



# LINWOOD

## PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

51 Belhaven Avenue  
Linwood, NJ 08221

609.926.6720  
@linwoodschoos

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### Linwood School District Annual Notices

Dear Parent/Guardian:

Welcome to the new school year! The following documents pertaining to the current school year are attached to this letter. There are a number of forms that are notifications that you should review and keep for your records. Please see the list below:

1. Annual Pest Management Notice
2. Attendance Letter & Chart
3. Acceptable Use Policy
4. Technology Equipment Loan Agreement for Students
5. Bicycle Use Contract
6. ESEA Notification Letter
7. SPELL JIF Insurance Memorandum
8. Statewide Assessment Information Notice
9. Linwood School District Calendar
10. Notification of Rights under FERPA for Elementary and Secondary Schools
11. Crossing Guard Posts
12. Student Code of Conduct
13. School Security Drills Letter

There are other forms and notices that will follow throughout the year. Please be sure that we have updated email and contact information on file so that we can reach our families with information. If you have any changes to contact information throughout the year, please update your child's information in OnCourse or notify the main office of the change.

Thank you and we look forward to an amazing school year!

Sincerely Yours,

Lori Care  
Seaview Principal

Dr. Jennifer Luff  
Belhaven Principal



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### Annual Integrated Pest Management Notice

Parent/Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Linwood Public School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventative approach to managing pests that is explained further in the school's IPM Policy posted on the District website.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for *Linwood Public Schools* is:

Name of IPM Coordinator: Patrick Childs  
Business Phone Number: 609-926-6717  
Business Address: 51 Belhaven Ave., Linwood, NJ 08221

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet. (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, staff members, for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the *Linwood Public Schools* may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued a statement that where possible; persons who are potentially sensitive, such as pregnant women, infants, and children should avoid unnecessary pesticide exposure.

On our website you will find a list of turf applications that are in use or that have been used in the last 12 months on school property.

Sincerely,

Lori Care  
Seaview Principal

Dr. Jennifer Luff  
Belhaven Principal





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### Linwood Schools Attendance Letter and Chart

Dear Parents and Guardians,

The Linwood Board of Education requires students who are enrolled in the district to attend school regularly in accordance with the laws and regulations of the State of New Jersey. Regular student attendance is essential in order to accomplish our goals. The classroom setting is the best place to ensure your child's further success and development.

*Please be aware that the State of New Jersey considers any student who is absent for 10% or more of the total number of school days for any reason, excluding the State recognized excused absences, as being "Chronically Absent" (e.g. 18 absences over 180 school days equals Chronically Absent). A student in attendance less than 162 school days may be considered to have not successfully completed the instructional requirements to which he/she is assigned.*

It is the responsibility of the parent/guardians to track their child's absences.

- Absences should be tracked via attendance information encompassed in all quarterly report cards and/or by contacting the school's Main Office.
- The school will notify the parent/guardians by mail when a student has accumulated four (4) absences. A second notification will occur at nine (9) absences. At ten (10) or more absences, a meeting will be held with the parents/guardians and administration and a determination will be made regarding the need for court referral.
- Consequences for attendance infractions could include denied participation in co-curricular or athletic activities.
- *If more than eighteen (18) occur, students may face summer credit completion, retention, or court truancy procedures if necessary.*
- If a student is tardy, parents will receive a warning letter at three (3) tardies. An after-school detention may be assigned or further disciplinary action may be taken. Parents may be required to meet with the school principal and/or school counselor.

For record-keeping purposes, our school differentiates between excused and unexcused absences per state guidelines and school policy – a description of these codes is on the reverse side of this letter. We realize some absences are unavoidable due to health problems or other circumstances. Please understand, however, that the ultimate goal is to have your child/ren attend school each day. When students are in school, their presence supports their growth - academically, socially, and emotionally. Thank you for supporting our efforts to maintain excellence in teaching and learning.

Sincerely Yours,

Lori Care  
Seaview Principal

Dr. Jennifer Luff  
Belhaven Principal



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### Linwood Public Schools Attendance

