

LINDENWOLD MIDDLE SCHOOL

Student Handbook 2025-2026

NAME: _____

Board of Education

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

District Administration

Dr. Kristin O'Neil, Superintendent

Dr. Marc Mancinelli, Director of Curriculum

Ms. Kathryn Agresta, Director of Curriculum

Mrs. Kathleen Huder, Business Administrator/Board Secretary

Mrs. Adrienne McManis, Director of Special Services

Middle School Administration

Mr. Joe Tabasco, Principal

Ms. Dana E. Rivas, Assistant Principal

Mr. Ryan Strothers, Assistant Principal

Mrs. Jacquelyn Johnson-Arline, Supervisor of Curriculum and Instruction

Lindenwold School District - Mission Statement

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

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

Table of Contents

Greeting	3
Mission Statement	3
School Information	3
LMS School Creed and Values	4
Emergency or Severe Weather Conditions	4
Daily Announcements	4
Educational Contract	4
Change of Address & Phone Number Procedure	4
School Calendar (abbreviated)	5
Attendance and Truancy	5
Lateness to School	5
Early Pickup	5
Types of Absences	5
Attendance Procedures	6
Excessive Absenteeism	6
Grading Policies	6
Principal's List and Honor Roll	6
Renaissance	6
Homework	6
Assessments	7
Missing Work and Incomplete Grades	7
Promotion & Retention Policies	7
Academic Honesty	7
IDs	7
Field Trips	7
Fire Drills & Lockdown Drills	7
Lockers	7
Lost and Found	8
Media Center	8
Medical Personnel and Medications	8
Guidance Services	8
Guidance/Counseling Services	8
Home Instruction	9
Access to Student Records	9
Student Grievance Procedures	9
Internet and Computer Use	9
Personal Appearance – Dress Code	9
Headsets, Radios, Electronic Gear, Cell Phones, Gaming Controllers	10
Self-Protective Devices	10
Student Passes	10
Extracurricular Eligibility	11
Bus Regulations	11
Cafeteria Regulations	12
Care of School Property	12
Affirmative Action Assurance	12
Drug, Alcohol, Steroid Policy and Procedures	12
Parental Involvement	13
School Wide Positive Behavior Interventions and Support	13
Student Behavior – Code of Conduct	13
Public Displays of Affection	13
Descriptions of Disciplinary Actions	13
Code of Conduct	14

Lindenwold Middle School

Greetings Families and Students:

Welcome to Lindenwold Middle School, home of the Roaring Lions. We are honored to serve as the instructional leaders of this fantastic school community for the 2025-2026 school year. This handbook has pertinent information that you can use as a resource throughout the school year. For example, in this handbook, you will find the school calendar, expectations/agreements for school uniforms, and the student code of conduct. Importantly, we ask that parents review the contents in this handbook with their child/ren and note the necessary information regarding school policies and procedures. This handbook is one of the most important tools your child/ren needs to remain organized and assist with navigating each school day.

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

model high standards for excellence through equity, student achievement, and citizenship. In turn, we are confident that our students will become lifelong learners and productively contribute to our ever-changing global society.

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

Your Partner in Education,
Lindenwold Middle School Administration

Mission Statement

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

Middle School 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 **KINDNESS, PRIDE, RESPONSIBILITY and LEADERSHIP** communicate **Success!** Choose Your Future!**

LMS Values:

**Respect
Responsibility
Community**

Emergency or Severe Weather Conditions

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

Daily Announcements

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

The Educational Contract between Students, Parents, and the School

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

Basic student and parental rights and responsibilities include:

- The right to due process.
- The right to a safe environment.
- The right to freedom from discrimination.
- The right to educational opportunities.
- The right to inquiry and expression.
- The right to know the progress of the student.
- The right to have access to their child's records.
- The right to meet and confer with school personnel.

The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive physical or verbal expression infringing on the rights of others. Therefore, the privileges and rights carry with them the task of responsibility. Students and parents have the responsibility to see that the student attends school every day and adheres to school rules.

