



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 discipline and the student code of conduct.

This handbook's contents may be revised from time to time throughout the 2023-2024 school year. An up-to-date version will be maintained online at www.gms.gboe.org

It is the parent(s)/guardian(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.



Garfield Middle School Administration

Richard Rigoglioso- Principal
David Gray- Vice Principal
Amy Sabani- Vice Principal
Christopher Caiazzo- School Disciplinarian

Garfield School District Educational Leadership Team

Nicholas Perrapato- Interim Superintendent of Schools
Dr. Giovanni Cusmano- Business Administrator/Board Secretary
Alexandra Bellenger- Director of Curriculum

Board of Education Members

Jorge Ramos- President
Alea C. Sanchez- Vice President
Lindita Agastra- Trustee
Richard Derrig- Trustee
Alban Gaba- Trustee
Kathy Grzywnowicz-Muniz- Trustee
Dane Lio- Trustee
Michaelangelo Malleo- Trustee
Daniel Taylor- Trustee



FULL DAY SCHEDULE: 2023 – 2024

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	8:45AM	Block 1	Block 6	Block 5	Block 3	Block 2
	9:39AM					
2	9:41AM	Block 2	Block 1	Block 6	Block 5	Block 3
	10:35AM					
HR	10:37AM	HR	HR	HR	HR	HR
	10:49AM					
3	10:51AM	Block 3	Block 2	Block 1	Block 6	Block 5
	11:45AM					
4	11:47AM	LUNCH 4A: Lunch: 11:47AM-12:15PM; Class 4BC: 12:19PM-1:13PM				
	-	LUNCH 4B: Class 4A: 11:47AM-12:14PM; Lunch: 12:16PM-12:44PM; Class 4C:12:46PM-1:13PM				
	1:13PM	LUNCH 4C: Class 4AB: 11:47AM-12:41PM; Lunch: 12:45PM-1:13PM				
5	1:15PM	Block 5	Block 3	Block 2	Block 1	Block 6
	2:09PM					
6	2:11PM	Block 6	Block 5	Block 3	Block 2	Block 1
	3:05PM					



ONE SESSION DAY SCHEDULE: 2023 – 2024

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	8:45AM	Block 1	Block 6	Block 5	Block 3	Block 2
	9:25AM					
2	9:27AM	Block 2	Block 1	Block 6	Block 5	Block 3
	10:07AM					
HR	10:09AM	HR	HR	HR	HR	HR
	10:18AM					
3	10:20AM	Block 3	Block 2	Block 1	Block 6	Block 5
	11:00AM					
4	11:02AM	LUNCH 4A: Lunch: 11:02AM-11:22AM; Class 4BC: 11:24AM-12:04PM				
	-	LUNCH 4B: Class: 4A 11:02AM-11:22AM; Lunch: 11:23AM-11:43AM; Class 4C:11:44AM-12:04PM				
	12:04PM	LUNCH 4C: Class 4AB: 11:02AM-11:42AM; Lunch: 11:44AM-12:04PM				
5	12:06PM	Block 5	Block 3	Block 2	Block 1	Block 6
	12:46PM					
6	12:48PM	Block 6	Block 5	Block 3	Block 2	Block 1
	1:28PM					



DELAYED OPENING SCHEDULE: 2023 – 2024

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	10:00AM	Block 1	Block 6	Block 5	Block 3	Block 2
	10:44AM					
2	10:46AM	Block 2	Block 1	Block 6	Block 5	Block 3
	11:30AM					
HR	11:32AM	HR	HR	HR	HR	HR
	11:37AM					
3	11:39AM	Block 3	Block 2	Block 1	Block 6	Block 5
	12:23PM					
4	12:25PM	LUNCH 4A: Lunch: 12:25PM-12:47PM; Class 4BC: 12:49PM-1:33PM				
	-	LUNCH 4B: Class: 4A 12:25PM-12:47PM; Lunch: 12:48PM-1:10PM; Class 4C:1:11PM-1:33PM				
	1:33PM	LUNCH 4C: Class 4AB: 12:25PM-1:09PM; Lunch: 1:11PM-1:33PM				
5	1:35PM	Block 5	Block 3	Block 2	Block 1	Block 6
	2:19PM					
6	2:21PM	Block 6	Block 5	Block 3	Block 2	Block 1
	3:05PM					