"Excused Absence"	"Verified-Unexcused"	"Unexcused Absence" That COUNTS Towards Truancy
A student's absence from school for a full or a portion of a day for the following reasons:	A student's absence from school for a full or a portion of a day for the following reasons:	A student's absence from school for a full or a portion of a day for the following reasons:
Observance of a Religious Holiday NJSA 18A:36-14 through 16;	The student's illness supported by notification to the school by the student's parent;	For any reason that is not "excused" as defined in Column 1 or for any "verified-unexcused" absence listed in Column 2
Take Your Child to Work Day;	The student's required attendance in court;	
Any other absence determined to be excused by the NJDOE.  These include a college visit (only for students in grades 11 and 12), participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33), and closure of a busing district that prevents a student from having transportation to the receiving school.	Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;	
	Family illness or death supported by a written letter from the parent upon the student's return to school;	
	Necessary/unavoidable medical/dental appointments that cannot be scheduled at a time other than the school day;	
	An absence for a reason not listed above, but deemed "Verified-Unexcused" that does not count toward truancy by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be "Verified-Unexcused".	<b>IMPORTANT NOTE:</b> "Verified-Unexcused" absences are days a student is not present in school but the school has been notified of the reason for the absence per column 2 on this page. These absences <u>do not</u> count towards truancy. However, persistently absent students (both "Verified-Unexcused" and "Unexcused") will be subject to the notification/consequence procedures listed on the front side of this sheet.
	"Verified-unexcused" absences require documentation/notification submitted to the school's main office explaining why your child was absent.	



# Linwood Public Schools

## Acceptable/Responsible Use Agreement

### General Information:

For the purpose of this Policy the following definitions apply:

- "Technology" – hardware or software.
- "Software" – any computer program(s) or related data that provide instructions for telling a device what to do and how to do it.
- "Users" – any person that connects to the Linwood Public Schools computers or network.
- "Privately owned" – technology hardware and software that is purchase, owned, and maintained by the pupil at no expense to the school or district.
- "Device" – any technology that can store, access, retrieve, and/or communicate data or information.

The Linwood Public School District provides devices, services, and Internet access to its students and staff for educational purposes only. The purpose of providing these technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of the Linwood Public School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the staff, students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

All users are responsible for good behavior on personal or school owned devices and networks, just as they are in a classroom or school hallway. Communications on the network can be public in nature. General school rules for behavior and communications apply. The network is provided for users to teach, learn, conduct research and communicate with others. Access to network services is given only to users who agree to act in a considerate and responsible manner. Parent permission is required for all student users. Staff are required to sign their own agreement as well. *Access is a privilege – it is not a right.* Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards/policies and will honor the agreements they have signed. Beyond the clarification of such standards and policies, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like district file cabinets or lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students may be given the responsibility for locating appropriate materials under teacher supervision. As outlined in the Board policy and procedures on Acceptable Use of Computer Networks/Computers and Resources (#2361), copies of which are available in school offices, the following are not permitted:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

# **Linwood Public Schools**

## **Acceptable/Responsible Use Agreement**

- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

### **Information Content and Uses of the System:**

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc.). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because Linwood Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. As a condition for receipt of certain Federal funding, the school district is in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries (Linwood Board Policy #2361). While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Linwood Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District's resources.

Users knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of a user's network accounts and privileges.

### **Social Media and Online Conduct and Expectations:**

The District shall incorporate instruction on the responsible use of social media into the technology education curriculum for users as part of the district's implementation of the Common Core Standards in Technology. The instruction shall provide users with information on:

# **Linwood Public Schools**

## **Acceptable/Responsible Use Agreement**

1. the purpose and acceptable use of various social media platforms;
2. social media behavior that ensures cyber safety, cyber security, and cyber ethics; and
3. potential negative consequences, including cyber bullying, of failing to use various social media platforms responsibly.

Any action by a user of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending user's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Staff, Students, and their parents/guardians, specifically agree to indemnify the Linwood Public School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

### **Software Libraries:**

Software is provided to users as a curricular/professional resource. No users may install, upload, or download software, without the expressed consent of the district or building administrator in consultation with the system administrator. Any software having the purpose of damaging other users' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at the direction of the administration or Board, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a user who misuses the software libraries.

### **Copyrighted Material & Plagiarism:**

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

### **Real-Time, Interactive Communication Areas:**

The system administrators, at the direction of the administration or Board, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, video conferencing, etc).

### **Electronic Mail:**

Staff and select students will have electronic mail (email) accounts. They are prohibited from access to third party email (i.e. AOL, Comcast, Verizon, Hotmail, Yahoo, etc.) as well as instant messaging on the district computer network. E-mail accounts may be set up for classroom use, for a grade level/student, at the direction of the administration or Board, for curricular use. Student email will be restricted to sending/receiving email from users within the district, while staff will be able to send messages to any internal or external address. Incoming email from external addresses will be blocked for students.

# **Linwood Public Schools**

## **Acceptable/Responsible Use Agreement**

### **Disk Storage:**

The system administrators reserve the right to set quotas for disk storage on the system. A user who exceeds his/her quota will be advised to delete files to return to compliance. A user who remains in non-compliance of disk space quotas will lose the ability to save their files due to quota restrictions.