Procedures for Student's Change of Address and Phone Number

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

SCHOOL CALENDAR 2025-2026

First Day of School	September 8
Open House (early dismissal)	September 24
Teacher in service (closed)	October 13
NJEA convention (closed)	November 6-7
Veterans' Day (closed)	November 11
Conferences (early dismissal)	November 24
Conferences (early dismissal)	November 25
Holiday (early dismissal)	November 26
Thanksgiving Holiday (closed)	November 27-28
Holiday (early dismissal)	December 23
Winter break (closed)	December 24-31
New Year's Day (closed)	January 1-2
Teacher in service (early dismissal)	January 16
Dr. King Holiday (closed)	January 19
Teacher In-Service (early dismissal)	February 13
Presidents day (closed)	February 16
Conferences (Early Dismissal)	March 18 & 19
Spring Holiday (closed)	April 2 - 7
Teacher in service (early dismissal)	April 17
Teacher in service (early dismissal)	May 22
Memorial Day (closed)	May 25
8 th Grade Promotion (early dismissal)	June 12
Last day of School (early dismissal)	June 15
Juneteenth Day (closed)	June 19

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 a student arrives after **10:25 a.m.** that day will be counted as a full-day unexcused absence. There are specific consequences laid out 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 excuse for religious holidays
- "Take Our Children to Work Day" or other rule issued by the Commissioner
- Participation in observance of Veterans Day
- The closure of a busing district that prevents a student from having transportation to the receiving 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 absence. To avoid being sent this message, please contact the Attendance Office in advance at (856) 346-3330 ext. 2338.

Excessive Absenteeism

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

Excessive tardies may be referenced in the attendance letters as excessive lateness to school and may result in your child being retained or being required to attend Summer School

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

Grading Policies

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

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

A 90-100	C 70-75
B+ 86-89	D+ 66-69
B 80-85	D 60-65
C+ 76-79	F 0-59 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 achievements. See academic requirements below:

Principal's List: 95 or better in all subjects

Honor Roll: 85 or better in all subjects

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:

- All A's and B's
- No Discipline Referrals
- No more than 2 Tardies
- No more than 2 Unexcused Absences

Homework

Homework is an integral part of learning and will be assigned in every content area. Homework is designed to reinforce classroom instruction and allow students to practice a concept independently. Accurate

and timely completion of all homework assignments is expected of all students.

Homework shall be considered a course requirement and its completion or lack thereof will be included as a factor in the computation of a student's grade.

Assessments

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

Missing Work and Incomplete Grades

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

Promotion and Retention Policies

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

- Students who fail three or more core content area courses will be retained, and held to repeat the current grade.
- Students who fail one or two core content area courses will be invited to make up the classes in the Extended Year program before being promoted to the next grade.
- Students who do not attend summer school will be retained.
- All academic requirements must be satisfied to participate in promotion. Students must successfully complete all core and non-core classes.

- Chronic misbehavior and disciplinary actions have the potential to forfeit a student's 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.

IDs

- Students must wear their IDs when in the building.
- Students must scan their IDs to use the bathrooms and when in the cafeteria.
- Students must use the lanyard provided by LMS. No other lanyards will be allowed.
- Students without a lanyard/ID must request a new one from their homeroom teacher.
- Students who consistently do not have an ID will be assigned after school detention.

Field Trips

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

Fire Drills and Lockdown Drills

Emergency drills are held periodically to ensure that students and staff can evacuate the building quickly and safely in the event of an emergency. Cooperation and quiet are

necessary during any safety drill. Students are not to reenter the building after a fire drill or any other evacuation until the administrator in charge provides clearance.

Lockers

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

Lost and Found

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

Media Center

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

Medical Personnel and Medications

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

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

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

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

Guidance Services

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

Guidance/Counseling Services

Services include, but are not limited to:

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

School Counselors can be reached at the following extensions:

- Gr 6 - Ms. Rapattoni Ext 2321
- Gr 7- Ms. O'Neill Ext 2320
- Gr 8 - Ms. Keen Ext 2118

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.

