



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



GARFIELD MIDDLE SCHOOL

175 LANZA AVENUE

GARFIELD, NEW JERSEY 07026

The Garfield Middle School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. For schools to operate safely and efficiently, you and your child must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district and school policies and contains general guidelines and information regarding the discipline code of conduct.

This handbook's content may be changed from time to time throughout the 2018-2019 school year. An up-to-date version will be maintained online at www.gms.gboe.org

It is the parent's responsibility to read and discuss the policies and procedures in this handbook with the student.

If you have any questions regarding this handbook, please contact the building principal.



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A/B Full Day Schedule						
Period		Start/End Time		Duration		Passing Time
1		8:30-9:15		45 Minutes		2 Minutes
HR		9:17-9:26		9 Minutes		2 Minutes
2		9:28-10:13		45 Minutes		2 Minutes
3		10:15-11:00		45 Minutes		2 Minutes
4		11:02-11:47		45 Minutes		2 Minutes
5		11:49-12:34		45 Minutes		2 Minutes
6		12:36-1:21		45 Minutes		2 Minutes
7		1:23-2:08		45 Minutes		2 Minutes
8		2:10-2:55		45 Minutes		
A/B One Session Day						
Period		Start/End Time		Duration		Passing Time
1		8:30-9:00		30 Minutes		2 Minutes
HR		9:02-9:11		9 Minutes		2 Minutes
2		9:13-9:43		30 Minutes		2 Minutes
3		9:45-10:15		30 Minutes		2 Minutes
4		10:17-10:47		30 Minutes		2 Minutes
5		10:49-11:19		30 Minutes		2 Minutes
6		11:21-11:51		30 Minutes		2 Minutes
7		11:53-12:23		30 Minutes		2 Minutes
8		12:25-12:55		30 Minutes		
A/B Delayed Opening						
Period		Start/End Time		Duration		Passing Time
1		10:00-10:34		34 Minutes		2 Minutes
HR		10:36-10:43		7 Minutes		2 Minutes
2		10:45-11:19		34 Minutes		2 Minutes
3		11:21-11:55		34 Minutes		2 Minutes
4		11:57-12:31		34 Minutes		2 Minutes
5		12:33-1:07		34 Minutes		2 Minutes
6		1:09-1:43		34 Minutes		2 Minutes
7		1:45-2:19		34 Minutes		2 Minutes
8		2:21-2:55		34 Minutes		



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SCHOOL CLOSING /DELAYED OPENING

Due to inclement weather or any emergency, the following methods of communication will be used to inform parents and students:

- TV Channels 5 and 12.
- A Community Notifications System has been set up to inform parents of school closure. You will receive a phone call to inform you of school closing/delayed opening.
- Garfield District Website: WWW.GBOE.ORG

As a result of inclement weather or other emergency, school opening can be delayed until 10:00 am. Dismissal will be at regular time. Check the district website for information regarding school closings, early dismissal, and delayed openings.

IDENTIFICATION BADGES

All students and staff members in the school are required to wear the school issued identification badges (ID's) at all times. The badge must be attached to the person by a lanyard neck cord and be properly displayed at all times. The ID badge must remain graffiti free so that the information is clearly visible. In the event that the ID is lost, stolen, damaged, or contains graffiti, it is the responsibility of the student to purchase a new one. The current price is \$5 for a replacement ID badge.

Points will be given to students who continuously refuse to wear their ID badge and /or to students who have lost ID badges and failed to replace it. Three (3) points will be given after the third warning. Points are doubled in the months of May and June.

ID badges are required to receive breakfast and lunch and must be presented every day when ordering paid, free, or reduced meals. ID badges are required to borrow books from the Media Center.

MEDICAL ALERT

It is of the utmost importance that parents alert the school concerning any medical problems that affect your child. Please inform the Principal and school nurse if your child has any type of illness, allergy, or general health problems. **THE SCHOOL NURSE CAN BE REACHED AT 973-272-7020, EXT. 3293.**

USE OF MEDICATION IN SCHOOL

The Board shall not be responsible for the diagnosis and the treatment of student illness. The administration of prescribed medicine to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of student, and he/she would not be able to attend school if the medication were not available during school hours. For the purpose of this policy, medication shall include all medicines prescribed by a doctor. Any medication required by the students must be left in the nurse's office and administered during the school day as per the Board of Education policy: All three of the following are necessary:

1. A note from the parent/guardian asking that the medication be given to their child.
2. A doctor's note stating the name of the medication, purpose, dosage, route, and time it is to be given.
3. Medication must be brought to the nurse's office in the original labeled container.

According to state mandate, the certified school nurse or parent/guardian is the only person permitted to administer medication in the school. Therefore, if for any reason the school nurse is not available, it will be the responsibility of the parent /guardian to administer the medication. If there are any questions, please contact the school nurse.

