

Welcome

Welcome to the Linden Seventh-day Adventist School family. May your stay be memorable and fulfilling. We would like you to enjoy all that we offer and when you leave we hope you'll be spiritually strong, academically solid, socially balanced and physically equipped for your future endeavors.

This handbook describes the rules and policies students need to know for participation in school life at the Linden SDA School. Parents should read this handbook with their child/children and be sure they understand and follow the rules and regulations described.

The policies of this handbook and the services offered by the school have been designed to protect the well being of students and their rights to a quality education within the parameters of Seventh-day Adventist philosophy.

Mission Statement

The mission of the Linden SDA School is to provide an educational environment of Christ-centered classes and activities that assist the home and the church in the development of responsible citizens for now and eternity.

PHILOSOPHY

Seventh-day Adventists have a unique set of beliefs and children are taught to incorporate these beliefs into their lifestyles. The Linden SDA School has been established to provide a Christian education for students in grades one through eight. The school recognizes its responsibility to guide each student to develop a meaningful relationship with God, family, community, and the government.

Central to its philosophy is a belief in God as the Creator and Sustainer of the universe and the recognition of man as a child of God and a steward of this world. When sin entered the world, man lost his perfection, was cast out of Eden and lost the privilege of face-to-face communion with God.

The Linden SDA School's mission is, in part, redemptive. Through the means of Christian education it hopes "to restore in man the image of his Maker; to bring him back to the perfection in which he was created; to promote the development of body, mind and soul that the divine purpose of his creation might be realized." (*Education, pp. 15, 16*)

Believing that God is the source of all true knowledge and that the "fear of the Lord is the beginning of wisdom", (Proverbs 9:10), the Linden SDA School emphasizes the need to see the hand of God in all areas of study — in the humanities, because history is really His story; in science, because all science speaks of Him who set in operation the laws governing our world. Faith is integrated with learning across the curriculum in fulfilling the mission to provide an educational

environment of Christ-centered classes and activities that aid the home and church in developing genuine Seventh-day Adventist Christian youth.

HISTORY

Through the untiring efforts of pioneers such as Mrs. Isabelle Bass and Mr. Austin Channer, the Linden SDA Elementary School opened in 1959 with nine students in four grades, a principal and one teacher. By the second year, the enrollment had risen to forty students in eight grades. During the ensuing years, the student body has steadily increased and today the school has an accommodation of 225 students.

The following principals have served the school.

Ms. Frankie Lawton	1959-1964
Mr. William Douthard	1964-1965
Mr. Louis Matthews	1965-1974
Mr. Arnold Corbier	1975-1977
Mr. Carney Bradford	1977-1980
Mrs. Elsie G. Hall	1980-1981
Mr. Laurent Servius	1981-1996
Mr. Rufus Small	1996-1997
Mrs. Gwendolyn Wesley	1997-2000
Dr. Beverly Cameron	2000-2005
Mr. George Coke	2005-2009
Mr. Grafton Jones	2009-2011
Dr. Delrose Patterson	2011-2014
Dr. Laurene Richards-Usher	2014-Present

Formerly located at 172-12 Linden Boulevard, St. Albans, the school was relocated to its present site, 137-01 228th Street, Laurelton, New York, in 1981. Its two constituent churches are the Linden and the Lebanon SDA Churches and its motto is “**Education for Now and Eternity**”.

OBJECTIVES

Linden SDA School emphasizes the spiritual, academic, and social development of each student. It maintains the following objectives:

Spiritual

1. To help each student develop a Christian philosophy based on sound spiritual principles.
2. To assist students to recognize that Christ’s life is the perfect example for all to emulate.
3. To give practical and theoretical knowledge of God’s plan for the world.
4. To help students realize that cooperation with God’s plan

for their lives brings the greatest satisfaction.

Academic

1. To encourage students to serve the church through denominational employment.
2. To develop a strong scholastic foundation for all students.
3. To develop basic skills, intellectual curiosity, habits of accuracy, self-discipline, and responsibility necessary to become useful citizens.
 4. To encourage students to continue intellectual development.
 5. To aid and encourage students to discover creative abilities.
6. To develop a respect for the dignity of worthwhile labor, regardless of social status.

Social

1. To develop social graces and acceptable modes of conduct
2. To develop in students an interest in improving their community and playing an active role in the government of their country.
3. To help students develop a personal concern for their fellowmen.
4. To develop an aesthetic and intellectual appreciation for proper cultural values.