Students who fail to follow these rules may have their computer privileges revoked and/or may be subject to disciplinary actions and/or fines.

Dress & Grooming

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and preferences. Students will be required to dress in a manner that reflects good taste, modesty, and appropriateness for an educational learning environment.

The goal of the Board of Education is to provide our students with an environment that

allows students to focus on academic issues instead of other issues.

The implementation of the dress code policy will be as of the first day of school and will affect all of the schools in the Lindenwold School District at all grade levels.

Students that are new to the district will be expected to comply upon beginning their first day of school in the Lindenwold School District.

Pants/skirts

- 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. (approx. 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 waist at all times.

Shirts/blouses

- Shirts may have school appropriate writing, 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 (approx. 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

- 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, hoods, 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 Attire

Students in grades 6-8 will be asked to

change into appropriate gym attire.

- Sneakers (athletic style with laces) and socks (no platform type shoes, boots, sandals, or flip-flops).
- No jewelry may be worn. Gauges must be secured.
- School issued sports or club clothing may not be used.

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

Key items NOT permitted

Pajama pants are not permitted to be worn during the school day.
Shirts must cover one's back and abdomen region. Crop tops are not permitted to be worn during the school day. Hoodies, head wraps, and hats may not be worn in school during the school day.

(This is a school safety issue as we do need to see everyone's full faces when in a school building.)

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.

Gaming Controllers

Students are not allowed to bring gaming controllers to school. If a gaming controller is brought to school, it will be confiscated and turned in to the Main Office. Gaming controllers will not be returned directly to

students. A parent or guardian must come to school to pick it up.

Self-Protective Devices

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

Student Passes

Students must carry a current Hall Pass when in the halls while classes are in session. HALL PASSES ARE INCLUDED IN THE STUDENTS' AGENDA BOOK. Students should request that teachers sign their hall pass if they wish to be excused to the restroom, media center, guidance office, or nurse's office. Students abusing hall pass privileges will be placed on pass restriction.

Extracurricular Eligibility

Middle School Academic Eligibility

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

Middle School Attendance Eligibility

A student is ineligible for participation in co-curricular activities if he/she has demonstrated unsatisfactory attendance by accumulating more than 18 unexcused absences during the school year. Notwithstanding these standards, a student

who has commenced preparation for participation in a public performance of a concert, recital, drama, debate, or the like may continue to participate until the student has completed the performance. No student who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day. Any exceptions shall be at the Principal's discretion.

Middle School Disciplinary Eligibility

Any student who accumulates three (3) incidents of out-of-school suspensions (OSS) or (6) incidents of in-school suspensions (AIR) or combination of the two types of incidents during the course of the school year also forfeits his/her right to participate in co-curricular activities because they do not exhibit the appropriate characteristics of an LMS student. Students and parents may appeal to the Building Principal for reinstatement. This appeal must occur within five (5) days of notification of the suspension. Only one appeal will be considered each year.

Bus Regulations

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

Students will not be allowed to ride another bus except in cases of emergency at which time the Administration must be contacted by the parent or guardian the day prior to requested change. Permission to ride another bus will not be granted by school personnel, only by the Administration (856-346-3330). Students must get a bus pass in order to take the late bus. Bus conduct will be monitored by the use of video equipment. Inappropriate behavior will result in consequences including bus suspension and other consequences listed on page 15.