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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 closures. You will receive a phone call to inform you of school closings/delayed openings.
- Garfield District Website: WWW.GBOE.ORG

As a result of inclement weather or other emergencies school opening can be delayed until 10:00 am. Student dismissals will be at regular times. 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 ID badge is essential for maintaining safety, security, and accurate attendance for all students. The badge must be attached to the person by a lanyard neck cord or an ID clip 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/defaced ID badges and failed to replace it. Five (5) points will be given after the third warning. Points are doubled at the start of the 4th Marking Period. Students accumulating 60+ points will be placed on the excluded list for school sponsored events/activities.

ID badges are required to receive breakfast and lunch and must be presented every day when ordering paid or free meals. ID badges are required to borrow books from the Media Center. ID badges are required for access to school provided transportation services.

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 and Press #3 or dial 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 the 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 to be taken by the student 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.



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MEDICATION/DOCTOR’S NOTES

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

- The 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.
- The child has received an examination, immunization, or booster injection.
- The child is out of school for (3) or more consecutive days for an illness.
- The child has any type of communicable disease such as *Influenza, Covid, Strep Throat, Scarlet Fever, Lice, Pink Eye/Conjunctivitis, Fifth’s Disease, Ringworm, Scabies.*
- The note must indicate the child is free from infection before he/she is allowed to return to school.
- The child is unable to participate in certain activities due to illness or injury. A doctor’s release is needed once a child can resume normal activity, including physical activities such as gym class.
- The child is required to attend school on 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 an 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 a 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.



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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 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 to an alcohol or other drug abuse treatment program in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

New Jersey recently passed legislation addressing the sale, possession, and consumption of marijuana. This legislation has generated questions and concerns, including how to address issues concerning possession and use of marijuana by students in our public schools.

Does the decriminalization of marijuana affect how schools should operate as drug-free organizations?

Answer:

No. While the law decriminalizes possession of 6 oz. of marijuana or less for adults – people aged 21 or older – schools can still prohibit the possession and or use of marijuana on school premises or at school events, much like schools can now prevent possession or use of tobacco products and/or alcohol.

Does a school still retain the right to discipline a student who is found to be under the influence of marijuana or in possession of marijuana or paraphernalia at school or a school sponsored event or activity?

Answer:

Yes. Nothing in the new laws prohibits a school from taking disciplinary action unless there is a medical exemption pursuant to *N.J.S.A. 18A:40-12.22*. Schools still maintain the right to ensure that students are not under the influence at school and to take action when they violate the code of conduct.

Do the reporting requirements under *N.J.S.A. 18A:40A-12* for appearing to be under the influence at school or at a school event change in light of the new marijuana laws in NJ?

Answer:

No. If a student appears to be under the influence – whether it is alcohol, marijuana or some other drug, the principal or the designee still shall arrange for an immediate medical examination of the student, either by the physician selected by the parent or guardian, or that physician is not available, then by another physician selected by the school, or the student shall be taken to the emergency room. This shall be followed by a written report furnished within 24 hours by the examining physician to the parents/guardians and the chief school administrator. All the follow-up requirements remain the same as well.

Can students be barred from participation in school-sponsored sports activities if they use marijuana in a manner similar to other non-prescribed drugs and/or alcohol that would otherwise preclude their participation in the same?

Answer:



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Yes. The new law only decriminalizes marijuana, meaning that possession and use is no longer subject to criminal penalties. But a school district can still impose administrative penalties, such as barring students from participating in athletic activities who have non-prescribed drugs found in their system, which presumably would be based on health and safety concerns. In addition, the NJSIAA lists alcohol and cannabinoids as banned substances subjecting athletes to disqualification. Therefore, there will remain penalties for use of marijuana and alcohol with respect to interscholastic sports.