### **Security:**

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the user must notify his/her teacher or the system administrator. The users should not demonstrate the problem to anyone except a teacher or building/system administrator. In order to maintain proper system security, a user must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another user's account or as a system administrator will result in termination of the account of the user in violation. Users should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

### **Vandalism:**

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Game Playing:**

Game playing is permitted on the Linwood Public School system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited.

### **Printing:**

The printing facilities of the Linwood Public School network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend. Students are to seek the approval of their instructor before printing anything.

### **Use of Privately Owned Devices:**

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many users possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial during school hours for approved educational purposes. Therefore, the Board of Education will allow staff/students to use their privately-owned technology devices under conditions outlined in this Policy.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

The use of privately-owned technology by a staff member, providing an educational program during the school day, must be approved by their supervisor. The staff member's privately-owned



# **Linwood Public Schools**

## **Acceptable/Responsible Use Agreement**

technology must be used for curricular or professional needs and is subject to the rules of use outlined in the above document. The staff member's supervisor must approve the use of privately-owned technology based on need and/or the lesson plans of the staff member. The designated supervisor may also prohibit the use of privately-owned technology at their discretion.

The school district assumes no responsibility for any privately-owned technology brought to school by a user. The user shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a user. Users are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the user brings to school.

### **School District Provided Technology Devices (Anti-Big Brother Act)**

As outlined in board policy and procedures, "*School District Provided Technology Devices to Staff Members/Pupils*" (#7522) and pursuant to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requiring notification about the usage of certain electronic devices the following applies:

The Linwood Public School District, based on educational need or job description, may furnish a user with a laptop computer, cellular telephone, or other electronic device. These electronic devices may record or collect information on the user's activity or the use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the user's activity or use of the device.

The Linwood Public School District and their providers shall not use any of these capabilities in a manner that would violate the privacy rights of an employee, student, or any individual residing with the student. Employees and the parent/guardian of a student(s) shall acknowledge receipt of this notification. The school district will retain this acknowledgement as long as the user retains the use of the electronic device.



# **LINWOOD**

## **PUBLIC SCHOOLS**

### **Technology Equipment Loan Agreement for Students**

#### **POLICY**

#### **7523. SCHOOL DISTRICT-PROVIDED TECHNOLOGY DEVICES TO PUPILS**

Date Created: November 2014

Date Edited: November 2017

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district-provided technology device.



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## **PUBLIC SCHOOLS**

### **Technology Equipment Loan Agreement for Students**

To receive a school district-provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include but are not limited to

1. A school district-provided technology device must be used only by the pupil for school district authorized to use;
2. A pupil shall comply with the school district's acceptable use of technology policies, in their use of any school district-provided technology device;
3. Any school district-provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;





# **LINWOOD**

## **PUBLIC SCHOOLS**

### **Technology Equipment Loan Agreement for Students**

6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.



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## **PUBLIC SCHOOLS**

### **Technology Equipment Loan Agreement for Students**

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgment shall be retained by the Principal or designee for as long as the pupil retains the use of the school district-provided technology device. The parent acknowledgment and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district-provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – "The Anti-Big Brother Act"

Adopted: 16 October 2013



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### **Technology Equipment Loan Agreement for Students**

#### **GUIDELINES FOR PROPER CARE.**

- a. Do not eat or drink while using the equipment;
- b. Do not drop the equipment or allow it to fall;
- c. Unplug the equipment during electrical storms;
- d. Give care appropriate for any electrical device;
- f. Do not attempt to repair damaged or malfunctioning equipment;
- g. Do not attempt to upgrade the equipment or software;
- h. Do not allow children/Students to play on/with the equipment;
- i. Do not leave equipment unattended or in an unlocked home, office, classroom or car, etc.;
- j. Do not leave equipment susceptible to extreme heat or cold.





