denied the opportunity to attend Summer School. For information about area summer schools, please see your Guidance Counselor.

Home Instruction

When a student is expected to be out of school for at least a two-week period of time and needs confinement at home because of illness, parents may request home instruction through the Guidance Office. It is the parent's responsibility to request home instruction and provide documentation. Application forms for home instruction are available from the guidance office. The application must be submitted along with a certificate from the attending physician indicating the diagnosis, a statement that the physician expects the child to be out of school for at least 2 weeks, and a statement that the child is capable of receiving home instruction.

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.

Working Papers

The New Jersey Department of Labor mandates working papers for any student under the age of eighteen who is seeking employment. The Guidance Office has information on working papers and will direct students to the state website.

Eighteen-Year-Old Students

Students reaching the age of eighteen in New Jersey assume all of the basic civil and contractual rights and responsibilities of any adult. Your Guidance Counselor can explain these rights and responsibilities in more detail. Please

be aware that the law allows the school to contact parents regardless of a student's age.

Recruiters

In accordance with NJSA 18A:36-19.1, the school district is required to provide lists of student's names and addresses to interested educational, occupational, and military recruiters. The school will not release your phone number to anyone unless you instruct us to do so.

If you wish to have your son's or daughter's name and address omitted from this list, you must inform the school of your wishes in writing. If you have any questions about this matter, please contact the Director of Pupil Personnel Services in the Guidance Office.

Internet and Computer Use

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

1. Use the network for financial gain, to lobby for votes or any other political purpose, or for any illegal activity;
 2. Degrade, disrupt, or vandalize equipment or data;
 3. Wastefully use finite resources or cause unnecessary congestion on the network including storing or downloading large files or sending broadcast messages;
 4. Gain unauthorized access to resources or other accounts;
 5. Gain access to inappropriate resources containing pornography or other objectionable material that is racist, sexist, or obscene in nature; (Violation will result in disciplinary action)
 6. Participate in any form of cyberbullying. Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. (Violation will result in disciplinary action)
 7. 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.
- Violators of this policy face the loss of computing privileges. Please also refer to the Lindenwold Public Schools Technology Handbook and Parent/Student agreement.

Proxy/Internet Filter Avoidance

Proxy/Internet Filter Avoidance is defined as any action taken by a user to

access any type of internet-based content on a district workstation or device whose access is being blocked by filters and or firewalls. This includes but is not limited to the tampering of district workstation or device network settings, the use of external proxy avoidance websites, the loading of any type of software to bypass such systems or any other methods employed.

Student Behavior – Code of Conduct

The Lindenwold 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 as they relate to the administration of discipline in the school. The objectives of the Lindenwold High School Code of Conduct and Discipline Policy are to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. Under no circumstances will a student be permitted to disrupt the education of other students. Students who disrupt the education of other students in any manner will be subject to the consequences outlined in the Code of Conduct. 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.

Student Dress Code

We have piloted a Dress Code policy for proper attire. Proper attire is mandatory for all students. Please pay attention to notable changes for students:

Pants/skirts

- Pajama bottoms and/or flannel pants are not permitted.
- Sweatpants and joggers may be worn in any color.
- Jeans/pants may be worn without rips and/or tears.
- Leggings may be worn ONLY with a top that comes to one's thigh (approximately 4 inches above the knee).
- Shorts may be worn as long as they are at the end of fingertip length (approximately 4 inches above the knee).
- Mesh pants and mesh materials are not permitted.

- Pajama bottoms and/or flannel pants are not permitted.
- Sagging pants are not permitted. Pants should be secured on the waist at all times.

Shirts/blouses

- Shirts may have school appropriate writings, patterns, and/or graphics in any color.
- Brand name logos on shirts are permitted.
- Bare midriffs, crop tops, cut-off shirts, or any clothing showing one's stomach or mid-to-low back are not permitted.

Dresses

- Dresses must be the appropriate length. Length must be no shorter than fingertip length (approximately 4 inches above the knee).
- Dress sleeves must be beyond one's shoulders.
- Dresses with spaghetti straps or tank straps must be worn under a cardigan, sweater, blazer, etc.

Footwear

- Appropriate footwear should be worn at all times, such as shoes, sneakers, etc. All footwear must be secured to the student's feet.
- The soles of one's shoes should reflect an "outdoor" sole.
- Crocs are permitted if they are worn in "sport" mode (with a strap secured to the back of one's heel).
- Flip-flops, slides, clogs, slippers, or thongs are not permitted for safety reasons.