MEDICATION/DOCTOR'S NOTES

A NOTE FROM YOUR CHILD'S DOCTOR MUST BE OBTAINED IF:



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- **Child is to take medication of any kind in school. Medication cannot and will not be given without written permission on the required forms from a doctor and parent.**
Child has received an examination, immunization or booster injection.
Child is out of school for 3 or more consecutive days for an illness.
- Child has any type of communicable disease such as *Strep throat, Scarlet fever, Lice, Pink eye/Conjunctivitis, Fifth's disease, Ringworm, Scabies*. The note must indicate the child is free of infection before he/she is allowed to return to school.
- Child is unable to participate in certain activities due to illness or injury. A doctor's release is needed once a child is able to resume normal activity, including physical activities such as gym class.
- The child is required to attend school with crutches.
- The child requires certain medical procedures during the school day, such as catheterization, glucose testing, etc.

A note or e-mail from a parent should be sent when information on a child's emergency card has been changed, such as telephone numbers or place of parent employment.

A student's absence should be reported to the Middle School by calling 973-272-7020 and pressing 2 to leave a message regarding absence.

HEALTH CLINIC INFORMATION

GARFIELD RESIDENTS MAY RECEIVE REQUIRED IMMUNIZATIONS AT NO COST FROM:

- GARFIELD HEALTH DEPARTMENT—60 ELIZABETH STREET, GARFIELD, N.J. 07026 (973-340-3340)

PHYSICALS AND IMMUNIZATIONS CAN BE RECEIVED AT:

- NORTH HUDSON COMMUNITY ACTION CENTER – 535 MIDLAND AVENUE, GARFIELD, N.J. 07026 (973-340-1182)

STUDENT DRUG AND ALCOHOL POLICY

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but it will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain an comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol and other drug abuse and related behaviors. The Superintendent and/ or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted, and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical



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or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

Removal of a pupil with a disability shall be in accordance with N.J.A.C. 6A:14.

While a pupil is at home because of the medical evaluation or after the pupil returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

HOMEWORK

Homework is an assignment or a portion of an assignment, which is to be prepared or completed at home. The pupil should assume a willing responsibility for completion of homework and make certain he/she understands the purpose, requirement and the method of preparation. The students should use the study time properly and efficiently, and fully utilize study helps, materials and resources.

Students should make sure to check teachers' websites on a regular basis. Any student that is absent is expected to check the their teacher's website for the daily homework assignment. Parents are encouraged to check the teachers' websites on a daily basis to stay informed. Failure to satisfactorily complete homework assignments will affect the student's grade during the marking period.

Students who are absent, for any reason, will be required to make up work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Students are responsible for make-up assignments according to the policies of individual teachers.

INCOMPLETES

Students receiving incompletes on their report cards must make up the work within five (5) school days. All incompletes after this time will be recorded as failures.

TEXTBOOKS/WORKBOOKS

All textbooks and workbooks are property of Garfield Middle School and are on loan to the students for use during school year. The students are responsible for keeping all books in good condition, so they are suitable for future use. The following points are applicable to textbooks and workbooks:

1. All books must be covered with heavy paper bags, plastic, or other durable material suitable for covering.
2. The student's name, grade, and homeroom number must be recorded on the book.
3. Damages to textbooks/workbooks, due to student negligence, will result in book fines based on the evaluation of the teacher or Principal.
4. All lost and stolen textbooks and workbooks must be paid for by the student, the cost of which will be determined by the Principal.
5. Final grades will be withheld until all fines are paid in full.

PARENT PORTAL/ INTERIM REPORTS/REPORT CARDS

- **All parents must register on Parent Portal in order to have access to student grades, attendance and progress in each class on a regular basis.**
- **Parents can view student's grades and attendance in each class on all days throughout the school year.**
- **A letter is sent home with a temporary password for registration on Parent Portal. A valid email address is required for successful registration.**
- Interim reports will be posted on parent portal four times per year on specific dates, which are halfway through each of the four marking periods. These reports will serve to inform the parent of student progress as well as to prompt the student to improve if needed. If a parent feels that a conference is needed or if a conference needed is indicated on the interim, an appointment should be made with the student's guidance counselor.
- Report card grades will be posted four times per year. Students will receive grades for the four marking periods as well as final exam and semester grades.
- It is the responsibility of the parent to check the portal regularly throughout the school year. Interims and report cards are no longer routinely mailed to the homes.

PHYSICAL EDUCATION POLICY

All students are expected to be prepared for P.E. and participate in class every other day. Sneakers must be worn.



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Students may wear shorts and a t-shirt, sweat suit, or warm-up suit. Students are not permitted to wear cut-off shorts, cut-off T-shirts, or shirts with obscene or offensive writing. Lockers may be used at the discretion of the PE teacher. Locks for PE lockers must be provided by the student.