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## PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

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### Bicycle Use Contract

#### HELMETS 4 L.I.F.E. PROGRAM and Linwood Schools

We agree to and promise the following in exchange for having the privilege of riding a bicycle to the Linwood Schools:

1. The student will wear a properly fitted and constructed bicycle helmet every time he or she rides a bicycle;
2. The student and parents/guardians will obey the New Jersey Bicycle Helmet Law;
3. The student will obey all of the traffic laws of the State of New Jersey and City of Linwood;
4. The student will obey all signals, stop signs and crossing guard instructions;
5. The student will use proper hand signals and will look in all directions before turning;
6. The student will not "dart" out from the side streets, parked cars or in and out of moving traffic;
7. If riding at night, the student will wear light clothing and have reflective tape prominently displayed on both the helmet and the bicycle;
8. The student will not allow anyone to ride on the bicycle handlebars and/or pegs;
9. The student shall assume the responsibility in the care of property, the observation of safety rules and the display of courtesy and consideration towards others;
10. Both the student and the parents/guardians understand and agree that it is not the responsibility of the school or the HELMETS 4 L.I.F.E. Program to make daily inspections or to ensure that a bicycle helmet is worn properly or that it is of the proper quality or construction, or that any students wear it at all times when riding to and from school. The sole responsibility of wearing a proper and properly fitting bicycle helmet is on the student and his or her parents/guardians;
11. The parents/guardians or student's failure to abide by the laws, rules and regulations of the State of New Jersey, City of Linwood and the Linwood Schools regarding the use of a bicycle helmet may result in a loss of the privilege of riding a bicycle to school for a period of time. This potential action is neither the assumption by the Linwood Schools of any duty nor a substitute for parental/guardianship responsibilities or law enforcement functions of the police department.

*\*Please remember that we encourage all students to use a bike lock.*



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August 30, 2023

ESEA Notification Letter

Dear Parent/Guardian;

The *Elementary and Secondary Education Act (ESEA)* was designed to make changes in teaching and learning that will help increase academic achievement in our schools. The law requires that all schools receiving ESEA Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have a four-year college degree, teaching certificate/license, and show proof of his/her knowledge in the subject they teach.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in Linwood. Many of our teachers have advanced degrees and every teacher continues learning through professional development activities. Our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

*All of our teachers in Linwood currently meet this legal definition of highly qualified.* A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. Every teacher in our district is fully qualified and dedicated to teaching your child.

We hope that you have had the chance to communicate with your student's teacher and experience his/her passion and dedication first hand. I encourage you to support your child's education and communicate with your child's teachers on a regular basis. We consistently encourage parent involvement and offer many opportunities for you to be involved with your child's education. By partnering, families and educators can provide your child with the best education possible.

#FinsUpWingsUp-

Brian Pruitt  
Superintendent





**LPS**  
LINWOOD PUBLIC SCHOOLS

Seaview Elementary School  
Belhaven Middle School  
51 Belhaven Avenue  
Linwood, NJ 08221  
609.926.6700  
[www.linwoodschoools.org](http://www.linwoodschoools.org)  
@LinwoodSchools

August 2023

RE: Student Accident Insurance

Dear Parents/Guardians of Linwood Schools' Students-

The Linwood Board of Education is a member of the Atlantic County Association of School Business Officials Joint Insurance Fund, ACASBOJIF. Membership in the JIF includes Student Accident Insurance through the SPELL JIF at no cost to the families. There is no need to sign up for this school day coverage, however, wrap around coverage is available at a low cost. For more information see the following:

Instructions to the parents are:

- Visit [www.bobmccloskey.com](http://www.bobmccloskey.com)
- Go to the K-12 Voluntary Enrollment
- Scroll down and choose Linwood BOE
- Click on "View the Brochure"
- Click on "Print & Mail The Form" to enroll manually
- Click on "Enroll Online" to enroll electronically
- If you enroll electronically online you will have the ability to print out the ID card from the site by clicking on "Get an ID Card"

Extended coverage is only available if you enroll your student(s) so be sure to log on and complete the application. Technical questions should be directed to the BMI Benefits/Catlin Insurance Company support line. If you have any other questions, please contact the Business Office at 609.926.6700.

Sincerely-

Patricia Swanson  
Business Administrator/Board Secretary



# Accident Insurance Protection for Students

**Parents and Guardians: Do you have adequate insurance coverage for your child in the event of an unforeseen accident?**

**Bob McCloskey Insurance has got you covered!**



Depending on which program your child's school offers, you may be able to purchase one or more of the following insurance products on a voluntary basis ...

- ✓ \$500,000 At School Student Accident Coverage
- ✓ \$500,000 Around the Clock – 24 Hour Accident Coverage
- ✓ \$50,000 Student Accident Dental Coverage

... with relative ease from any computer or ipad via the following online address:

**[www.bobmccloskey.com](http://www.bobmccloskey.com)**

Just follow the instructions and you can accomplish the process in minutes. And, should you have any questions, you can call  
**1-800-445-3126**

and a representative will be happy to assist you with the process or any questions.