Other

- Hoods and head coverings are not permitted within the school building for safety purposes. Once students enter the building, all hoods and head coverings must be removed.
- Hats of any kind (knit caps, ball caps, etc.), sweatbands, or combs/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, blankets, coats, hats, and gloves may not be worn inside the building after the homeroom bell rings. Students are expected to keep those items in their lockers during the day.

Limitations

- Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others.
- Clothing may not materially interfere with school work, create disorder, or create a disruption in the educational program.
- Students may not wear clothing or accessories which cause excessive wear or damage to school property or others.
- Students may not wear clothing that prevents the student or others from achieving their educational objectives.
- Clothing that contains suggestive, derogatory, racially offensive, obscene language or clothing that makes reference to tobacco, alcohol, drugs, or other illegal substances are prohibited.
- Clothing that makes reference to criminal/illegal activity or gang activity are prohibited.

Physical Education Procedures

- Appropriate dress must include a long or short sleeve t-shirt, athletic shorts, sweatshirts and sweatpants, sneakers (no platform type sole, athletic style only) and athletic socks.
- It is the student's responsibility to dress appropriately for the weather.
- No half shirts or tank tops are permitted.
- No obscene attire; drugs, alcohol, etc.
- No cut-off jeans or pants are to be worn.
- No jewelry of any kind should be worn in class.
- It should be noted that with the exception of sneakers, clothing used for participation in physical education activities should not be those worn for any other purpose.

Gym Dress Code:

- 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 (no Hooded sweatshirts).

- Sneakers (athletic style with laces) and socks.
- No Platform type shoes, boots, sandals, or flip-flops

***School issued sports or club clothing may not be used.**

Gym clothing worn in class must meet school dress code for full credit.

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, violations of the above code WILL be treated as a disciplinary violation and WILL be subject to disciplinary procedures. Your cooperation in maintaining this code is appreciated.

Self-Protective Devices

Spray gas canisters such as pepper gas, tear gas, etc., and electrical protective devices 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.

Public Displays of Affection

Students are reminded that school property is considered to be public property, thus appropriate decorum is required at all times. Public displays of affection are not appropriate and not permitted.

Student Passes

Students must carry a current Hall Pass when in the halls while classes are in session. 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 found to be abusing hall pass privileges will be placed on pass restriction and given an escort to destinations.

Explanation of Terms Used in Disciplinary Code

Teacher Detention – Teachers may assign an after-school detention for student misconduct in class or in common areas. Students may also be required to stay after school to complete missing assignments. The teacher will notify the student of the detention at least 24 hours in advance and will also advise the student as to the length of the detention. Serving detention takes priority over athletics, activities, and other personal commitments (such

as work). Students may ride the late bus home.

Administrative Detention – Administrative Detention is held Monday through Friday. Students may be assigned a 1 hour or 2 hour detention depending upon the offense. Administrative Detentions may only be assigned by an administrator and will be held in an assigned room. Students will be given at least 24 hours notice. Serving detention takes priority over athletics, activities, and other personal commitments (such as work). Students may ride the late bus home. There will be no rescheduling of an Administrative Detention.

Saturday Detention – A student may be assigned Saturday Detention for failure to adhere to school policies. The student is required to report to school on a designated Saturday with schoolwork to be completed during the detention. Students who report to Saturday Detention with no work will not be permitted to fulfill their Saturday Detention obligation. Students who are late will be sent home and not be permitted to fulfill their Saturday Detention. Those situations listed as “excused absences” in the attendance policy will be valid for failure to report to Saturday Detention. Serving detention takes priority over athletics, activities, and other personal commitments (such as work). Students with unavoidable conflicts should contact the Assistant Principal prior to their assigned Saturday Detention.

Late Today/Stay Today – If a student is late to school on a given day/date, they can stay after school on that same day/date at a designated time & location to regain their missed seat time. Students **CANNOT** be late on a given day/date and try to stay on another day/date *to regain seat time (i.e. - if a student is late on Monday, September 8, they cannot ask to regain seat time on Tuesday, September 9)*. Students also CANNOT look to “bank” or overly accrue seat time for future lates/absences.

Alternative Instruction Room – Students may be assigned to the Alternative Instruction Room (AIR) from between 1 and 10 days following parent contact and an informal hearing where the student is apprised of the situation and given the opportunity to present a defense. Such a hearing may follow an initial assignment to AIR in emergency situations. Students will report to AIR before Period 1 on the date(s) assigned with classroom work to be completed throughout the day. Failure to report to AIR with appropriate work will result in additional action, including additional days of assignment to AIR, Saturday Detention or OSS. While in AIR, students must adhere to the rules and regulations established for the Alternative Instruction Room. **Students assigned to AIR are prohibited from participating in any school athletic or**

social event during their assignment.