Can students bring foods that contain cannabis and/or cannabis derivatives to school?

Answer:

No. As students cannot bring alcohol, cigarettes, or drugs into school, on school premises or to school functions, it would stand to reason that they cannot bring drinks or foods that contain cannabis derivatives.

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 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 (Incomplete assignments)

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 no credit/failures.

TEXTBOOKS/WORKBOOKS/COMPUTERS

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

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 in the book.
3. Computers must be fully charged daily and ready for use throughout the entire school day.
4. Damage to textbooks/workbooks/computers, due to student negligence, will result in fines.
5. All lost and stolen textbooks, workbooks and computers must be paid for by the student, the cost of which will be determined by the School and/or District.
6. The replacement cost for a student laptop is \$150.00. The replacement cost for a laptop charger is \$50.00. A new device/charger will not be assigned until payment has been made.
7. Final grades will be withheld until all fines are paid in full.
*Parents/Guardians: Please be advised that all school-issued electronic devices (ex. laptop computers, iPads, etc.) are monitored with security and tracking software in the event of loss or inappropriate use.

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 are required to log-on and view their child's grades and attendance at least three (3) times per marking period to ensure your child's eligibility to participate in all year-end grade level activities.**



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- **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 parents of the students' 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 report, 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 parents to check the portal regularly throughout the school year. Interims and report cards are no longer routinely mailed home.

PHYSICAL EDUCATION POLICY

All students are expected to be prepared for P.E. and participate in class every day. Sneakers must be worn. Sandals, Crocs, Slides, Uggs etc. are not permitted. Proper athletic apparel is required. 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 secure all electronic devices including cell phones, Air Pods/headphones etc. In addition, all backpacks, book bags, books, apparel, and lunches should be secured in their lockers. ALL ELECTRONIC DEVICES, BOOKBAGS & BACKPACKS must remain in the students' assigned locker throughout the school day. Students are allowed to visit lockers at determined times throughout the day. 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. Students are responsible for securing their belongings at all times. Locks will be provided in Homeroom at the beginning of the school year. Replacement locks must be purchased from the school for a fee of \$10.00. The School or School District will not be responsible for any lost or missing items.

***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.

Under certain circumstances, parents/guardians may be notified prior to the search of a student's person or property. However, it should be noted that school administrators are not required to seek parental consent prior to searching a student's person or property- (Examples- book bags, backpacks, lockers, electronic devices, including cell phones etc.). The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings.



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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, Math, 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.

COURSE RECOVERY PROGRAM- 6th 7th & 8th Grade Math/Language Arts/Science/Social Studies/Physical Education

At the end of each marking period, a student may be recommended to attend course recovery as a result of academic failure ("F") or attendance issues (unexcused absences and/or lates to school/class). Course recovery will provide students with an opportunity for recovery from academic failure or "no credit" (NC) ratings for attendance issues (unexcused absences and/or lates to school/class) in one or more of their courses for the marking period. Course recovery requirements at the end of each marking period:

- Attend twenty (20) 1-hour sessions (no more than four (4) absences will be permitted- excessive absences will result in dismissal from the course recovery program).
- Up to three (3) sessions per week after school from 3:15pm to 4:15pm.
- Parents are responsible for providing student transportation at 4:15pm if the student is not permitted to walk home from school.
- Failure to successfully complete course recovery will result in an "F" grade for the marking period.

RETENTION POLICY

A student will be retained for the following reasons:

- Failure in one or more of the following subjects: Language Arts, Math, Social Studies, Science, Health, and Physical Education.
- Excessive Absenteeism: (17) or more days of unexcused absences in one school year.
- The student has not demonstrated the degree of social, emotional, and physical maturation necessary for success at the next grade level.
- Failure to successfully complete recommended course recovery or summer school.

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 limitations 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.



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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 ten (10) weeks from the date in which the student was added (provided no other incidents have occurred and at the discretion of the Administration.)