ADMISSION POLICY & PROCEDURES

Admission Policy

Although the Linden SDA School was established to provide a Christian education for Seventh-day Adventist children in and around its community, the school also accepts students of other faiths and denominations without prejudice to race, ethnicity or sex. Such students however must be of good character and pledge to adhere to the rules, regulations and standards set by the institution.

Currently, the school is not equipped to facilitate special needs students. Students with disabilities and special educational and emotional needs are encouraged to seek admission elsewhere and be enrolled in programs where their needs can be met.

Admission Procedure

1. Students who desire to attend Linden SDA School must obtain and fill out an application packet and do an entrance test.
2. After the application form is filled out and all the required documents are procured, these must be submitted to the school.
3. The Admissions Committee will review the application and the students will be notified whether or not they have been accepted.
4. Students who receive an acceptance letter will also receive a date for registration.

Requirements for Admission

1. Age: To enroll in the 1st grade students must be 6 years old on or before December 31 or graduate from a recognized Kindergarten program.
2. Completed application form with the non-refundable application fee.
3. Record of transcript or report card and assessment test results from previous schools.
4. Birth Certificate
5. Character references
6. Physical examination
7. Immunization record
8. Proof of ability to pay tuition
9. Proof of church membership (applicable to Seventh-day Adventists only)

FINANCIAL INFORMATION

Tuition & Fees Policy

Linden SDA School is a private school supported mainly by the tuition paid by parents whose children are in attendance. The school depends on the prompt payment of tuition and fees to be able to meet its monthly obligations. Adherence to the following policy is therefore crucial to the operation of the school.

1. Tuition is due and payable in advance, not in arrears. Tuition must be paid at the beginning of each period depending on the payment plan selected by the parent(s). There are four tuition payment plans. This information is included in the application packet.

2. A late fee will be added to all outstanding balances as of the 11th of each month.

3. A warning letter will be issued to parents whose account remains outstanding thirty (30) after the due date.

4. Children of parents whose account is still in arrears after they receive a letter of warning, may be asked to withdraw from class until the account is paid in full or an acceptable payment arrangement is worked out with the Business Office or the Finance Committee.

5. Accounts that are more than ninety (90) days past due will be subject to legal collection proceedings, and the parent(s) will be asked to withdraw the students) from school.

6. All other fess are to be paid upon receipt of billing or when incurred.

Discounts

A discount is given to all SDA church members, constituent church members, parents who have more than one child attending the school and those who pay the full year tuition in one or two payments. This information is on the financial sheet (tuition schedule) in the application packet.

Application Fee

A non-refundable application fee is required of all students who apply to the school. This fee covers processing charges and the entrance examination.

Registration Fee

There is a yearly registration fee. The fee covers charges for correspondence, library fee, textbook rental, workbooks, insurance, standardized tests and other miscellaneous items.

Graduation Fee

Each student in the graduating class will be charged a graduation fee. This fee does not include the class trip expenses.

Delinquent Accounts

A late fee will be added to all outstanding balances as of the 11th of each month.

Students whose account is at least 30 days in arrears may be suspended from classes until their account is cleared or until a satisfactory arrangement for payment is made.

Transcripts of credit, as well as report cards, will be withheld for any child whose account is in arrears. Unpaid balances may be assigned to a collection agency.

Returning students whose account is in arrears cannot register until their account is cleared.

Payment of tuition for the entire school year should be completed by or on May 1.

Refunds

The school does not allow refunds on application fee, registration fee or tuition for missed classes and special vacations. Funds are refundable only in cases of extended illness, death or in any unique circumstance that the School Board may approve.

Property Damage

Students will be charged for accidentally or willfully damaging school property.

Returned checks

A fee of \$30.00 or the going bank rate will be charged for each check returned by the bank.

ACADEMIC INFORMATION

Curriculum

The Linden SDA School follows the curriculum guides outlined by the North American Division and the Atlantic Union Education Department in conjunction with the New York State Education Department.

It offers the following subjects:

FineArts	Social Studies	French
Religious Education	Computer & Technology	Music
Language Arts	Mathematics	
Reading	Spanish	
Science & Health	Physical Education	
Spelling	Writing	

Grading System

A progressive report will be made available to the legal parents of each child at the end of each Marking Period. An interim report is also provided after the fourth or fifth week of each period. Each report card is a record of the students' progress in each subject area. It tells how the child is doing in school. Students are graded based on their performance in the following: (1) class work, (2) homework, (3) tests, (4) quizzes, and (5) projects.