Out of School Suspension – A student may be assigned Out of School Suspension (OSS) for between 1 and 10 days. A student/parent conference may be required before the student may return to regular classes. Students assigned to OSS are not permitted on school property during or after the school day. **Students on OSS are prohibited from participating in any school athletic or social event during their suspension.**

Expulsion – An expulsion is a permanent exclusion from school. The principal will follow the Out of School Suspension procedures while preparing for an expulsion hearing. In addition, the pupil and their parents will be notified with (a) a written notice containing the date and the time of the hearing and statement of the specific charges that justify expulsion; (b) their right to be represented by an attorney; (c) a list of witnesses against the pupil and a written report on the facts to which the witnesses will testify; (d) an opportunity for the pupil to present their own defense and to produce, either by oral testimony or written affidavits, witnesses on their behalf; and (e) an opportunity to confront and cross-examine the witness.

Police Procedures

On occasion, law enforcement agents may enter the building to interview students. If a student is under the age of eighteen, every effort will be made to contact the parent/guardian prior to the interview. The administration will be present during the interview unless the student and parent/guardian request otherwise. Students eighteen or older are legally adults, therefore the protections available to a juvenile are not available to them.

Discipline Code, Consequences, and Procedures

When examining specific instances of misconduct, all students will be granted the opportunity for an informal hearing. All available information regarding the situation at hand, previous disciplinary records, and any case or personal defense made by the student will be considered when making decisions. **A student's previous discipline record may exacerbate or mitigate the disciplinary decision.** The guidelines found below are a summary of the complete Lindenwold High School Code of Conduct and Discipline Policy. The full policy is available on the Lindenwold Public Schools Website.

Removal from Co-Curricular/Extracurricular/Athletic Activities

Any student who accumulates 3 or more Out of School Suspensions or 15 or more discipline referrals for any reason forfeits his/her right to participate in extracurricular (clubs and organizations), co-curricular (field trips and class trips) and athletic (sports teams) activities. *This includes but is not limited to attending the Prom, Senior Trip, and the privilege of participating in Graduation Exercises.* Students and parents may appeal to the Superintendent of Schools for reinstatement. This appeal must occur within five (5) days of notification of the suspension or referral. Only one (1) appeal will be considered each year.

Vandalism and Property Damage

NJSA 18A:37-2 states that any student who willfully causes or attempts to cause damage to school property shall be liable to disciplinary action up to and including suspension or expulsion from school. Monetary assessments shall be made by the Principal and, in accordance with NJSA 18A:37-3, shall be the responsibility of the parent/guardian of the student.

Conduct Occurring Off School Grounds

School authorities have a right to suspend or expel a student for conduct happening outside of school hours or conduct away from school grounds where reasonably necessary for students' physical or emotional safety and well-being or for reasons relating to safety and well-being of other students, teachers, or school property.

Weapons and Dangerous Instruments

New Jersey State Law and Lindenwold Board of Education Policy prohibit the possession or use of weapons and dangerous instruments at school or on school grounds. This includes such items as guns and knives, as well as any other item that may be used as or considered a weapon. The building principal shall have the authority to determine whether a specific item falls under the meaning of the term "weapon or dangerous instrument" as used in this paragraph.

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 in any of the situations mentioned above.

The Lindenwold Board of Education recognizes that in addition to maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems. The district also has an obligation to maintain a safe environment for all students and staff members.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 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 (N.J.S.A. 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.

Possible Drug and Alcohol Related Situations

Whenever it shall appear to any staff member that a student may be under the influence of alcohol or other drugs, they shall report the matter to an administrator immediately. In instances where an administrator, school nurse, or school physician is not present, the staff member responsible for the function shall be notified.

Once identified, the student shall be moved to a safe environment for observation and care by the school nurse, school physician, or other school personnel. The Board of Education reserves the right to act *in loco parentis* as an agent of the parent or guardian and for the welfare of the student. Once the student is secure:

(a) The parent/guardian and Chief School Administrator shall be notified of the incident immediately;

(b) The Principal shall arrange for an immediate medical examination to be performed by (i) a physician selected by the parent, (ii) the school physician, (iii) the emergency room of an appropriate hospital, or (iv) the testing facility authorized by the Lindenwold Board of Education. If available, the parent or guardian should accompany the student to the medical facility. The examination should be completed within 2 hours to determine whether or not the student is under the influence of alcohol or drugs.