An original doctor's note is required to excuse a student from participation in PE classes. Additional documentation from a medical provider may be required to allow the student participation in other events, such as Field Day, Rewards Day, or Class Trips.

STUDENT LOCKERS

Students will be assigned a locker at the beginning of each school year in which to keep books, apparel, and lunches. Students are allowed to visit lockers prior to each period as needed. During other times, students must secure a pass from the teacher. Lockers are to be kept clean and graffiti free at all times. No decorating of lockers, and/or writing on the inside or outside is permitted.

All students are required to be on time; therefore, visiting the locker during change of classes will not be considered a valid reason for tardiness.

SEARCH AND SEIZURE

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable **search and seizure and** directs that no pupil be **searched** without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order **and** discipline in the schools **and** of safeguarding the safety **and** well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may **search** or request the **search** of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the **search** is required to discover evidence of a violation of law or of school rules. The extent of the **search** will be governed by the seriousness of the alleged infraction, the pupil's age, **and** the pupil's disciplinary history. Except in exigent circumstances, an intrusive **search** of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

Except as required by exigent circumstances, a request for the **search** of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the proposed **search** of a pupil's person or intimate personal belongings.

PROMOTION POLICY

Students are required to meet our strict promotion standards; the program ensures that students are equipped with the essential learning skills to progress at each grade level and have received a standards-based education, as designated by the Common Core Content Standards.

To be promoted to Grades 7, 8, and 9, students must meet the following criteria:

- Pass Language Arts Literature, Language Arts Writing, Math, Math Applications, Social Studies, Science, Health and Physical Education for the year.
- Satisfy the requirements of the Garfield Board of Education's Attendance Policy.
- Demonstrate the appropriate degree of social and emotional development for the next grade level.

RETENTION POLICY

A student will be retained for the following reasons:

- Failure in one or more of the following subjects: Language Arts Literature, Language Arts Writing, Math, and Math Applications, Social Studies, Science, Health, and Physical Education.
- Excessive Absenteeism; 20 or more days of absences in one school year, not to exceed more than five (5) absences per marking period.
- Student has not demonstrated the degree of social, emotional, and physical maturation necessary for success at the next grade level.



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English as a Second Language students shall be promoted to the next grade level by demonstrating to the classroom teacher and Principal his/her ability to function adequately in spite of his/her handicap with the English language. The recommendation of the ESL instructor shall be given much weight.

Special Education students who are identified disabled under the Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act will be promoted or retained in accordance with the IEP Team recommendations as documented in the Individual Education Plan (Speech/Language, Resource Specialist Program, and Self-Contained Program). No student shall be retained due to an identified disability.

EXCLUSION FROM EVENTS & EXTRA CURRICULAR SCHOOL FUNCTIONS

Students who are on the excluded list will not be permitted to participate in any extracurricular activities, events or school functions until removed from the list. Removal from the excluded list will take place 10 weeks from the date in which student was added.

STUDENTS WHO ARE BEING RETAINED FOR FAILURE

Students who are being retained for failure or need to go to Summer School for promotion **are not permitted to attend the 8th Graduation Dinner Dance and the Graduation Ceremony.** Students who successfully pass Summer School will be promoted to the following grade.

- A letter is sent from the Guidance Office in February to advise that a student is at –risk for possible retention.
- Conferences are held in February for parents of those students who may be retained.
- It is the parent's responsibility to routinely check Parent Portal for updates on student progress and to call the Guidance Counselor with any concerns or questions.
- 6th Grade: Mr. Cipollone at Ext. 3296 7th Grade: Ms. Porco at Ext. 3295 8th Grade: Mr. Platt Ext. 3297

GMS DRESS CODE POLICY- "DRESS FOR SUCCESS"

District Dress Code Policy:

- **Uniform navy-blue shirt with district emblem and Khaki pants for 6th grade students from 2018-2021 graduation**
- **Hunter green shirt with district emblem and Khaki pants for grade 7th grade students from 2018-2020 graduation**
- **Uniform gray shirt with district emblem and Khaki pants for grade 8th grade students from 2018-2019 graduation**
- **Students in each grade level will wear the same color shirt for the three years at GMS.**

**Uniform shirt with emblem can be purchased from our suppliers listed below.
Khaki Pants may be purchased from the suppliers or from any retailer.**

JDM Associates
116 South Main Street
Lodi, N.J. 07644
973-614-0015

OR

Flynn O'Hara
On-line store's
www.flynnohara.com

www.jdmassociatesinc.com

Optional:

- White cotton turtleneck or long sleeved white cotton shirt may be worn under the uniform shirt.



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- Hoodless sweatshirts (same color as shirts) with the school logo are permitted.
 - Khaki long walking shorts (knee-length) and three-quarter length pants may be worn for warm weather, optional from May 1st through September 30th.
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- Jeans are not permitted
 - Skirts are not permitted.
 - Pants that are worn below the waist are not permitted.
 - Khaki leggings and skinny jeans are not permitted.
 - Hooded sweatshirts are not permitted to be worn in the classrooms but may be worn to school and placed in locker upon arrival.