****8th grade students on the excluded list for code of conduct violations/suspensions from school at the end of the school year are not permitted to attend and/or participate in any school sponsored events/activities including the Dinner Dance, Promotion Ceremony, or Grade Level Trip(s).**

Parent and Family Engagement- The participation of parents/guardians in regular and meaningful communication involving student academic learning, appropriate conduct, and other school activities is essential. Parental participation ensures: That parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision-making to assist in the education of their child.

***The following activities for parents/guardians will be required for your child's participation in their end-of-year grade level activities.**

Throughout the school year, Parents/Guardians will be required to:

- Attend, in-person, at least one (1) evening assembly sponsored by the Garfield Middle School. Assemblies will focus on current trends and issues essential to the health, safety, and well-being of students and families. Several assemblies will be scheduled throughout the school year.
- Log-on and view their child's grades and attendance at least three (3) times per marking period to ensure your child's eligibility to participate in all year-end grade level activities.

***Failure to attend an assembly and log-on to parent portal as required above, will result in your child's exclusion from his/her end-of year grade level activities.**

STUDENTS WHO ARE BEING RETAINED FOR FAILURE

Students who are being retained for failure or need to go to Summer School or complete Course Recovery for promotion **are not permitted to attend the 8th Grade Dinner Dance and the Promotion Ceremony**. Students who successfully pass Summer School or Course Recovery will be promoted to the following grade. ***Exceptions may be made at the discretion of the Administration.**

- **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.**



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- 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: Ms. Porco at Ext. 3295 7th Grade: Ms. Kunz at Ext. 3291 8th Grade: Mr. Cipollone at Ext. 3296

GMS DRESS CODE POLICY- “DRESS FOR SUCCESS”

District Dress Code Policy:

- **Uniform Green shirt with district emblem and Khaki pants for 6th grade students**
- **Uniform Gray shirt with district emblem and Khaki pants for grade 7th grade students**
- **Uniform Navy Blue shirt with district emblem and Khaki pants for grade 8th grade students**
- **Students in each grade level will wear the same color shirt for the three years at GMS.**

Uniform shirts with emblems can be purchased from our supplier listed below.

Khaki Pants may be purchased from the supplier or from any retailer.

YNK Uniform Store
125 Getty Ave
Clifton, NJ 07011 (862)225-9938

Optional:

- White cotton turtleneck or long-sleeved white cotton shirt may be worn under the uniform shirt.
 - 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.**
-
- Jeans are not permitted.
 - Yoga/stretch style pants or leggings are not permitted.
 - Belly shirts/cut-off shirts/sleeveless shirts are not permitted.
 - Skirts are not permitted.
 - Pants that are worn below the waist are not permitted.
 - Hooded sweatshirts are not permitted to be worn during the school day.
 - **Exceptions to the dress code will be made on dress down days at the discretion of the administration.**

Shoes must be rubber soled and socks must be worn.

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



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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/Dress Code Policy Violation- 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/dress code items for their child to be in compliance with the uniform/dress code 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/dress code items, the student will remain in the PBSIS/Student Youth Development (SYD) room for the day and be allowed to complete class work for their scheduled classes. *Chronic violation of the Uniform/Dress code Policy may result in the accumulation of points, placement on the excluded list and additional consequences as deemed appropriate.

Cell Phone/Electronic Device Policy

1. **The possession of cell phones/electronic devices in school is a privilege.**
2. **All cell phone/electronic device use must be respectful, appropriate and non-disruptive to students and staff.**
3. **Phones must remain in assigned lockers and be set on silent at all times throughout the school day.**
4. **Under no circumstance is unauthorized photographing or video recording allowed anywhere on school premises.**
5. **Cell phone/electronic device use is not permitted in Restrooms/Bathrooms.**
6. **Students who inappropriately use their cell phone at school will be subject to discipline as stipulated in the Student Code of Conduct.**
7. **Refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the school’s Code of Conduct. Students will receive consequences for failure to comply.**
8. **Repeated offenses of unauthorized possession/use of a cell phone/device during the school day may require parents to report to the school to pick up the device.**
9. **The Garfield School District utilizes security software to identify inappropriate content on school devices. Inappropriate use of school devices during or after school hours is prohibited and may result in confiscation of the device.**
10. **The Garfield Middle School & The Garfield School District will not be responsible for the loss or damage to any student’s phone or electronic device. It is the responsibility of the student to adhere to this policy and to secure his or her belongings in their assigned locker at all times.**



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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 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 the office of the Superintendent of Schools: 973-340-5000.