Previous to Boarding:

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

After Leaving the Bus:

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

Cafeteria Regulations

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

- Students will be expected to proceed to and from the cafeteria appropriately.
 - Be on time
 - Wait in a single file line
 - Limit 5 students in serving area
 - Be polite and courteous
 - Use appropriate language/tone
 - Remain seated until dismissed
 - Do not "crash" or "butt" the serving line
 - Walk to your table in an orderly fashion
 - Sit at one table for the whole lunch

- period
- Observe proper table etiquette;
 - No throwing food.
 - Respect the food of others.
 - No use of offensive language.
 - Speak with a soft voice.
 - No food items shall leave the cafeteria.
 - Deposit all waste paper, milk cartons and foods in proper containers.
 - Clean the table and floor after eating
 - Students need to have their IDs with them when they go to lunch. Students without IDs will be asked to go to the end of the lunch line and will be served after students with IDs.
 - When dismissed students should walk quietly out of the café.

Care of School Property

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

Affirmative Action Assurance

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

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.

School Wide Positive Behavior Support in Schools (PBSIS)

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

LMS School Wide Expectations:

- Respect
- Responsibility
- Community

Choose Your Future!

How can parents help?

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

Student Behavior – Code of Conduct

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of the school facilities. The Code of Conduct has been developed for the purpose of delineating school rules, practices, and consequences, relating to the administration of discipline in the school.

Public Displays of Affection

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

The objectives of the Lindenwold Middle School Code of Conduct and Discipline Policy are to ensure the maintenance of an orderly school environment that is conducive to learning and to teaching students to be proactive and take responsibility for their actions in all situations. The Code of Conduct is found in later pages of this book. It outlines the consequences for inappropriate actions.

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

Descriptions of Disciplinary Actions

- **Lunch Detentions** take place in a classroom and will be expected to follow all expectations in the lunch detention
- **Administrative Detentions** take place immediately after school. Students must report to the detention room no later than 2:30pm. 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.

STUDENT CODE OF CONDUCT

2025 - 2026

IMPLEMENTATION OF RESTORATIVE PRACTICES

Restorative practices are a research-based holistic approach to school climate and culture focused on building relationships and social connections, emphasizing mitigating and repairing the harm done to others and the community rather than solely punishment when harm occurs.

Studies have shown that restorative practices can provide significant benefits to the community, including improved academic achievement, student behavior, and school safety, reduction of exclusionary practices, and more equitable outcomes for students (Darling-Hammond et al., 2020; Gregory et al., 2016; Katic, Alba, & Johnson, 2020).

Given these benefits and our mission, Lindenwold Middle School is committed to a restorative approach to climate and culture.

Note: Lindenwold Middle School Administration reserves the right to implement and modify the Code of Conduct in the best interest of the school community.

RESTORATIVE PRACTICES INTERVENTIONS & SUPPORTS

A key tenet of restorative practices is the notion of utilizing learning to restore harm done to the community. As such, when harm is done unto the community, Lindenwold Middle School will utilize the following tiers of interventions and support with the aim of reteaching expectations for students, and restoring harm done unto the community. These tiers of support are evidence-based practices that abide by the principles of restorative practices.

Note: Lindenwold Middle School Administration reserves the right to implement and modify the Code of Conduct in the best interest of the school community.

Tier of Support	Possible Restorative Practices Interventions and Supports
Tier One: Non-Violent, Uncooperative, Disruptive, Disorderly Non-Compliant Behaviors	Redirection, Restorative Conversation, Parent Conference, Proximity, Preferential Seating, Positive Reinforcement, Frequent Breaks, Silent Signals, Behavior Statements, Job Assignment, Partner Assignment, Chunking Directions, Provide Choices or Alternate Assignments, Lunch Detention, After School Detention
Tier Two: Non-Violent, Uncooperative, Disruptive, Disorderly Non-Compliant Behaviors (Multiple Occurrences)	Redirection, Restorative Conversation, Parent Conference, Proximity, Preferential Seating, Positive Reinforcement, Frequent Breaks, Silent Signals, Behavior Statements, Job Assignment, Partner Assignment, Chunking Directions, Provide Choices or Alternate Assignments, Lunch Detention, After School Detention Daily Trackers, Check In Check Out, Peer or Staff Mentoring, Harm and Healing Circle, AIR, Referral For Counseling, After School Enrichment, Saturday Detention, Pass Restriction, Saturday Detention
Tier Three: Injurious, Harmful, and/or Harmful Behaviors	Daily Trackers, Check In Check Out, Peer or Staff Mentoring, Harm and Healing Circle, AIR, Referral For Counseling, After School Enrichment, Saturday Detention, Pass Restriction, Saturday Detention Out of School Suspension, Meeting with Superintendent, Circle of Support and Accountability, Safety Plan, Anti-Bullying Plan, Behavioral Plan, Referral For Specialized Services, Contact Police, Recommendation For Psych Evaluation, Recommendation for Twilight Program, Individual Student Intervention Plan (HIB)