Bob McCloskey Insurance  
P.O. Box 511 Matawan, NJ 07747  
[www.bobmccloskey.com](http://www.bobmccloskey.com)



**Got You Covered**



## **BMI Benefits, LLC.**

**P.O. Box 511**

**Matawan, NJ 07747**

**Phone: 800.445.3126**

**Fax: 732.583.9610**

**www.bobmccloskey.com**

## **Student Accident Insurance Frequently Asked Questions**

### **Why is my child's school providing student accident insurance?**

Many health insurance plans have high deductibles and plan limits that leave parents with high bills resulting from an unexpected accident. This excess policy, provided by the school, protects students and families from the costs associated with school-time and/or sports related accidents depending on your school's chosen policy coverage.

### **Who is BMI Benefits?**

BMI Benefits, LLC. is the claims administrator on behalf of the insurance carrier.

### **Does primary insurance always have to pay first?**

Yes. Medical claims must always be submitted initially to your primary insurance policy. Any remaining balance of expenses not covered by your primary will be submitted to the excess policy. The policy will cover the remaining balance of eligible expenses up to the plan maximum.

### **Does the accident insurance policy pay for out-of-pocket expenses such as co-pays and deductibles?**

Yes. These charges can be submitted to the accident insurance policy to provide reimbursement.

### **What documents are needed to process a claim?**

If your student is involved in a school-related accident, the following documents are needed to properly process a claim:

- **Fully completed BMI Benefits Accident Claim Form**
- **Itemized Bill – in the form of a HCFA, UB04 or ADA Dental Claim.** These can be obtained through the medical/dental provider. **DO NOT SEND** cash receipts, balance due, balance forward, or past due statements for claims processing or payment. An itemized bill (HCFA or UB04) contains the following information:
  - Provider's Name, Provider's Address, Tax ID Number
  - Date(s) of Service, Type of Service(s) Rendered including CPT and ICD-9 Codes
  - The Fee for Each Procedure
- **Primary Insurance Explanation of Benefits (EOB)** – you should receive a copy of this from your primary insurance carrier. If your health insurance coverage is a state or federal government funded plan such as a Medicaid, Medicare, or Military insurance such as Tri-Care, the primary EOB is not required.

### **Where do I send all of these documents?**

Please send all claim forms, itemized bills, primary EOBs, other insurance information and claims correspondence to BMI Benefits, LLC. It might be easier to contact your medical provider, submit BMI's information as the secondary insurance, and the provider will bill BMI directly with the itemized bills and primary EOBs.

### **What insurance information do I have to give a provider?**

When you go to hospital, Doctor's office, PT clinic, etc, you must remember to tell them you have secondary insurance through your school's student accident medical insurance policy. Instruct the provider to bill your primary insurance first and then send the primary EOB and the itemized bill to BMI Benefits, LLC. **If you did not submit the secondary insurance information upon your first visit, please call the provider and give them the secondary insurance information for BMI Benefits.** If the provider bills the school's student accident insurance policy directly, this should prevent a balance due statement from being sent to the student/parent.

### **What can cause a delay in processing and paying a claim?**

The claims administrator cannot process a claim that is missing one or more of the following documents: the accident/injury claim form, the Itemized Bill or the Primary EOB / denial. We cannot accept balance due, balance forward, or past due statements for claims processing.

**Who can I contact if I have any questions?** If you have questions after you submit your claims to BMI Benefits, LLC. please contact them at 800-445-3126. Please be aware that settlement of your claim may take several weeks to process. When contacting BMI Benefits, please have your claim form available, as well as the name of the school, school district, or Policyholder to ensure prompt assistance.

**NOTE:** When BMI processes a submitted claim, an Explanation of Benefits (EOB) will be mailed to the medical provider of service with any check payment. A second copy is also mailed to the address on file for the claimant/student explaining the claim payment details. If any information is missing in order for BMI to process and pay an outstanding claim, an EOB will be mailed stating what needs to be submitted to BMI for reprocessing and payment of the medical claim.



## 2023-2024 NJ Statewide Assessment Information

New Jersey school districts, charter schools, and renaissance school projects are required by statute (*N.J.S.A. 18A: 7C-6.6*) to annually notify parents or guardians by October 1 or within 30 days of any additional statewide student assessment or commercially developed standardized assessment that will be administered over the course of the school year. For more information about each test, please see the NJDOE Office of Assessments webpage. See the Key below for reference to the chart categories:

- **Testing Mode** refers to how the assessment will be administered to students. The two modes are computer-based and paper-and-pencil. Some computer-based assessments allow students to take the assessment using paper and pencil. Be sure to inquire about the options if your child has a medical issue that would not allow them to take the assessment on the computer.
- **Testing Time** is the maximum amount of time allotted to students to complete the assessment. Most students finish well in advance of the allotted time.
- **Testing Window** is the period of time in which districts administer the assessment. It is not the actual number of days it takes a student to complete the assessment. School districts can choose the specific days within the window to administer the test. Specific district testing dates are included below.