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 content areas:

6th Grade: Math & Language Arts. 7th & 8th Grade: 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 the NJ Student Learning 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 the criteria listed below:



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- **Teacher recommendation Form/Supervisor Approval.**
- **Standardized test scores:** TEST SCORES TO BE DETERMINED.
- **Report card grades:** Student must attain an **A average** in the designated subject.
- **Appropriate Reading Level.**
- **Attendance.**
- ***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.**
- **Transfer students/students new to the district will be tested/assessed by the curriculum supervisor for the appropriate course placement.**

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 List: Student must earn an "A" in achievement in each course.
- Honor Roll: 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.

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.
- Standardized Test Scores indicating "HIGHLY PROFICIENT" IN MATH AND LANGUAGE ARTS
- 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 Middle School 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 parents/guardians and pupils to maintain the highest level of school attendance.

The Department of Education requires students to be present and on time for each class. Even though excuses are accepted, it is important to recognize that missed instructional time poses a significant challenge. Garfield Middle School is deeply concerned about students with chronic attendance and tardiness issues. Although excused work can be made up, it is important to note that the instructional component of classroom time plays a vital role in a student's overall academic progress. Students who consistently miss class due to attendance or tardiness issues may find themselves needing to engage in course recovery, attend summer school, or even face the possibility of retention. This is primarily due to the critical instructional time they have missed, which can significantly impact their understanding and progress.



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Since frequent absences can severely affect the learning process, student absences may not exceed sixteen (16) unexcused absences in one school year.

In the event that absences exceed sixteen (16) 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.**

EARLY RELEASE OF STUDENTS

Parents/Guardians/Parental Designees wishing to pick up students from school prior to the end of the school day are required to:

- Ensure that the student's emergency card listing all authorized contacts allowed to pick up the student is complete and updated in Parent Portal.
- Students will not be released to unlisted/unauthorized contacts without verification of identity by an authorized contact person.
- Check-in with the school security office and present a valid form of identification (photo ID preferred).
- Proceed to the main office and sign the student out for the remainder of the school day.
- Proceed to the nurse's office if the student is leaving due to illness.
- Parents should be aware that absences for early release will be considered unexcused unless determined otherwise (ex. Nurse excused for illness).

***SPECIAL NOTE:** Please be advised that all school personnel are required by law to provide a "duty of care" for every student in the school. If you or your designee reports to the school to sign-out a student for the remainder of the school day and any staff member believes that you may appear impaired for any reason or detects an odor of alcohol or marijuana, regardless of the legal status of the substance(s), you will NOT be permitted to remove the student from school and you or your designee will have to arrange alternative transportation for the student. In certain circumstances, local law enforcement may be advised.

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 a 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 are UNEXCUSED. Students will be removed from the school rolls and must re-register with the school district upon their return.**

CONSEQUENCES FOR EXCESSIVE LATES/ABSENCES/ TRUANCY

1. **Absences-** More than **SIXTEEN (16)** unexcused absences from school will result in **failure for the school year** in all subject areas *Attendance Officer will be notified.
2. **Lates-** More than **four (4)** 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, including Homeroom. Points are doubled in the 4th marking period and when a substitute is present



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for the class.

4. **If a student enters the school after 9:00 a.m., the student must be accompanied by a parent. Students not accompanied by a parent will be assigned to SYD until their lunch block is completed. Students will accumulate (15) points for each late after 9:00 a.m.**
5. **Cutting Class/Homeroom**– Students will be considered absent for any class/homeroom 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, including time on the excluded list.**

ABSENCE APPEALS

Students who fail because of absences may appeal for a review of their case. This appeal must be presented in writing to the Principal and signed by the parents no later than five (5) 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**.