Assessment

Grades 1 & 2	Grades 3 - 8
Class work – 30%	Class work - 20%
Homework – 10%	Homework - 10%
Tests – 40 %	Tests - 50%
Quizzes – 10%	Quizzes - 10%
Projects – 10%	Projects - 10%

Grades on the report card are reported as letter grades or as numeric grades, and are defined as follows:

Grades 1 & 2	Grade Point
E – 90-100 (Excellent)	4.0

S+ - 80-89 (Above Average)	3.0
S – 70-79 (Satisfactory)	2.0
N – 60-69 (Needs Improvement)	1.0
U – 0-59 Below Average)	0.0

Grades 3 – 8	Grade Point
A – 90-100	4.0
A- - 88-89	3.7
B+ - 84-87	3.3
B – 80-83	3.0
B- – 78-79	2.7
C+ - 74-77	2.3
C – 70-73	2.0
C- - 68-69	1.7
D+ - 64-67	1.3
D – 60-63	1.0
D- -58-59	0.7
F – 0-57	0.0

Homework

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Homework

1. provides essential practice in needed skills
2. trains students in good work habits
3. affords opportunities for increasing self-direction
4. helps students learn to budget time
5. promotes growth in responsibility
6. brings students into contact with out-of-school learning resources

Homework is assigned to all students on a daily basis, but due to church related activities, teachers may or may not assign homework on weekends. In any case, students can use their free time to read for their book reports or for completing previously assigned projects.

Graduation Requirements

Students who successfully complete all requirements for graduation will receive a diploma at the time of graduation. Students in the 8th grade who are working below grade level and have already repeated the 8th grade or who are too old to repeat the grade will receive a certificate of attendance.

To qualify for graduation a student in the 8th grade must have a cumulative GPA of at least 2.0 from Grade 6 to the 2nd Marking Period of the 8th grade.

Honor Roll

In keeping with the philosophy of the school system and its commitment to excellence in education, academic achievement is recognized through the establishment of a Principal's List and Honor Roll for students.

Principal's List: To be on the Principal's list, a student must have a GPA of 3.50 and above.

Honor Roll: To be on the Honor Roll, a student must make a GPA between 3.25 and 3.49

Graduating Honor Student

The practice of designating students as Valedictorian and Salutatorian in the elementary school is discontinued. At graduation, the following categories are recommended by the Atlantic Union Conference.

Honor	3.25 - 3.49 GPA
High Honor	3.50 - 3.74 GPA
Highest Honor	3.75 - 4.00 GPA

Testing

Standardized tests are administered to students as required by Atlantic Union Conference. Each school in the Northeastern Conference administers the IOWA Test of Basic Skills as part of the assessment program. Students are tested in several academic areas including Language Arts/Reading, Writing, Mathematics, Science and Social studies.

The pre-test is done in the fall and the post-test is done in the spring. The purpose of the testing program is to monitor student achievement. The results of these tests are used to identify students' strengths and weaknesses in each academic area. Also, the test results are used to determine the effectiveness of the educational programs and how they can be improved.

The results of these standardized tests are discussed with parents during Parent-Teacher Conference. A copy of these results is kept on each student's file and a copy is provided for the parents.

Promotion and Retention Policy

1. Students must have a minimum GPA of 2.0 to be promoted to the next grade.
2. A student whose GPA is close to the required 2.0 may be sent to summer school. If at the end of summer school the GPA is still below 2.0 the student will be retained.
3. Students who have performed poorly during the school year and whose GPA is well below 2.0 will be automatically retained. These students may attend summer school for remedial help.

ATTENDANCE

By law children from 6 to 16 years of age must attend school and to achieve in school, regular attendance is necessary.

Each student is expected to attend school punctually and regularly. Children who are frequently irregular in attendance or who are unpunctual may be subject to disciplinary action by the classroom teacher or principal.

Excused Absence

Excused absence means that the student has presented a lawful reason justifying the absence from school, and will be expected to make up any work that was missed due to the absence.