Assessment Name	Subject Area	Grade Level Tested	Testing Mode	Testing Window	District Testing Dates
NJSLA ELA/Math Regular Spring Administration	ELA and Math	Grades 3-8	Computer-based with paper options for students with disabilities	April 29, 2024 to May 24, 2024 Makeup: May 28, 2024 to May 31, 2024	May 6, 2024 - May 10, 2024 Makeup: May 28, 2024 to May 31, 2024
NJSLA-Science Administration	Science	Grades 5, 8, and 11	Computer-based with paper options for students with disabilities	April 29, 2024 to May 24, 2024 Makeup: May 28, 2024 to May 31, 2024	May 20, 2024 - May 24, 2024 Makeup: May 28, 2024 to May 31, 2024
Dynamic Learning Maps (DLM) Instructionally Embedded (IE)	ELA, Math, and Science	Grades 3-8 *Select Students Only	Computer-based	September 11, 2023 to December 22, 2023	Throughout Testing Window
Dynamic Learning Maps (DLM) Year End (YE)	ELA, Math, and Science	Grades 3-8 *Select Students Only	Computer-based	April 8, 2024 to May 31, 2024	Throughout Testing Window
ACCESS and Alternate ACCESS for ELLs		K-8 ESL Students Only	Paper - Grade K (and by request) Online Grades 1-12 (Writing portion is paper grades 1-3)	February 5, 2024 to March 29, 2024	March 18, 2024 - March 22, 2024
National Assessment of Educational Progress (NAEP)	Mathematics, Reading	Grade 8		Testing Window January 29, 2024 - March 8, 2024	TBD



# 2023-2024 School Event Calendar

BOE Approved 04.26.23

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
4	Independence day

August (2 Staff)	
22	5th Grade Orientation
29	Preschool / Kindergarten Orientation
30-31	Full Day In-Service -No Students

September (18 Students, 18 Staff)	
4	Labor Day Weekend-Schools Closed
5	Early Dismissal - First Day Students
16	Rosh Hashanh
20	Belhaven Back to School Night
21	Seaview Back to School Night
25	Yom Kippur - Schools Closed

October (22 Student, 22 Staff)	
31	Early Dismissal - Staff In-Service

November (17 Student, 18 Staff)	
7	Full Day Staff In-Service - No Students
8	End of 1st Marking Period
9-10	NJEA Convention - Schools Closed
22	Early Dismissal
23-24	Thanksgiving - Schools Closed
28-30	Early Dismissal-Parent/Teacher Conferences

December (16 Student, 16 Staff)	
1	Early Dismissal-Parent/Teacher Conferences
22	Early Dismissal
25-29	Winter Break - Schools Closed

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 21 Student, 21 Staff)	
1	New Year's Day - Schools Closed
2	Schools Reopen
12	Early Dismissal - Staff In-Service
15	Martin Luther King Jr. Day
25	End of 2nd Marking Period

February (19 Student, 19 Staff)	
16-19	President's Weekend - Schools Closed

March (19 Student, 20 Staff)	
15	Full Day In-Service - No Students
28	Early Dismissal
29	Good Friday - Schools Closed

April (17 Student, 17 Staff)	
1-5	Spring Break - Schools Closed
10	End of 3rd Marking Period

May (22 Student, 22 Staff)	
27	Memorial Day

June (9 Student, 10 Staff)	
10-12	Early Dismissal
13	End of 4th Marking Period
13	Last Day for Students
14	Last Day - 10 Month Staff - Full Day In-Service

MAKE UP DAYS FOR SNOW/EMERGENCY WILL BE ADDED TO THE END OF THE SCHOOL YEAR

# Linwood Public Schools

## 2023-2024 District Calendar

51 Belhaven Avenue  
Linwood, NJ 08221  
Offices Open: 7:45 AM – 4:00 PM

### Seaview Elementary School

Lori Care, Principal  
Denise Kellner, Seaview Secretary  
Tia Devita, Seaview Secretary

Phone	Opening	Closing	Early Dismissal
609.926.6700	8:30 AM	3:00 PM	1:00 PM

Attendance Hotline: 609.926.6700  
Seaview Nurse's Office: 609.926.6700, ext. 6731  
Seaview Guidance Office: 609.926.6700, ext. 6754