ADMINISTRATIVE DISCLAIMER

Based upon the student's disciplinary infractions and/or severity of a specific situation, the administration reserves the right to modify the Code of Conduct. Students in grades 7 - 12 may be considered for enrollment in the Twilight Program when the Administration has determined the current academic day program is not meeting the needs of the student as the student would benefit from either an alternative learning environment or a significant increase in school counseling opportunities.

All infractions at all levels below will be logged into the Discipline Module of Real Time. Parents will have access to review infractions in the Parent Portal at any time. Infractions will be logged in within 24 hours of the incident.

Note: Lindenwold Middle School Administration reserves the right to implement and modify the Code of Conduct in the best interest of the school community.

Restorative Responses

Teacher, Classroom and Bus Managed Behaviors

Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Violation of Dress Code	<p>Students who violate the dress code of conduct, including:</p> <ul style="list-style-type: none"> Hoods or head adornments Ripped pants or jeans Excessive body exposure 	Tier 1 Response	Tier 1 Response	Tier 2 Response
Profane Language / Gestures and Name Calling	<p>Students who curse or use explicit and inappropriate language and gestures towards another community member. This includes:</p> <ul style="list-style-type: none"> Calling other community members outside of their preferred name Making comments that are perceived as harmful but do not meet the NJDOE definition of bullying or harassment 	Tier 1 Response	Tier 1 Response	Tier 2 Response
Disruptive Classroom Behavior	<p>Students who intentionally disrupt the school environment by not following expectations despite non-verbal and verbal redirection provided. Disruptive behavior includes:</p> <ul style="list-style-type: none"> Leaving assigned seats without permission Speaking when voice level should be zero Using phone in classroom without permission Failing to adhere to classroom or school norms 	Tier 1 Response	Tier 1 Response	Tier 2 Response
Cheating and Academic Dishonesty	<p>Students who submit or intend to submit work that is not their own, including plagiarism and AI generated content.</p>	Tier 1 Response	Tier 1 Response	Tier 2 Response

Class Cutting and Elopement	Students who intentionally do not attend their classes on a consistent basis affecting student learning and school climate. This includes: Hallwalking Elopement from classroom or building Excessive abuse of hall passes or time out of the classroom with a hall pass.	Tier 1 Response	Tier 1 Response	Tier 2 Response
Misuse of School or Personal Property				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Destruction of Property	Students who damage or deface school property or the personal property of another school community member.	(Less than \$500) Tier 2 Response (More than \$500) Tier 3 Response	Tier 3 Response	Tier 3 Response
Theft	Students who take school property or the personal property of another school community member.	(Less than \$500) Tier 2 Response (More than \$500) Tier 3 Response	Tier 3 Response	Tier 3 Response
Robbery	Students who take or attempt to take the property of another student or school community member by force, threat of force, or by putting the victim in fear.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Unauthorized Entry into School Property	Students who gain entry to a school building at an unauthorized time. This includes: attending or visiting school during suspension, exiting AIR without permission, and allowing themselves or other people into a school not using the main visitor entrance.	Tier 2 Response	Tier 3 Response	Tier 3 Response
Physical Aggression				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Mutual Fight	Students who willingly engage in a one-on-one physical altercation. This is a physical altercation in which none of the participants are without fault.	Tier 2 Response	Tier 3 Response	Tier 3 Response
Mutual Group Fight	Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are without fault.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Assault	Students who hit, punch, kick, or physically harm a school community member in any way, intentionally and without provocation.	Tier 2 Response	Tier 3 Response	Tier 3 Response