STUDENT TRANSFERS OUT OF SCHOOL AND/OR DISTRICT

Parents/Guardians must pick up and complete the appropriate Transfer Form- Transfer Forms can be picked up at the Middle School or the District Registrar’s Office. Completed Transfer Forms must be returned in-person by the Parent/Guardian to the Middle School or District Registrar’s Office.

- **Prior to the release of the Student’s Official Transcripts, all school issued property (laptops, chargers, textbooks, library books etc.) must be returned and all outstanding financial obligations must be satisfied.**

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



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The district board of education requires an incident assessment prior to an investigation to determine if the incident meets the threshold of the ABR Law or HIB Criteria. If the incident is determined to be HIB, 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 (Including but not limited to)
Arson, False Alarms, Possession of BOMBS, 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
Bullying (H.I.B.-Harassment, Intimidation, 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 Specialist / Principal Silent Lunch Central Detention SYD/OSS/Saturday Detention Excluded List 5 – 60 points
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
Cafeteria Behavior (breakfast/lunch)	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 Removal from cafeteria during breakfast Excluded List SYD/OSS/Saturday Detention 5-60 points *Food Fight = 60 points & OSS



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including by not limited to)
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/Saturday Detention 10-60 points
Consuming Food, Candy, Water, Drinks in classrooms/hallways	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/Saturday Detention Excluded List Time in Office 5 - 60 points
Possession and/or use of Drugs Use, possession of and/ distribution of any Illegal or dangerous substances; drugs, drug paraphernalia, marijuana, narcotics, steroids, inhalants, alcohol, edibles	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/Saturday Detention Excluded List 10-60 pts.



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including by not limited to)
Electronic Devices, Cell Phones, Portable Communication Devices-Inappropriate use/possession, refusal to surrender phone/device	<p>Inappropriate use/Possession during the instructional day of personal or school issued electronic devices, including, but not limited to cell phones, ear buds, headphones etc.</p> <p>-ALL cell phones and electronic devices must be on silent and remain in assigned lockers during the school day.</p>	<p>Parent Contact/Confiscate Item Parent Pick-Up Central Detention Silent Lunch Excluded List SYD/OSS/Saturday Detention 10-60point</p>
Forgery	<p>Writing or signing documents with deliberately misleading, false, or inaccurate information, falsifying the signature of parent/ guardian on any school related documents</p>	<p>Parent Contact Silent Lunch Central Detention SYD/OSS/Saturday Detention Excluded List 10-60 pts.</p>
Gangs	<p>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</p>	<p>Parent Contact/Conference SYD/OSS/Saturday Detention Police Contact Excluded List 10-60 points</p>
Gambling	<p>Wagering on any game or activity on school property</p>	<p>Police Contact Parent Contact Central Detention SYD/OSS/Saturday Detention Excluded List 10-30 points</p>



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including but not limited to)
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/OSS/Saturday Detention 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 SYDOSS/Saturday Detention Excluded List 5-60 pts.
ID BADGE	Student(s) are 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/OSS/Saturday Detention 3 points (Double points starting 4th Marking Period)
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/Saturday Detention 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/Saturday Detention Excluded List 30-60 points



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including but not limited to)
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/Saturday Detention Excluded List *5-60 points **Double points can be given for infractions made in class with subs.
Leaving School, School Grounds, School Activities	Leaving school, school grounds or school activities without a parent and/or administrative approval/permission prior to dismissal	Parent Contact/Conference Unexcused absence SYD/OSS/Saturday Detention 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 that poses a substantial disruption to the school environment. Threatening the student or staff member on social network during school or after school posing a substantial disruption to the school environment.	Parent Contact/Conference Police Contact OSS Excluded List 60 points
Portal to Portal Student Conduct- before school and after school	Any inappropriate conduct or behavior before (on the way to school) or after school (on the way home from school) may be subject to disciplinary consequences (ex. Trespassing on private property, destruction of private property).	Verbal Warning Parent Contact Central Detention SYD/OSS/Saturday Detention Police Contact Excluded List 5-60 points
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