The following constitutes an EXCUSED absence

1. If the student is ill.
2. If someone in his/her family is seriously ill or dies
3. If the student needs to observe a religious holiday.
4. If bad weather or other conditions make it unsafe or unhealthy for him/her to come to school.
5. If the student has to go to a doctor or dentist.
6. If he/she is ordered by the government to be somewhere else, such as in court.
7. If the student is going on a trip or to an event with significant educational value (this must be approved by the principal before the absence occurs).
8. If his/her parents must be out of town and he/she must go with them.
9. If the student is participating in "Take Your Child to Work Day." Please note that if the student goes to work with his/her parent(s) on this day, he/she will be excused but will be counted absent.
10. Legal quarantine

When students have been absent, they must bring to school on the first day they return a written excuse from a parent/guardian explaining why they were absent. The excuse should include the date(s) the students were absent, the reason for the absence, and the signature of a parent/guardian or of a doctor who has treated them.

If students are frequently absent, the principal may ask that their parents/guardians provide more information about their absences. If the written excuse is not brought in within the three-day period, the absence will be marked unexcused.

Excused Absences During the School Day

Students are not permitted to leave the school premises at anytime during the school day without a request from the parents/guardians.

For excused absences during the day, such as doctor or dental appointments, students are expected to bring a written note stating the times they are to be excused. Parents must sign-out and pick up children in the school office. Also, if a child is returning to school from an appointment, he or she must sign-in at the office.

Unexcused Absences

Unexcused absence means that the student has not presented a lawful reason for the absence from school, or the reason was not presented within three days of the absence. Any out-of-school suspension is an unexcused absence.

Absences for reasons other than those listed above may be listed as unexcused. Family vacations, although valuable, usually put a child behind academically and should be scheduled during the normal school breaks throughout the year.

Teachers will not be expected to prepare assignments ahead of time for family vacations. The student must assume responsibility for obtaining the missed assignments from the teacher after the absence and upon returning to class. Credit will be given for made-up work, including tests and written assignments, upon completion in the designated time frame.

Tardiness

A student who is late for class by more than 5 minutes will be considered tardy. If the student arrives at school after 8:15 a.m., he/she or the parent/guardian must go to the office to get a tardy slip before going to the classroom.

When students are tardy, they miss important parts of their classes. Tardiness not only affects the late student, it also disrupts the flow of the class already in session. Furthermore, a student can never fully compensate for tardiness and absences from classes. In order to avoid being tardy, the student should report to the classroom by 8:15 a.m.

Upon the sixth tardy in a marking period a warning notice will be sent home or the parents will be contacted by the principal. On the eleventh tardy the parents will be summoned to meet with the Disciplinary Committee. Students with excessive tardiness may not be readmitted for the new school year

Make-up Work Due to Absence

All make-up work should be completed in accordance with the following time frame: For an absence of one to three days, the student will have three days to complete the work that was assigned during the absence. If the absence has been longer than three days, the student will have the same number of days to complete the missed work, as he/she was absent.

If the work or a test was assigned prior to the absence, the student will be expected to take the test and turn in the work on the day he/she returns to school. This rule also applies to school related absences due to parental consent with the permission of the principal.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Any incomplete grades on the interim report cards must be cleared before the end of the Marking Period.

GENERAL INFORMATION

School Hours

School will be in session from 8:15 a.m. to 3:15 p.m., Mondays to Thursdays and from 8:15 a.m. to 1:15 p.m. on Fridays. There are two entrances to the school, one is on 137th Ave and the other is on 228th street. Between 7:30 and 8:00, students should use the 137th Ave entrance and they should use the 228th Street entrance after 8:00 a.m. After dismissal students should be picked up using the 137th Ave entrance.

To ensure proper supervision students should not be dropped off before 7:30 a.m. When school is dismissed they should go home immediately or if they have legitimate reason to remain, they should go straight to the holding area (currently the cafeteria) where supervision will be provided.

For their safety students who are not picked up by 3:30 p.m. Mondays to Thursdays, or by 1:30 p.m. on Fridays, will be automatically placed in the After School Program at an expense to the parents.

Early Dismissal

Students should not leave school early except when there is a very important reason. If they need to leave early, their parent should send a note to the teacher telling why they need to leave early and what time they need to leave. When a parent arrives at school to pick up the child, he or she must go to the school office to sign the child out. The student will then be called to the office to leave.

Parents should make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible, the child's absence from classes will be excused for these special appointments.

Parent-Teacher-Student Conference

A date is set aside after the end of each Marking Period for parents, teachers and students to meet and discuss the child's performance. Additional conferences may be arranged by either the teacher or the parent as needed. These conferences must be scheduled before or after school hours or during a teacher's prep time. Teachers are not permitted to conference with parents during instructional time.