Shoes must be rubber soled and socks must be worn.

- *No high heels*
- *No open backed shoes/ no flip-flops/no slippers*

Why a District Dress Code Policy?

Research has shown that school uniforms assist in controlling the environment in public schools, help to facilitate and maintain an effective learning environment, and keep the focus of the classroom on learning.

- Uniform dress code promotes good school discipline; schools report that when students dress appropriately for school, they take a more serious approach towards their studies.
- Uniform dress code reduces the need for administrators and teachers to act as “dress code police” when students wear inappropriate and revealing clothing.
- School Uniforms are durable and economical, especially compared with the cost of general apparel merchandise.
- Uniform dress code “levels the socioeconomic playing field”, meaning that students need not feel inadequate because they cannot afford designer clothing. Less peer pressure makes life in school much easier for our adolescent students.
- Uniform dress code eliminates the wearing of gang related attire and gang related colors.
- Uniform dress code increases safety in the building because it is easy to identify students who do not belong to the school.
- Uniform dress code provides a sense of community and builds school pride.

Uniform Policy- Consequences

- Telephone call by the Principal or his/her designee to the parent/guardian to have them come to school and bring the necessary uniform items for their child to be in compliance with the uniform standards. If the parent/guardian provides the necessary items and the student is in full compliance, he/she will be allowed to attend classes for the remainder of the school day. If the parent/guardian is unable to bring necessary uniform items, the student will remain in the in-school suspension room (SYD) for the day and be allowed to complete class work for their scheduled classes.

ASBESTOS MANAGEMENT PLAN

- Notice is hereby given that the asbestos management plans for the Garfield School District are available at the Director of Facilities Office for your review as required by 40 CFR 763.93(g)(4). All asbestos has been removed in areas required by State and Federal regulation. Asbestos that is encapsulated will be monitored periodically as required by 40 CFR 763.84(c) and 763.93 (e) (10).

AFFIRMATIVE ACTION POLICY

It is the policy of the Garfield School District not to discriminate based on race, creed, religion, sex, ancestry, national origin, social or economic status or handicap in its educational



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programs or activities and employment policies as required by Title IX of the Education. Amendments of 1972 BS NJAC 6:41-1.1 et seq. It is also the policy of the Garfield Board of Education to maintain a working and educational environment that is free from sexual harassment. Inquiries regarding compliance may be directed to: Anna Sciacca 973-340-5000, Giovanni Luciano 973-340- 5010

GMS HONORS PROGRAM

The Middle School Honors Program is designed to meet the academic needs of the gifted and high achieving student. Honors classes seek to provide opportunities to build on the individual strengths of each student. Teachers design learning experiences that encourage and support students as they work at higher levels of challenge. Emphasis is placed on developing autonomy through differentiation of what students learn, the process by which they learn it, and the manner in which learning is demonstrated.

The curriculum for the Honors Program is challenging and rigorous in all four content areas:

Math, Language Arts, Science, and Social Studies

It is based on the Garfield Middle School curriculum and extends the program of studies in depth and complexity.

The curriculum of the Honors classes seeks:

- To support mastery of Common Core Standards at a pace and depth appropriate for high achievers.
- To develop an understanding of the concepts, themes, and issues which are fundamental to the disciplines and an appreciation of interrelationships among the disciplines
- To develop independent learning and study skills.
- To develop critical and creative thinking, problem-solving, and decision-making skills.
- To develop effective communication skills.

ADMITTANCE TO HONORS CLASSES

A student who is recommended for an Honors class must meet two of the three criteria listed below:

- **Teacher recommendation Form:** Student must attain a minimum score of **12** on Gifted Behaviors Rating Scale.
- **Standardized test scores:** PARCC TEST SCORES TO BE DETERMINED.
- **Report card grades:** Student must attain an **A average** in the designated subject.
- *Please note that prior participation in the program may also be a requirement for admittance to the Math Honors class.
- **Students may be removed from Honors classes for poor academic performance at the discretion of the school administration.**

PRINCIPAL'S LIST/ RECOGNITION OF ACADEMIC ACHIEVEMENT

We are proud of each and every student at GMS who has put forth his or her best effort to succeed. However, in order to recognize academic excellence, the Principal's List is announced at the end of each marking period. The criteria are as follows:

- Principal's A List: Student must earn an "A" in achievement in each course.
- Principal's List: Student must earn an "A" or "B" in achievement in each course.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship and character.



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Students in grades 7 and 8 will be inducted into the NJHS if the following criterion is met:

- 93% or above the cumulative GPA standard
- PARCC SCORES IN MATH AND LANGUAGE ARTS TO BE DETERMINED
- Demonstrates good citizenship on a consistent basis
- Possesses Leadership Qualities
- Good ethical character
- Teacher letters of recommendation as per the requirements of the NJHS.