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including but not limited to)
Possession of and/or Smoking cigarettes, hookah pens, electronic cigarettes, vaping devices; possession of tobacco in any form or any paraphernalia	Smoking cigarettes; possession or use of any tobacco substance on school grounds or in conjunction with any school related activity; includes electronic cigarettes, Hookah pens and vaping devices.	Parent Contact/Conference Drug Test 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 starting 4th marking period)
UNACCEPTABLE USE OF TECHNOLOGY (school computer or personal technology device)	Using network for illegal activity/Violate user agreement. 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 threat Direct or indirect participation in the video/audio recording of inappropriate activities (fighting, property damage, etc.)	Verbal Warning Parent Contact Central Detention SYD/OSS/Saturday Detention 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/Saturday Detention Excluded List 30-60 points



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including but not limited to)
Truancy	Unexcused Absence without just cause	Parent Contact/ Conference Notification to Attendance officer Central Detention Silent Lunch SYD/OSS/Saturday Detention 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/Saturday Detention 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



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INFRACTION	DESCRIPTION	CONSEQUENCES (Including but not limited to)
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/Saturday Detention 20-60 points
Weapons /Firearms Toy (facsimile) Guns, Air Guns, Knives, Box Cutters/Razors, 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 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 CODE OF CONDUCT AS FOLLOWS:

- **Verbal Reprimand/ Warning:** Student will be given a warning by school administrator for negative behavior.
- **Time-Out in Office:** Students may be given a time-out from classroom activities and remain in the office for a brief time.
- **Silent Lunch:** Detention served during the student’s scheduled lunch period. Student(s) will get lunch from the cafeteria and eat in silence in a designated and supervised classroom/location.
- **Central Detention:** Immediately after school. Students must report on the designated day and be on time.
- **PBSIS/Student Youth Development /SYD:** Student will be removed from the regular classroom and placed in supervised room for part or all of the school day(s) on a case-by-case basis. Assignments will be provided to the student in the PBSIS/SYD room. A student may not participate in any extra-curricular activities, athletic events, or after-school programs (ex. Boys & Girls Club) on the day that PBSIS/SYD was served. Time on excluded list may apply. Students will participate in counseling, mentoring and restorative/reflective practices that provide positive behavioral interventions and supports.



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- **Saturday School Detention:** Students who have behavior infractions and/or are truant from school will be assigned Saturday School Detention in lieu of an Out of School Suspension on a case-by-case basis.
- **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, events, or afterschool programs (ex. Boys & Girls Club). Time on excluded list applies. OSS is given when the infraction is severe or if the same infraction has been repeated multiple times. Upon return from suspension, students will participate in counseling, mentoring and restorative/reflective practices that provide positive behavioral interventions and supports.
- **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, Saturday School or SYD may 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.
- **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.



District-Wide Breakfast & Lunch Program

In accordance with Garfield Public School District Policy, breakfast and lunch is made available daily by Maschio's Food Service for all students.

Students may pay in full or receive free meals. At the start of each school year, Parents/Guardians must submit an application to the district in order to qualify for free meals.

***Meal Applications can be completed and submitted through Parent Portal, downloaded from the District Website or picked-up from the school or the Board of Education Office.**

***Parents/Guardians are responsible to ensure all outstanding balances are paid in full.**

***Students with unpaid balances, regardless of the amount owed, may not receive breakfast and/or lunch and may be excluded from district & school-wide events or activities until all balances are paid in full.**

***All unpaid balances can be paid online at payschoolscentral.com, in-person at school, or at the Board of Education Office located at 34 Outwater Lane. Checks should be made payable to: "Garfield Board of Education" or "GBOE".**

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 or violate school policy.**

***Number of Points for a disciplinary infraction may be found in the 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.**



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- Points are accumulated over the course of the school year.
- Points assigned for disciplinary infractions will double during the 4th Marking Period.
- Students accumulating **(60) or more points** will be placed on the excluded list. **Time on the excluded list will last for 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.
- Consequences will include, but are not limited to, silent lunch, central detention, Student Youth Development (SYD), Saturday School Detention, Out of School Suspension, Parent Contact/Conference et. al. in accordance with the GMS Discipline Policy.