Group Assault	Students, along with other community members, who participate in an assault against one or more community members. This is an incident in which participants can clearly be identified as participants with and without fault.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Reckless Endangerment	Students who take any action that creates a substantial risk such that serious harm can result to any community member. This includes: Horseplaying Throwing objects that can cause harm across a room or out of a window Intentionally causing a community member to slip or fall Intentionally instigating, calling, or engaging community members to incite violence Allowing for the facilitation of violence by intentionally impeding deescalation Flashing or using a "lookalike" weapon	Tier 2 Response	Tier 3 Response	Tier 3 Response
Sexualized Behaviors, Bullying and Harassment				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Consexual Sexual Act	Students who engage in a mutually consensual sexual act.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Non-Consensual Inappropriate Touch	Students who engage in unwanted touching or exposure of themselves or another school community member. Any groping, grabbing, or exposure of private parts (their own or someone else's) must be reported to the Title IX coordinator for possible harassment.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Harassment	Students who engage in unwelcome verbal, written, graphic, or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status, and/or political beliefs. Harassment criteria: Must be related to a protected class Must be considered severe, persistent, OR pervasive Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Bullying and Cyberbullying	Bullying is severe and pervasive conduct that must meet the following criteria: Repeated and persistent Intentional Includes an imbalance of power Cyberbullying includes the same criteria, but occurs through electronic	Tier 3 Response	Tier 3 Response	Tier 3 Response

	communication devices including but not limited to social networking, e-mail, messaging, texts, tweets, etc.			
Inappropriate Use of an Electronic Device	<p>Note: This is not for every instance of using a cell phone in class. For typical cell phone use in class, please use Disruptive Classroom Behavior.</p> <p>Students who use electronics (cell phones, chromebooks, etc.) in inappropriate ways, including:</p> <p>Sexting, possession of pornography. Recording or disseminating videos of fights and conflicts. Recording someone in a place where they have an expectation of privacy. Posting content that materially impacts the school community, such as a weapon or perceived threat of weapon.</p>	Tier 3 Response	Tier 3 Response	Tier 3 Response
Threats and Intimidation				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Threats and Intimidation	<p>Students who threatened to engage in an act that causes harm and induces fear in another community member. Threats can be made verbally, in writing, with gestures, or on social media.</p> <p>Intimidation can include persistent looks, following someone and/or intentionally trying to make another fearful.</p>	Tier 3 Response	Tier 3 Response	Tier 3 Response
Threatening Mass Violence	Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of physical harm to a school community.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Hazing and Gang Affiliation				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Hazing	Students who for the purpose of initiating or enhancing a students membership in a school organization or activity causes or forces that student to violate any criminal law, consume a substance that subjects the student to harm, endure physical, mental, or sexual brutality or perform any activity that endangers another.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Gang Affiliation	Students who engage in dangerous activities on behalf of an identified gang to commit disruptive or illegal acts on school property on behalf of the gang.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Tobacco, Drugs and Alcohol				

Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Possession of Use of Tobacco	Students who use or possess tobacco or any electronic smoking device. This includes but is not limited to products containing tobacco, electronic cigarettes, cigars, vaping, and hookah.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Possession or Use of Alcohol or Drugs	Students who use or possess alcohol or other drugs, which includes drugs in edible, liquid, or vape form.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Distribution of Alcohol or Drugs	Students who are found to be selling and/or distributing alcohol or drugs, which includes drugs in edible, liquid, or vape form.	Tier 3 Response	Tier 3 Response	Tier 3 Response
Incendiary Devices and Weapons				
Code of Conduct Violation	Description	First Infraction	Second Infraction	Third or More Infraction
Possessions or Use of a Weapon	<p>Students who possess or use any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon.</p> <p>Weapons include firearms (loaded or unloaded), bullets and loaded magazines, cap guns, BB guns, airsoft guns, bombs, knives, box cutters, cutting instruments, nunchaku, tasers, or mace.</p> <p>Weapons do not include water guns or ordinary objects. These can be considered reckless endangerment if used inappropriately.</p>	Tier 3 Response	Tier 3 Response	Tier 3 Response
Possessions or Use of Incendiary Devices or Explosives	Students who possess or use incendiary devices such as matches, lighters, fireworks, firecrackers, and/or other explosives. This may include accidental or intentional fire starting.	Tier 3 Response	Tier 3 Response	Tier 3 Response