Grade 8 Class Officers

Seniors interested in serving as class officers must obtain and complete a petition form to run for office. Students vying for an office should meet the following criteria:

1. Should have at least 3 years studentship at the Linden School
2. Should be a student in good and regular standing i.e. adhering to the rules and regulations of the school.
3. Should have no record of suspension or if there is, there should be evidence of change in behavior and conduct.
4. Should have outstanding scholastic achievements
5. Should be able to represent the school and articulate its philosophy and practice.
6. Should be an active citizen of the school i.e. participate in religious activities, fundraisers, extracurricular activities etc.
7. Should be honest and trustworthy
8. Should be able to command the respect of fellow students
9. Should be an exemplary student.

Dress Standards

The Linden SDA School has adopted a prescribed uniform for students.

BOYS:

Boys' uniform consists of navy blue trousers (no jeans) sky blue long or short sleeve shirt, navy tie, navy blazer (Grades 5-8) or navy sweater/cardigan, black shoes and black or dark socks

GIRLS:

Girls' uniform consists of plaid jumper (Grades 1 to 4) plaid skirt (Grades 5 - 8), sky blue blouse with Peter Pan collar, plaid continental tie, navy socks, tights or stockings. Sheer stockings are not to be worn. Skirts should be worn at the knees and no shorter.

Gym Uniform:

The gym uniform can be purchased at the school. An order form is included in the Application and Reapplication packets. Should you need to make a new purchase; an order form can be obtained at the school office.

The regular school uniforms can be purchased at:

**Marlou Garments, Inc.,
2115 Jericho Turnpike
Garden City Park, NY 11040
Telephone numbers: (516) 739-7100 (516) 739-7100 (800) 669-1512**

Athletic footwear, including sneakers, should not to be worn to or from school or during class time.

Unless special written permission is requested and granted, students are expected to be in full uniform when they enter and leave the school premises.

Dressing Down

From time to time students may be granted the privilege to dress down. On these occasions they are expected to dress modestly. They should not wear clothes that are too tight or too short or which have inappropriate writing or pictures. If they wear inappropriate clothes to school, their parents will be called to bring other clothes to school for them.

Jewelry

Functional jewelry, such as watches and tie tacks may be worn. Articles such as earrings, medallions, rings, necklaces, beads, chains and bracelets are not to be worn and will be confiscated.

Grooming

Students are expected to be well groomed at all times. They should be neat, clean and modest. Lipstick, rouge, eye shadow, mascara and nail colorings are not to be used. The hair should be well groomed from home.

Young ladies may not wear hair rollers while at school. Green, blue and white hair accessories are allowed. Young men are not to wear plaited or braided hair or any extravagant hairstyle. They should not wear stocking caps, hats or caps inside the school building.

School uniforms should be worn to school-sponsored activities unless otherwise specified. Other types of attire may be permitted for special activities when recommended.

“There should be no carelessness in dress — or inappropriate attire.”
(*Education*, p 243).

Discipline

At Linden SDA School, we expect the best from our students and behavioral expectations are no exception. Every effort will be made to stimulate students to worthy scholastic endeavors and consistent Christian living. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be asked to withdraw or be recommended to the School Board for dismissal.

Discipline in the school environment is necessary for optimal learning to take place. Each teacher will distribute a list of classroom rules that will further detail student expectations. Students should promptly and respectfully follow the directions of their teacher. If a student fails to abide by any of the rules, he/she will be subject to consequences. If the behavior becomes a pattern of non-compliance, the student will be referred to the office for additional disciplinary action.

Teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations occurring that are not specifically dealt with in this handbook will be handled on an individual basis.

In addition to the rules and regulations described in this handbook, every student is expected to comply with the Standards of Discipline adopted by the Northeastern conference Office of Education.

Consequences for misbehavior or violation of rules include but are not limited to the following:

- Admonition by school staff
- Student conference
- Parent conference
- Reprimand by appropriate supervisor
- Exclusion from extracurricular activities and recess
- Removal from classroom by the teacher
- In-school suspension
- Loss of privileges
- Writing assignment
- Cleaning assignment
- Referral to Guidance Counselor/Principal
- Out-of-school suspension
- Expulsion

Suspension & Expulsion

Causes for suspension and or expulsion include the following.