There is a selection panel of teachers at the MS that determines eligibility for the GMS chapter of the NJHS.

ATTENDANCE POLICY

The Garfield Board of Education recognizes that continuity of the instructional process and the ability of pupils to complete the prescribed curriculum requirements are disrupted by frequent absence or tardiness by pupils. The Board of Education requires the complete cooperation of parent/guardians and pupils to maintain the highest level of school attendance.

Since frequent absences can severely affect the learning process, student absences may not exceed five (5) unexcused days in one marking period.

In the event that absences exceed 20 unexcused days in one school year, the student will be retained.

Absences are described in the following ways:

- **Excused Absence:** Religious holidays as approved by the State Board of Education and Commissioner of Education.
- **All other absences will be considered UNEXCUSED.**

GENERAL ATTENDANCE PROCEDURES

1. Parents must call the school before 8:30 AM to report absences. Call 973-272-7020 and press option 2 to leave message.
2. Students who have been absent shall present, upon returning to school, a note signed by their parent or guardian setting forth the reason for the absence and the date of the absence.
3. **If the student visited the doctor, the doctor's note must be submitted within three (3) days of the student's return to school.**
4. Work missed because of any absence must be made up. It is the responsibility of the student to obtain all make-up work from their teachers.
5. Students must be in school for a full day in order to participate in any activity, including all after-school programs and events.
6. **Absences caused by family vacations or visits to see family in other countries is UNEXCUSED. Student/s will be removed from the school rolls and must re-register with school district upon their return.**

CONSEQUENCES FOR EXCESSIVE ABSENTEEISM/ TRUANCY

1. **Absences—** More than 5 (five) unexcused absences will result in **failure** for the **Marking Period** in all subject areas. Truant Officer will be notified.
2. **Lates—** More than **four** lates to any class will result in **failure** for the **Marking Period**. If a student is late for block 1 more than 4 times, a referral will be made to the Truant Officer.
3. **Four (4)** Points will be given for all unexcused tardiness to each class. Points are doubled in the months of May and June and when a substitute is present for the class.
4. **If a student enters the school after 8:45 a.m., the student must be accompanied by a parent.**
5. **Cutting Class—** Students will be considered absent for any class that is cut during the school day. All cuts will be added to the unexcused absences for the marking period. **Disciplinary consequences for cutting class will be given in accordance with the school policy.**



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ABSENCE APPEALS

Students who fail because of absences may appeal for the review of their case. This appeal must be presented in writing to the Principal and signed by the parent no later than **FIVE** days after the notice of failure is given. The appeal will be reviewed by a committee comprised of the **Vice-Principal, Nurse, Guidance Counselor, and three teachers**. A final appeal may be made to the **Principal, Superintendent of Schools, and Garfield Board of Education**.

ANTI- BULLYING LAW/ PROCEDURES: Garfield Middle School will comply with the new Anti-Bullying legislation as follows.

Definition:

What is Harassment, Intimidation, and Bullying

New Jersey statutory definition (adopted January 2011; effective September 2011).

“Harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any *electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated wither by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that :

- a. reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student. L. 2002, c.83, s.2: amended 2007, c.129, s1;2010, c.122, s.11.

***Electronic communication means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, or pager.**

The district board of education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying. The investigation shall be initiated by the principal or the principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the principal. The principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the 10-day period, the school anti-bullying specialist or the principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. The principal shall submit the report to the chief school administrator within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the chief school administrator shall ensure the code of student conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The chief school administrator shall report the results of each investigation to the board of education no later than the date of the regularly scheduled board of education meeting following the completion of the investigation. The chief school administrator’s report also shall include information on any consequences imposed under the code of student conduct, intervention services provided, counseling ordered, training established, or other action taken or recommended by the chief school administration.



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INFRACTION	DESCRIPTION	CONSEQUENCES
Arson, False Alarms, Possession of <u>BOMBS</u> ,Firecrackers, Snaps, Poppers, Matches, Lighters, Possession of Flammables or any items, devices, or materials that can cause a fire	Setting fires, Tampering/activating alarm Possession and or use of BOMBS, firecrackers, matches or lighters, or any materials that can cause a fire; Threats or false information that jeopardizes safety of students and staff	Parent Contact Police Contact OSS Excluded List Confiscate items 60 points
Backpacks/Book bags/ Pocketbooks/Purses	Carrying backpacks, book bags, and pocketbooks in classrooms and/or cafeteria	Warning Return item to locker Central Detention Silent Lunch Parent Contact 5+ points
Bullying	Creating a hostile environment for student or staff member; harassment, intimidation, name-calling, teasing threatening others, inappropriate remarks based on race, religion, gender, disability; spreading hurtful rumors; hate mail Posting harassing or derogatory comments on social media	Parent Contact Police Contact/ Report to Anti-Bullying Coordinator / Safety Team Silent Lunch Central Detention SYD/OSS Excluded List 5-60 pts.
Bus Behavior	Inappropriate behavior on school bus or public bus: Being disrespectful; fighting; use of profanity; bullying; And/or any other violation of school rules	Warning Loss of Bus Privileges for period of time as per administration Disciplinary action based on offense 5-60 points
INFRACTION	DESCRIPTION	CONSEQUENCES