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

LINDENWOLD MIDDLE SCHOOL

BELL SCHEDULE

GRADE 6

Homeroom 7:40 – 7:53

1st 7:56 – 8:49 Cycle/Spe

2nd 8:52 – 9:45

3rd 9:48 – 10:41

4th 10:44 – 11:37 Cycle/Spe

5th (A) 11:40 – 12:05 Lunch

5th (B) 12:08 – 12:33 Lunch

6th 12:36 – 1:29

7th 1:32 – 2:25

GRADE 7

Homeroom 7:40 – 7:53

1st 7:56 – 8:49

2nd 8:52 – 9:45 Cycle/Spe

3rd 9:48 – 10:41

4th 10:44 – 11:37

5th 11:40 – 12:33 Cycle/Spe

6th (A) 12:36 – 1:01 Lunch

6th (B) 1:04 – 1:29 Lunch

7th 1:32 – 2:25

GRADE 8

Homeroom 7:40 – 7:53

1st 7:56 – 8:49

2nd 8:52 – 9:45

3rd 9:48 – 10:41 Cycle/Spe

4th (A) 10:44 – 11:09 Lunch

4th (B) 11:12 – 11:37 Lunch

5th 11:40 – 12:33

6th 12:36 – 1:29 Cycle/Spe

7th 1:32 – 2:25

EARLY DISMISSAL BELL SCHEDULE

Grade 6

Homeroom 7:40 - 7:53

1st 7:56 – 8:34 Cycle/Spe

2nd 8:37 – 9:15

3rd 9:18 – 9:56

4th 9:59 – 10:37

5th 10:40 – 11:03 Lunch

6th 11:06 – 11:44

7th 11:47 – 12:25

Grade 7

Homeroom 7:40 - 7:53

1st 7:56 – 8:34

2nd 8:37 – 9:15 Cycle/Spe

3rd 9:18 – 9:56

4th 9:59 – 10:37

5th 10:40 – 11:18 Cycle/Spe

6th 11:21 – 11:44 Lunch

7th 11:47 – 12:25

Grade 8

Homeroom 7:40 - 7:53

1st 7:56 – 8:34

2nd 8:37 – 9:15

3rd 9:18 – 9:56 Cycle/Spe

4th 9:59 – 10:22 Lunch

5th 10:25 – 11:03

6th 11:06 – 11:44

7th 11:47 – 12:25

2 HOUR DELAY BELL SCHEDULE

Grade 6

Homeroom 9:40 - 9:50

1st 9:53 – 10:33 Cycle/Spe

2nd 10:36 – 11:16

3rd 11:19 – 11:59

4th 12:02 – 12:42

5th 12:45 – 1:05 Lunch

6th 1:08 – 1:48

7th 1:53 – 2:25

Grade 7

Homeroom 9:40 - 9:50

1st 9:53 – 10:33

2nd 10:36 – 11:16

3rd 11:19 – 11:59

6th 12:02 – 12:27 Lunch

4th 12:30 – 1:05

5th 1:08 – 1:48

7th 1:53 – 2:25

Grade 8

Homeroom 9:40 - 9:50

1st 9:53 – 10:33

2nd 10:36 – 11:16

3rd 11:19 – 11:44 Lunch

4th 11:47 – 12:27

5th 12:30 – 1:05

6th 1:08 – 1:48

7th 1:53 – 2:25