1. Causing, attempting, or threatening physical injury or purposefully using force or violence upon another –the same fighting.
2. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object without written permission of a certificated school employee and concurrence by the principal or principal's designee.
3. Possessing, using, selling, or being under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.

4. Offering, arranging, or regulating the sale of any controlled substance, alcoholic beverage, or intoxicant of any kind and then selling or delivering the substance representing it as a controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Committing robbery, attempted robbery, or extortion
6. Causing or attempting to cause damage to school property or private property.
7. Stealing or attempting to steal school property or private property.
8. Possession or use of non-prescribed tobacco or products that contain tobacco or nicotine.
9. Committing an obscene act, or engaging in habitual profanity or vulgarity.
10. Possessing, offering, arranging or negotiating to sale any drug paraphernalia.
11. Disrupting school activities or purposefully defying the valid authority of school authorities engaged in the performance of their duties.
12. Knowingly accept stolen school or private property.
13. Possessing an imitation firearm.
14. Committing or attempting to commit sexual assault or sexual battery of staff or a student.
15. Harassing, threatening, or intimidating a student who is a witness in a school disciplinary proceeding in order to prevent the student from being a witness or to retaliate against the student for being a witness.
16. Committing sexual harassment, which is sufficiently severe or pervasive to have a negative, impact upon the individual's academic performance or creates an intimidating, hostile, or offensive educational environment.
17. Causing, attempting to cause, or threatening to cause an act of hate violence.
18. Intentionally engaging in severe and pervasive on-going harassment, threats, and/or intimidation directed at a student or group of students which has the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invalidating the rights of the student or group of students by creating an intimidating or hostile educational environment.
19. Making terrorist threats against school authorities or school property.

Dismissal from school will be handled by the Disciplinary Committee and the School Board.

School Decorum

1. Students should walk quietly in the hallways or when moving from one class to another. They should also walk on the right side in the hallways
2. Students should use the restrooms, water fountains, etc. without running or making loud noises.
3. Students should not write on the walls, desks, or in textbooks, unless otherwise authorized.
4. Students should be orderly and conduct themselves in a dignified way at all times

Sexual Harassment

Sexual harassment is defined as unwelcome advancement, request for favors and any other verbal, written or physical conduct of a sexual nature.

Sexual harassment may include a wide range of behaviors such as:

1. jokes or remarks that are derogatory to members of the opposite sex.

2. intentionally touching a person on the breast, legs or any other part of the body that is considered to be private.
3. displaying material that is sexually degrading in public settings where seeing it is unavoidable.
4. obscene gestures
5. being brushed up against in a sexual way
6. mooning and flashing
7. pressuring someone to have sex in return for a favor.

Sexual harassment is a serious offence. Anyone who is found guilty, after thorough investigation, will be sent to the Disciplinary Committee for disciplinary action.

Bullying

Bullying is when someone keeps doing or saying things to have power over another person or a form of habitual aggressive behavior that is hurtful and deliberate.

Bullying include:

1. hitting, kicking or pushing someone or even just threatening to do it.
2. stealing, hiding or ruining someone's things.
3. making someone do something that he/she doesn't want to.
4. name calling or teasing
5. saying or writing nasty things about someone.
6. refusing to talk to someone.
7. spreading lies or rumors about someone.

Bullying like sexual harassment is wrong and anyone who is found guilty will be appropriately disciplined.

Birthdays

The faculty and staff are happy to recognize students' birthdays. However, because their learning time at school is very important, birthday parties may be held only during lunch break. If students want to have a birthday party for a teacher, this too must be done at lunchtime.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of Health.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent, stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Illness

If a child shows symptoms or complains of illness at home, parents should not send them to school.

While at school, if students become too ill to remain in class, their parents will be contacted to pick them up so they can be cared for at home. Parents will be required to sign students out when they pick them up.

Parents should notify the principal and the students' teachers in writing if they have a chronic illness or disability that could require special or emergency treatment.

Contagious Diseases

The classroom teacher will refer students who exhibit symptoms of contagious illness to the office. School office personnel and the school nurse will consult to determine whether the student should remain in school.

Parents will be advised if there is a need (1) to remove the student from the school environment; (2) for a medical evaluation; (3) for a written medical clearance prior to the student's return to school.

Medications

As a rule the school does not dispense medicines. If students must take medicine at school, the parent/guardian should bring the medicine and administer it himself or herself.