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Cafeteria Behavior	Any violation of cafeteria rules (See visual display of rules in the cafeteria) *Food fights Throwing food/ drinks Refusal to clean eating area Excessive movement from table to table	Warning/Reassign Seating Clean tables/ eating area Silent Lunch/Central Detention SYD Excluded List OSS 5-60 points *Food Fight = 60 points/ Automatic OSS
Cell Phone	Possession of Cell Phone in classroom, hallways, cafeteria etc. DURING the school day. Use of cell phone in any manner DURING the school day The School is not responsible for lost or stolen cell phones.	Confiscation, Silent Lunch Central Detention, SYD/OSS <u>Parent must come pick up after First Offense</u> 1st-10 points 2nd-20 points 3rd & After-60 points
Cheating/ Plagiarism	Giving or receiving answers on test/ class work; Exchanging homework; Taking credit for words or ideas of others without citing the source; copying. Using a cell phone or other electronic device before during or after an examination.	Parent Contact Loss of grade Invalidation of test Central Detention Silent Lunch 10-30 points
Cutting Class, Assigned Detention, Silent Lunch, or ISS; Inappropriate Behavior during Detention, Silent Lunch; ISS	Not reporting to assigned area for detention, silent lunch, or ISS; Misbehavior during Detention, Silent Lunch, ISS	Parent Contact Additional Consequences—extra detention, silent lunch, or time in SYD Excluded List OSS *10-60 points*

INFRACTION	DESCRIPTION	CONSEQUENCES
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Consuming Food, Candy, Water, Drinks in classrooms/hallways Chewing Gum	Chewing gum anywhere in the school or on school grounds; Consuming food, candy , and/or water or other drinks (ex. energy drinks) in the classrooms except during special classroom activities as permitted by the teacher	Warning Teacher Detention Central Detention SYD Excluded List 5-30 pts
Disrespect to Staff or Substitute	Swearing at staff or substitute, refusing to follow direction in an aggressive manner or tone.	Verbal Warning Parent Contact SYD OSS Excluded List Time in Office
Possession and/or use of <u>Drugs</u> Use, possession of and/ distribution of any Illegal or dangerous substances; <u>drugs, drug paraphernalia, marijuana, narcotics, steroids, inhalants, and alcohol.</u>	Use of or possession of, being under the influence of , selling, bringing, giving, distributing, or passing to another individual or possessing with intent to use or sell.	Parent contact Drug Test Police contact OSS Maximum 60 points
Extortion	Attempt to secure money, homework, or property through threats or physical harm	Parent Contact Police Contact SYD OSS Excluded List 10-60 pts.
Possession of and/or use of <u>Electronic Devices and Portable Communication Devices</u>	Possession and/or use during the instructional day of electronic devices, including, but not limited to cell phones, pagers, iPods, MP3 players, CD players, radios, laser pens, electronic games, etc. -Cell phones and all electronic devices must be turned off and kept in locker	Parent Contact/Confiscate Item Parent Pick-Up Central Detention Silent Lunch Excluded List SYD/OSS 10-60points.
Forgery	Writing or signing documents with deliberately misleading, false, or inaccurate information; falsifying the signature of parent/ guardian on any school related documents	Parent Contact Silent Lunch Central Detention SYD/OSS Excluded List 10-60 pts.



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INFRACTION	DESCRIPTION	CONSEQUENCE
Gangs	Wearing any type of clothing or accessory on school grounds , school bus, or at any school related or sponsored activity, that would indicate a pupil has membership in , or affiliation with any gang associated with criminal activities pursuant to N.J.S.A 18 A: 11-9	Parent Contact/Conference SYD/OSS Police Contact Excluded List 10-60 points
Gambling	Wagering on any game or activity on school property	Police Contact Parent Contact Central Detention SYD Excluded List OSS 10-30 points
Hallway/Staircase Conduct	Running, loitering, drinking, eating, screaming/yelling; disruptive behavior in hallways and/or staircases loitering in hall/staircases without pass Includes PDA- Public display of affection Kissing, hugging, in hallways or staircases	Parent Contact Central Detention Silent Lunch SYD Excluded List 5-60 points
Horseplay /Play Fighting	Actions that are unsafe or unacceptable in the school environment/ students using physical force or teasing and claiming to be “just kidding”	Parent Contact Central Detention Silent Lunch SYD Excluded List OSS 5-60 pts.
ID BADGE	Student is not wearing or displaying ID badge around neck with lanyard. Graffiti on ID badge is not permissible. No VISIBLE Temporary ID	Verbal Warning/ Purchase new ID badge Central Detention/Notify Parent Silent Lunch SYD *3 points* (Double points in the months of May and June)