If, at the request of the parent or guardian, a physician other than the school physician conducts the medical examination, such examination shall not be at the expense of the Board of Education.

A written report of the medical examination shall be furnished to the parent or guardian of the student and the school within 24 hours. Pending receipt of a report indicating a negative diagnosis, the student may be readmitted to school.

If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall remain in the care of the parent. Attendance at school shall not resume until any period of suspension imposed by the school has been served and the school receives a written report from the physician who examined the student. The report must state that substance abuse no longer interferes with the student's ability to perform in school.

In accordance with NJAC 6:29-6.5(a) 8, refusal or failure by a parent or guardian to comply with the provisions of NJSA 18A:40A-12 shall be deemed a violation of compulsory education statutes (NJSA 18A:38-25 and 18A:38-31) and/or child neglect laws. While the student is home or after the student returns to school, the school may require additional evaluation for the purpose of determining the extent of the student's alcohol or other drug use and its effects on school performance. Students possessing for distribution or administering alcohol or other drugs as defined by this policy at any time on school grounds or at a school sponsored activity shall be immediately referred to the Principal. The Principal shall immediately notify the police and the parents and suspend the student pending further action. The Principal shall make appropriate recommendations to the Chief School Administrator and the Board of Education concerning a disciplinary response up to and including possible expulsion.

Care, Treatment, and Follow-up

In the event there is a positive diagnosis, the student shall be interviewed by a counselor or other appropriately trained personnel for the purpose of determining the extent of the student's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the coordinator or other professional may conduct a reasonable investigation that may include interviews with the student's teachers and parents. The coordinator or other professional may also consult with such experts in the field of alcohol or other drug use as may be necessary and appropriate. If it is determined that the student's involvement with and use of these substances represents a danger to the student's health and well being, the coordinator or other professional shall refer the student to an appropriate treatment program which has been approved by appropriate authorities.

The Board of Education shall provide for the evaluation of and treatment of students whose use of alcohol or other drugs has affected their school performance or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment

contained at N.J.A.C. 6:29-6.2. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organization.

While a student is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum and related services will be provided. Students who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services by the substance awareness coordinator, guidance counselor, or Child Study Team personnel.

Violations of Drug and Alcohol Policy

In the event of a 1st occurrence of a violation involving the ingestion, injection, inhalation or use of drugs, controlled dangerous substances, or alcohol, the following procedures and penalties shall apply:

1. The parent or guardian shall be notified and the student shall be immediately suspended from school for a period of ten (10) school days. The student shall also be required to attend an alcohol and drug educational program for a minimum of ten (10) hours. The program will be provided by the school district, however, the parent may select an alternative program at their own expense, providing the minimum ten (10) hour requirements and counseling components are met.

2. School authorities shall inform the parent of treatment agencies and other sources of help and support available to the student's family. 3. The school administrative staff shall inform the local police of the incident and the school administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to the enforcement of the law, when appropriate. 4. After the student's return to school, he or she will be subject to random testing for (1) calendar year.

5. The student will follow the action plan set forth by the Lindenwold High School Administration.

In the event of the 2nd occurrence of a violation involving ingestion, injection, inhalation or use of drugs, controlled substances, or alcohol, the following procedures and penalties shall apply in addition to the procedures described in #2, 3, 4 and 5 above:

1. The student shall be suspended from school for a period not to exceed ten (10) days.

2. Within the ten days of suspension, a hearing shall be scheduled before the Board of Education to determine the disposition of the penalty, which may include any penalty up to and including expulsion from school.

Whenever it appears to the school administration that a student is or has been in possession of drugs, controlled dangerous substances, or alcohol in

violation of school policy, said authorities shall employ the same procedures and penalties as enumerated above in situations involving ingestion, injection, inhalation or use of said drugs, controlled dangerous substances or alcohol, in Sections A and/or B.

Whenever it shall appear to the school administration that a student has participated in a policy violation involving transfer or distribution of drugs, controlled dangerous substances, or alcohol the following procedures and penalties shall apply:

1. The parent shall be immediately notified and informed of treatment agencies and other sources of help available to the student and the family.
2. The student shall be immediately suspended from school for a period not to exceed ten (10) school days, during which a hearing will be scheduled before the Board of Education to determine the final disposition of penalty, which may include any penalty up to and including expulsion from school.
3. The school administrative staff shall inform the local police of the incident and the school administrative staff shall file a complaint with the local juvenile court authorities or other appropriate law enforcement authorities with respect to the enforcement of the law.