Students should not bring medicine to school. However, students with an asthmatic condition are permitted to keep an inhaler in their possession if there is written permission from the parent/guardian to do so.

Accidents

If an accident involving a student occurs, every effort will be made to contact the parent of the child and to take action at the parent's direction. If a parent cannot be contacted, school officials will take whatever means necessary to preserve the health of the child.

Parents of any child with health problems that might cause a health emergency should notify the school of the problems and the procedures that would need to be followed should the child become ill at school.

Insurance

Students are covered with insurance on the way to and from school. Under this policy, parents will pay for medical care if they have full medical coverage. The school will assume responsibility, either partially or fully, depending on the coverage parents possess.

Home & School Association

The Linden SDA School has an active Home and School Association. All parents who have children in the school are members of the association. The purpose of the association is to advance

the cause of Christian education at home and in the school and to develop Christian character in all its members and their dependent children.

The association is devoted to:

1. An earnest, well directed study of all principles, purposes and application of Christian education in the home, the school and the church.
2. Establish in the home the atmosphere of love and discipline, of Bible study, prayer and family worship and of systematic, progressive instruction to develop the child's whole being.
3. Bring the school ever more fully into harmony with the principles of Christian education in spirit, content and method.
4. Work to the end of enrolling every SDA child in the church school.
5. Assist in providing the school with the necessary equipment to enable it to meet the highest standards.
6. Furnish social and educational opportunity and satisfaction to the members of the church and the community through programs, social activities and group services.

Parents should check the correspondence from the school for dates when Home & School meetings will be held.

Procedures for Addressing Concerns

The procedures to be followed to address the concerns of students and parents are:

1. Make an appointment with the child's teacher to discuss the concern.
 2. If necessary, request an appointment with the principal.
 3. Refer the matter to the chairperson of the school board. The chairperson will determine whether discussion at school board level is necessary.

Concerned parties should allow time for concerns to be addressed before proceeding to the next level.

Guidance

Throughout the students' school life, careful attention is given to their health, spiritual welfare, social interests, recreation, and daily scholastic program.

Spiritual Activities

Staff devotion each morning sets the spiritual tone for the school day. Students also begin their day with worship in their classroom. The teaching of Bible knowledge follows this. Each day ends with a prayer.

Besides devotion and Bible classes, the school conducts a weekly chapel service where students can fellowship and learn about various social, civic, spiritual and cultural issues.

Two weeks are set aside each year, one in the Fall, and the other in the Spring, for spiritual emphasis, reflection and prayer. During these two special weeks, students are given the opportunity to commit or recommit their life to the Lord. The school makes provision to facilitate students who desire baptism.

Transportation

The Office of Pupil Transportation provides bus passes for eligible students in accordance with eligibility guidelines. Students with bus passes may travel on the city busses or the trains.

Yellow bus services are also provided. The school can apply for these services on behalf of parents who wish to have them.

Bus Conduct

Bus drivers have complete charge of students riding the bus and will report misbehavior to the appropriate authority. Loud talking, rowdiness or unruly behavior, fighting, bullying, physical or verbal assaults, disrespectfulness to the driver, or any act that might endanger the lives of the others, will be not be tolerated.

For the safety of all students who ride the bus, students are expected to obey the following rules:

1. Students must use only the bus and the bus stop assigned to them.
 2. Students may not enter or leave the bus at any place except the student's regular bus stop.
 3. Students must stay in their seat while the bus is in motion. Students may not reserve seats.
 4. Students must keep the center aisle of the bus clear at all times. Items such as book bags must not block the center aisle.
 5. Students must obey all bus safety rules and the directions of their bus driver.
 6. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
 7. Students are not allowed to consume food or drink on the bus.
 8. Students must not litter the inside of the bus, throw anything out of the window, or cause damage to the bus.

Breakfast and Lunch Program

The school follows the council of Ellen G. White. "I was instructed that the students in our schools are not to be served with flesh foods or with food preparations that are known to be harmful." *Counsels on Diet and Foods*, page 403.

Based upon a contract with the Board of Education, breakfast and lunch are served in the school. Parents are requested to fill out a form indicating their willingness to participate in the program.

Parents or guardians must provide financial information that will be used to determine eligibility for free, reduced or full price meals. Breakfast is served from 7:40 a.m. to 8:00 a.m.

Lunchroom Rules

1. Quietly enter the lunchroom in a straight, single line.
2. Quiet, polite conversation is permitted while eating.
3. Exercise good table manners.
4. Clear table after eating.