### Belhaven Middle School

Jennifer Luff, Ed.D, Principal  
Janine Morano-Teles, Belhaven Secretary  
Joanna Teague, Belhaven Secretary

Phone	Opening	Closing	Early Dismissal
609.926.6700	8:15 AM	2:45 PM	12:45 PM

Attendance Hotline: 609.926.6700  
Belhaven Nurse's Office: 609.926.6700, ext. 6706  
Belhaven Guidance Office: 609.926.6700, ext. 6715





**LINWOOD**  
PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

51 Belhaven Avenue  
Linwood, NJ 08221

609.926.6720  
@linwoodschoos

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Linwood Public Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Seaview Elementary School or Belhaven Middle School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seaview Elementary School or the Belhaven Middle School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Linwood School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Linwood School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Linwood Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the Linwood Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing by September 17, 2021. The Linwood Schools have designated the following information as "directory information": name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.

If you have any questions, please contact your child's school.



# LINWOOD POLICE DEPARTMENT

400 POPLAR AVE  
LINWOOD, NJ 08221

Steven M. Cunningham  
Chief of Police



(609) 927-5252  
Fax (609) 926-8216  
Admin Fax (609) 927-4918

August 24, 2023

Dear Parents and Guardians,

The following locations are the assigned crossing guard posts for the Linwood School Crossing Guards for the 2023-2024 school year.

1. New Road and Poplar Avenue
2. Shore Road and Belhaven Avenue
3. Shore Road and Greenwich Avenue
4. Wabash Avenue and Poplar Avenue
5. Wabash Avenue and Maple Avenue
6. Wabash Avenue and Devonshire Avenue
7. Wabash Avenue, Oak Avenue, and Somers Avenue
8. Wabash Avenue and Patcong Avenue
9. Wabash Avenue and Seaview Avenue
10. Wabash Avenue and Greenwich Avenue
11. Wabash Avenue and Garfield Avenue
12. Mainland Regional High School Parking Lot and Oak Avenue (mornings only)

The following are the starting and closing times for day operations for Linwood Schools:

	<u>Regular Day</u>	<u>Early Dismissal</u>
Belhaven	8:15AM to 2:45PM	8:15AM to 12:45PM
Seaview	8:30AM to 3:00PM	8:30AM to 1:00PM

The following are the times that the Linwood Crossing Guards are assigned to be on post:

Morning	7:40AM to 8:40AM	--
Afternoon	2:40PM to 3:30PM	12:40PM to 1:30PM

***Times are subject to change. Please drive safely – all motor vehicle laws, including parking, will be strictly enforced.***

Very truly yours,

*Steven M. Cunningham*

Steven M. Cunningham  
Chief of Police





# LINWOOD

## PUBLIC SCHOOLS

Belhaven Middle School  
Seaview Elementary School

51 Belhaven Avenue  
Linwood, NJ 08221

609.926.6720  
@linwoodschools

### STUDENT DISCIPLINE CODE

*This is a guide to be used at administrative discretion  
Final determination of consequences will be made by the building principal*

#### Key

- BS Bus Suspension  
D Detention  
ISS In-School Suspension  
OS Out-Of-School Suspension  
SD Saturday Detention  
TBD To Be Determined  
MMI Mandatory Medical Intervention

#### Level I Infractions

Law Enforcement will be notified, if appropriate or required  
HIB Protocol will be added to any infraction, if appropriate

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Dress Code Infractions (Repeated)	D 1	D 2	SD 1
Forgery/Falsification	D 2	SD 1	SD 2
Instigating Behavior (Minor)	D 1	D 2	SD 1
Insubordination/Defiance	D 2	SD 1	SD 2
Misconduct/Disruptive/Disrespect	D 1	D 2	SD 1
Minor Physical Conduct (Pushing/Shoving)	D 2	SD 1	SD 2
Misuse of Computer Networks, Reg 2361	D 1	D 2	SD 1
Misuse of Electronic Device, Reg 5516	D1 & Confiscation	D2 & Confiscation	SD1 & Confiscation
Obscene Language/Gestures/Behavior Towards Student	D 2	SD 1	SD 2
Retaliation	D 1	D 2	SD 1
Selling Items In School Without Permission (Non Harmful)	D 1	D 2	SD 1
Theft/Stealing <\$20	D 2	SD 1	SD 2
Threats to Student/Staff (Minor)	D 1	D 2	SD 1

## Level II Infractions

Law Enforcement will be notified, if appropriate or required  
HIB Protocol will be added to any infraction, if appropriate