Due process provisions must be afforded students and/or their parents in the administration of all procedures and sanctions of this policy. A second violation of occurrence shall be considered applicable at any time during a student's multi-year attendance in the Lindenwold School District.

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. It should be noted that this policy provides minimum academic standards for participation in extracurricular programs and is not meant to restrict coaches and staff from establishing organizational/team requirements that exceed these standards.

Academic Eligibility

1. Freshmen: All incoming freshmen from eighth grade are eligible for any activity that starts the first semester, including fall and winter sports seasons. To be eligible for participation in activities that begin during the second semester, a student may not have failed more than one course and must have passed or be passing 15.00 credits at the close of the first semester.

Full-year courses shall be equated as one-half of the credits to be gained for the year when determining credits passed for the semester.

2. Sophomores, Juniors, Seniors, Transfers: Students other than incoming freshmen shall have their first semester eligibility based on their final grades from the previous school year. Students may not have failed more than one course *and* must have passed 30.00 credits required by the State of New Jersey. To be eligible for participation in activities that begin during the second semester, a student may not have failed more than one course and must have passed or be passing 15.00 credits at the close of the first semester. Full-year courses shall be equated as one-half of the credits to be gained for the year when determining credits passed for the semester. NJSIAA eligibility requirements will apply to student athletes who transfer to Lindenwold High School.
3. Summer School: Approved summer school grades replace final grades for any courses failed the previous year.
4. Continued Eligibility and Ineligibility: Once a student becomes ineligible, the student remains ineligible until the end of the following semester. Students who are eligible at the start of a season remain eligible for the entire season.
5. Removal from Co-Curricular/ Extracurricular/ Athletic Activities: Any student who accumulates 3 or more Out of School Suspensions or 15 or more discipline referrals for any reason forfeits his/her right to participate in extracurricular (clubs and organizations), co-curricular (field trips and class trips) and athletic (sports teams) activities. This includes attending the Prom, Senior Trip, and the privilege of participating in Graduation Exercises. Students and parents may appeal to the Superintendent of Schools for reinstatement. This appeal must occur within five (5) days of notification of the suspension or discipline referral. Only one (1) appeal will be considered each year.

EXTRACURRICULAR Attendance Eligibility

As per school policy, students are expected to be in school every day that school is in session. This is important for students who are devoting a considerable portion of their time to extracurricular activities. On the day of the event, students must be in school for the entire day, as defined by the attendance policy. In the event that the activity occurs on a non-school day (weekends or holidays), the student must attend school the last school day prior to the event. Any exception to this rule requires the approval of the

principal or assistant principal. Any student placed on suspension or alternate instruction (AIR) may be excluded from extracurricular activities for the duration of the suspension.

Physical Examination

Each candidate for an athletic squad or team must be examined within 365 days prior to the first practice session. Any student having a medical exam completed more than 60 days prior to the first practice session must provide a health history update signed by the parent. The medical exam is to be completed by the student's home doctor or, in the absence of a home doctor, may be performed by the school doctor. Please notify the school nurse if the student does not have a medical home.

Citizenship and Sportsmanship

Students who are representing the school in co-curricular activities are not only representing themselves, but are also representing Lindenwold High School. Students are expected to follow established rules and regulations. When students from other schools visit Lindenwold High School, they are to be treated with courtesy and respect. When Lindenwold High School students are guests at other schools, they are expected to conduct themselves as good citizens and good sports at all times. Students who have seriously violated the standards of good citizenship in the judgment of the advisor, coach, athletic director, or administration will be referred to the Principal for review and determination of eligibility status.

NJSIAA Specific Eligibility Rules (Athletics)

To participate in an interscholastic athletic competition, students must:

1. Be under 19 years of age prior to September 1; and
2. Satisfactorily undergo a comprehensive physical examination by the school doctor or family doctor and return the permission and medical forms to the coach.
3. Beginning in the Fall of 2006, the NJSIAA will randomly test selected individuals and teams that qualify for a state Championship tournament or state championship competition for banned substances. No student may participate in NJSIAA competition unless the student and the student's

parent/guardian consent to random testing.

Community Service Hours schedule for completion:

9th Grade: 10 hours

10th Grade: 10 hours

11th Grade: 10 hours

12th Grade: 10 hours

Students will submit their community service hours completed on the school issued form to the Assistant Principal, Mrs. Holmes.

The calendar for service will run from July 1st to June 30th each year. New students who enroll from out of the district, will be required to meet only the hours prorated for their years at LHS.