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INFRACTION	DESCRIPTION	CONSEQUENCES
Inappropriate Language/Verbal Abuse/Threat	Use of profane, obscene, intimidating, or insulting language to other students or staff members; racial, ethnic or religious slurs Use of profane language in school	Parent Contact/Conference Written Apology Silent Lunch Central Detention SYD/OSS Excluded List 20--60 points
Insubordination	Refusing to obey a request by any staff member or substitute teacher; refusal to give one's name when requested; Lying to school personnel	Parent Contact/Conference Central Detention Silent Lunch SYD/OSS Excluded List 30-60 points
Inappropriate Classroom Conduct	Calling out in class; Disrespectful to teachers, substitutes, or peers; Making inappropriate noises; Lack of adherence to teacher's class rules; Leaving classroom or assigned area without permission	Parent Contact/Conference Central Detention Silent Lunch SYD/OSS Excluded List *5-60 points **Double points can be given for infractions made in class with subs.
Leaving School Grounds	Leaving school grounds without a parent and/or administrative approval prior to dismissal	Parent Contact/Conference Unexcused absence SYD/OSS Police Contact Excluded List 60 points
Physical Attack on a Student or Staff Member; Fighting ; 24 hour/7 day a week On or Off School Property	Any physical force used against a student or staff member Includes threatening to attack, strike or assault any student or staff member Involvement in a fight on or off school property; Threatening the student or staff member on social network	Parent Contact/Conference Police Contact OSS Excluded List 60 points



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INFRACTION	DESCRIPTION	CONSEQUENCES
Sexual Harassment	Repeated unwelcome sexual advances, and or any other inappropriate verbal, physical, or written conduct of a sexual nature; Possession of and distribution of any type of pornographic materials	Parent Contact/Conference Police Contact Report to Affirmative Action SYD/OSS Excluded List 30-60 points
Possession of and/or Smoking cigarettes, hookah pens, electronic cigarettes; possession of tobacco in any form	Smoking cigarettes; possession or use of any tobacco substance on school grounds or in conjunction with any school related activity; includes electronic cigarettes and/or/ Hookah pens	Parent Contact/Conference Police contact OSS Excluded List 60 points
Tardiness	Arriving to school, class, or detention after the assigned time; Arriving to school after 8:45 a.m. without a parent	Central Detention after 3rd tardy Failure in class after 4 th tardy offense in the marking period Parent Contact/ Staff/Guidance Intervention SYD Excluded List 4 points (Double points in the month of May and June)
UNACCEPTABLE USE OF TECHNOLOGY (school computer or personal technology device)	Using network for illegal activity Plagiarizing Pirating software Degrading or destructing equipment or system performance/ introducing a virus into network Vandalizing data of another user Posting any inappropriate messages/photos/videos Posting false or defamatory information Accessing or transmitting material which advocates violence or hatred against an individual or group Harassing another person via social media Posting threats Any Violation of the Acceptable Use Agreement	Verbal Warning Parent Contact Central Detention SYD/ OSS Bullying report and Consequences Police Contact Loss of Privileges to use school technology 20-60 points
Theft/ Burglary /Stealing	Having the possessions of others without the owner's consent; security cameras will be utilized to confirm theft when possible	Parent Contact Police Contact Compensation for stolen property SYD/OSS Excluded List 30-60 points



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INFRACTION	DESCRIPTION	CONSEQUENCES
Truancy	Unexcused Absence without just cause	Parent Contact/ Conference Notification to Attendance officer Central Detention Silent Lunch SYD/OSS Excluded List 30-60 points
Non-compliance with GMS Uniform Policy Dress code Violations Inappropriate Dress Wearing Hats/Bandanas/Skull Caps in School	Students coming to school without the school uniform and/or in violation of the Dress for Success Uniform Policy; Wearing of any hats or head covering in the school building (other than for religious reasons)	Parent Contact Change of clothing Refer to Consequences under Uniform Policy in Handbook 5-20 points
Using Recreational Means of Transportation to School	Taking skateboards, scooters, bicycles, rollerblades and other means of recreational transportation to school; Hiding these items on school property or near school property	Confiscation Parent pick-up of item Police Contact Central Detention Silent Lunch SYD OSS Excluded List 5-30 points
Vandalism/Graffiti	Willful destruction of school property and/or student or staff property; Writing or drawing on school property	Parent Contact/ Conference Police Contact Restitution for vandalized property OSS Excluded List 30-60 points
Videotaping /Taking pictures/ Recording	Unauthorized video and/or audio recording of any kind in school or on school grounds prior to the instructional day, during the instructional day, and after the instructional day	Parent Contact/ Conference Police Contact Removal of recording Removal of pictures/videos Central Detention SYD/OSS 20-60 points