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Cutting/Inappropriate Behavior in Detention	SD	SD 2	OS 2
Discriminatory/Racist/Bias Comments	SD	OS 2	OS 4
Extortion/Gambling	SD	SD 2	OS 2
Inappropriate Comments to Student	SD	SD 2	OS 2
Inappropriate Comments to Staff	SD	OS 2	OS 4
Intentional Inappropriate Physical Contact With Student	SD	SD 2	OS 2
Instigating Behavior (Major)	SD	SD 2	OS 2
Misconduct During a Drill (Safety Concern)	SD	SD 2	OS 2
Misuse of School Property/Equipment	SD	SD 2	OS 2
Obscene Language/Gestures/Behavior Towards Staff	SD	OS 2	OS 4
Possession of Lighter/Matches	SD	SD 2	OS 2
Possession/Sharing Obscene Materials	SD	SD 2	OS 2
Possession of Tobacco/Vaping Materials	SD	SD 2	OS 2
Recklessness/Behavior Endangering The Safety of Others	SD	SD 2	OS 2
Theft/Stealing >\$20	SD	SD 2	OS 2
Willful Defacing Of School Property/Vandalism	SD	SD 2	OS 2

## Level III Infractions

Law Enforcement will be notified, if appropriate or required  
HIB Protocol will be added to any infraction, if appropriate

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Arson	OS 10+	TBD	TBD
Assault of Staff, Reg 5612	OS 4	OS 10+	TBD
Assault on Student	OS 3	OS 5	OS 10+
Misconduct on Bus (Repeated or Serious)	BS 5 & SD	BS 10 & SD 2	BS 30 & OS 2
Falsifying Alarm – Bomb Threat	OS 10+	TBD	TBD
Fighting (Low Intensity)	OS 2	OS 5	OS 10+
Fighting (High Intensity)	OS 4	OS 6	OS 10+
Illegal Drug/Alcohol Possession/Use Distribution Pol. 3218	OS 10+ & MM	TBD & MM	TBD & MM
Leaving School Building/Grounds Without Permission	OS 2	OS 4	OS 10+
Possession Of A Dangerous Object Reg. 8467	OS 4	OS 10+	TBD
Retaliation (Minor)	OS 2	OS 4	OS 10+
Sexual Harassment	OS 4	OS 10+	TBD
Threats to Student/Staff (Major)	OS 2	OS 5	OS 10+
Tobacco/Vaping Use	OS 4 & MM	OS 6 & MM	OS 10+ & MM
Weapons Offense, Including Imitation Weapons Reg. 8467	OS 10+	TBD	TBD



**LPS**  
LINWOOD PUBLIC SCHOOLS

Seaview Elementary School  
Belhaven Middle School  
51 Belhaven Avenue  
Linwood, NJ 08221  
609.926.6700  
[www.linwoodschools.org](http://www.linwoodschools.org)  
@LinwoodSchools

September 2023

RE: School Security Drills

Dear Parent/Guardian:

In a continued effort to address school security, the state of New Jersey requires security drills be held in schools throughout the academic year. Schools are required to hold one fire drill and one school security drill each month. The state has defined the four types of drills that must be held which include response procedures for: *Bomb Threat, Non-Fire Evacuation, School Lockdown, and Active Shooter*. New Jersey law states that these practice drills should last "in similar duration to a fire drill and will be used to practice the school's procedures for responding to an emergency."

The Linwood Public School District has your child/ren's safety as our first concern. We previously established procedures for dealing with these types of situations and have continued coordinating our efforts with the Linwood Police Department. Our goals are not only to keep you informed of our responsibilities for the monthly practice drills but to also minimize any anxiety that you or your child/ren may have. Therefore, we have provided you a copy of the monthly tentative calendar for these drills.

Practice Drill	Proposed Schedule
Non-Fire Evacuation	September, June
Bomb Threat	October, May
School Lockdown	November, February
Active Shooter	December, April

The day has not been listed, but the style of the drill has been. These are the mandatory drill requirements as per state law. The remaining months of the school year (January, March) will have scheduled drills/activities selected from a list provided by the state of New Jersey. Students and staff will be well-prepared for the responses to emergencies like those listed, and we will continue to work with the Linwood Police Department to fine-tune our emergency procedures.

Please be advised that the staff and administration will be discussing these procedures with your children prior to any drill taking place. New Jersey law also requires that a notification is sent to families on any day that a security drill is held within the schools. Our District will provide this notice through our SchoolMessenger outreach system. We are committed to being prepared for emergency situations as well as making students, parents and staff comfortable with the procedures involved in our response. If you have any questions, please contact your child's main office at 609.926.6700. Thank you for your continued support.

Sincerely,

Brian M. Pruitt  
Superintendent of Schools