School Property

Damage to school property is to be reported immediately in order to prevent additional damage, and increase in the cost of repairs. Students will be required to pay for repairing damages that they have accidentally or intentionally done.

Textbooks

Textbooks are the property of the school and are loaned to the students to be used during the school year. They are expected to handle the books with care, to keep them in good condition and to return them at the end of the year. Students will be charged for lost or damaged books.

Emergency Information

It is critical for the school to be able to contact parents at any time students are at school. The school must have the parent's current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached.

This information is required at the time of registration and whenever a change occurs with the parent's address, telephone, or emergency contact information.

Field Trips

Classroom teachers schedule educational field trips to nearby locations throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community.

Parents will receive notices of field trips in advance of the scheduled trips and will be asked to sign a field trip permission form. School field trip fees are non-refundable since the cost of the trip is determined by the number of students who express a desire to participate.

Students who choose not to go on field trips must stay home on the day of the trip.

Telephone Use

The telephones located in the classrooms and offices are not for student use. The office phone may be used in case of emergencies. Students are allowed to use the pay telephone at appropriate times according to classroom schedules. Parents who wish to communicate with their children during school hours may call the school office and leave a message.

Teachers are not allowed to speak with parents during instruction time. Parents should call the school office and leave a message for the teacher with whom they wish to speak.

Cellular Phone

Students must not be seen with or using cellular phones during school hours. If they or their parents wish to communicate with each other during school hours, they should use the office phone.

Transfer Students

Prior to admission, a transfer student must provide an authentic copy of his or her academic transcript and disciplinary record from the school previously attended. A student may be admitted conditionally if the name and address of the school last attended and authorization to release all academic and disciplinary records to the school administration is provided.

Personal Property

The school assumes no responsibility for damage to property, or the stealing of books, clothing, musical instruments or other personal property left by anyone on school premises, including lockers, either during or after school hours.

Students are encouraged to pay attention to their possessions. They are advised to avoid carrying large sums of money to school.

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, ipods, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. Items that are confiscated may be held until the end of the school year or until parents come to claim them.

Visitors

Parents are encouraged to visit the school for conferences and school activities. If parents would like to eat lunch with their child/children at school or would like to sit in their class they must notify the teacher and the principal before doing so. Students should not bring relatives or friends to school as "spend-the-day" visitors.

All visitors to the school must report to the school office when they arrive. Visitors must sign in and must wear a Visitors Badge while in the school or on the campus.

School Announcements

During bad weather or school emergencies, close of school or school delay announcements will be made on:

1. 1010 WINS radio and its website www.1010wins.com.
2. Eye Witness News WABC TV Channel 7 or its website www.7online.com.

Information can also be accessed by dialing 718-527-6868 718-527-6868 ext. 49.

Withdrawal from School

When a student is withdrawn from school during the school year, a parent/guardian must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all textbooks, library books, and other school-owned items.

Those items not returned must be paid for in accordance with school system rules. Payment of school-related expenses for which the student is responsible, such as tuition, lunch charges, must be completed at the time of withdrawal. When possible, the school should be given ample notice prior to the student's withdrawal.

GUIDELINES FOR PARENTS FOR A SUCCESSFUL SCHOOL YEAR

1. Pray everyday with your child
See to it that your child has the materials that are needed for each school day.
2. Talk to your child's teacher frequently. Together you are a team for your child's academic success.
3. Never discuss your child's teacher in his/her presence.
4. Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework for him or her
5. Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
6. Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
7. Model and reinforce appropriate behavior.
8. Help your child learn his/her address and telephone number.
9. Guide and monitor your child's television viewing.
10. Listen to your child and encourage him/her to talk about new experiences.
11. Explain the meaning of new words to your child.
12. Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
13. Involve your child with reading and writing activities.
14. See to it that your child gets a good night's sleep and a nutritious breakfast.
15. Maintain an emotional climate at home to free your child from unnecessary worries and possibly interfere with concentrating and staying on tasks while in school
16. Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
17. Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children. Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
18. Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
19. Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
20. Show interest in your child's school by joining the Home and School Association, participating in its activities, and attending other school functions.
Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.

GOVERNING STATEMENT

The school reserves the right to actions that may supersede statements or policies published in this bulletin. Students and their parents are responsible to know the regulations outlined in this school bulletin and for all written and publicly announced regulations made subsequently.