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INFRACTION	DESCRIPTION	CONSEQUENCES
Weapons /Firearms Toy (facsimile) guns, weapons Knives, Box cutters, Blunt Objects	Possession of any gun or device ,toy, facsimile or otherwise, which will expel a projectile by action of an explosive or air compression: any object or device which can cause bodily harm to another, including but not limited to a knife, blunt object, etc.	Police Contact Parent Contact/ Conference OSS (maximum time) Expulsion from school 60 points

Note: The use of video surveillance equipment may be used in the investigation of violations of the GMS Discipline Policy, and may be used by school officials for safety and security purposes. These surveillance records will remain in the possession of the school district, and will not be disclosed unless authorized by law. Students may receive disciplinary consequences as a result of the recorded evidence.

DISCIPLINARY ACTION WILL BE TAKEN FOR ANY AND ALL VIOLATIONS OF THE DISCIPLINARY CODE AS FOLLOWS.

- **Verbal Reprimand/ Warning:** Student will be given a warning by school administrator for negative behavior.
- **Time in Office:** Students may be given a time out from classroom activities and remain in office for a brief time.
- **Silent Lunch:** Detention served during the student's scheduled lunch period. Student will get lunch from the cafeteria and eat in silence in a designated and supervised classroom.
- **Central Detention:** Immediately after school until 3:50 p.m. Student must report on designated day and be on time.
- **Student Youth Development /SYD:** Student will be removed from the regular classroom and placed in a designated and supervised room in isolation for the entire day. Assignments will be sent to the student in the SYD room. Student will eat lunch in the SYD room. A student may not participate in any extra-curricular or athletic event on the day that SYD was served. Time on excluded list may apply. Students may receive counseling in SYD if needed.
- **Out-of-School Suspension/OSS:** Student is not permitted in school or on school property during the designated time period and cannot participate in any school related activities and events. Time on excluded list applies. OSS is given when the infraction is severe or if the same infraction has been repeated multiple times.
- **Possible referral to SAP (Suspension Alternative Program located in Hackensack, N.J.).** Parents must provide transportation.
- **Excluded List/Loss of Privileges:** Students are denied the privilege of participation in extra-curricular activities, any school sponsored activity or event, including athletics and class trips that occur beyond the regular instructional day. Consequences of OSS and SYD include time on the excluded list
- **Loss of Privileges:** Student can lose bus privileges and breakfast program privileges for inappropriate behavior.
- **Loss of Credit for Assigned Work/ Grade Reduced:** Applies when student has cheated or plagiarized; work not submitted on time.



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- **Restitution:** Payment for lost, stolen, or damaged school property or the property of another student or teacher.
- **Notification to Legal Authority:** Informing the police and/or other agencies when necessitated by law.
- **Possible referral for psychiatric evaluation.**
- **Referral to an Alternative Education Program or Home Instruction**

Parental Contact/Conference: Parents will be made aware of disciplinary infractions and consequences.

Garfield Middle School Point System

This Garfield Middle School Point System will provide a consistent approach to school rules and motivate students to follow expected guidelines for behavior. The purpose of this policy is to develop a sense of responsibility and accountability within the students of Garfield Middle School. Academic success is achieved through cooperation, respect and hard work. Students who are chronically late, disruptive, or disrespectful limit the chances for academic success for themselves and their classmates. The administrative team and teachers will not tolerate behavior that jeopardizes or interrupts the learning process, or any behavior that makes any student feel uncomfortable in the school environment. It is imperative that we work together as a community to ensure that our students continue to grow and flourish academically, socially and behaviorally.

Students will accumulate points when they fail to meet a behavioral standard.

Number of Points for a disciplinary infraction may be found in student handbook, which serves as a guideline for the assignment of points.

Points given to students will vary based on the severity of the infraction at the discretion of school administration.

- Points are accumulated over the course of the school year.
- Students accumulating **60 or more points** will be placed on the excluded list. Time on the excluded list will range from 5-10 weeks at the discretion of the administration.
- Placement on the Excluded List will be made at the discretion of the administration, and the time assigned on the excluded list is subject to increase with repeated behavior of the same/similar infraction.
- Students who are on the excluded list may not participate in any school or extracurricular activities, athletics, class trips, and school events.
- Teacher Detention, Silent Lunch, Central Detention, SYD and OSS will be assigned as disciplinary consequences as per the GMS Disciplinary Code.



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- Consequences will include, but are not limited to, silent lunch, central detention, In-School Suspension, Out of School Suspension, Parent Contact/Conference et. al. in accordance with the GMS Discipline Policy.
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