Title I Program

The Garfield Board of Education recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help for some students beyond the regular classroom program. The Garfield Board of Education shall be responsible for such preventative and remedial programs, defined herein as Basic Skills Improvement Programs. The district shall comply with all state and federal requirements in developing, implementing, administering, and evaluating funded compensatory education programs.

Such Basic Skills Improvement services and activities shall be designed to improve the level of proficiency in Reading, Language Arts, and Mathematics skills of pupils who meet the criteria based on:

- * Assessment of pupil attainments as per Board policy
- * Evaluation procedures that measure pupil achievements related to remedial educational program objectives and standards.

Parents/guardians of public and private schools shall be kept informed of their children's progress and shall be invited to consult with staff on ways to give their child the maximum benefits of such programs.



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



The Garfield Board of Education has a district Parent and Family Engagement policy to guarantee the consultation requirement. At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with Title I funds. Parents will be informed of the Title I regulations at each school's Back to School Night. The district policy will be distributed to parents of participating Title I children, to the extent possible, in a language the parents understand. Additionally, the Federal Programs Supervisor is available to speak to, or meet with, any parent, by appointment, who has questions or concerns regarding their child's education.

1. Informing parents/guardians of their right to consult in the design and implementation of the Title I project within constraints of the law
2. Providing parents/guardians with information about the Title I law
3. Soliciting parent/guardian input about Basic Skills Improvement programs and related activities
4. Providing parents/guardians an opportunity to establish mechanisms maintaining on-going communication among parents/guardians, and the Board of Education.

Garfield School District Parental Involvement Policy:

[Garfield School District Parental Involvement Policy](#)

Garfield School District Parent School Compact:

English: [Garfield School District Parent School Compact - English](#)

Spanish: [Garfield School District Parent School Compact - Spanish](#)

Garfield School District Parent's Right to Know Letter:

English: [Garfield School District Parent's Right to Know - English](#)

Spanish: [Garfield School District Parent's Right to Know Letter - Spanish](#)



Counseling, Support Services and PBSIS

Garfield Middle School believes in providing counseling and support services, while implementing Positive Behavior Support In Schools (PBSIS). These are essential components of creating a healthy and safe school environment for our Garfield Middle School (GMS) students. Addressing the needs of both victims and offenders of misconduct is crucial to fostering a positive and inclusive learning atmosphere.

Counseling and Support Services:

Offering counseling services to both victims and offenders can help them process their emotions, address underlying issues, and develop healthier coping mechanisms. Providing support services can assist students in navigating challenging situations and improve their overall well-being, which can positively impact their behavior in the school environment.

Positive Behavior Support In Schools (PBSIS):

Implementing PBSIS techniques helps establish clear behavior expectations and reinforces positive behavior throughout the school. By focusing on proactive strategies, such as rewards and recognition for positive behavior, students are more motivated to engage in appropriate conduct.

Parental Involvement:

Encouraging parents to establish follow-up services outside of school hours demonstrates a commitment to the well-being of students beyond the school premises. When parents are involved and supportive, it enhances the effectiveness of counseling and PBSIS efforts.

Creating a Safe School Environment:

By addressing the needs of both victims and offenders, GMS can work towards reducing incidents of misconduct and bullying, fostering a safe and inclusive environment for all students. Promoting a school culture that values empathy, understanding, and respectful communication can also contribute to a healthier and safer environment. Ultimately, the combined efforts of counseling, support services, PBSIS, and parental involvement help address the root causes of behavioral issues, support the emotional growth of students, and promote positive social interactions. A comprehensive approach to student support fosters a healthier school community, leading to improved academic performance and overall well-being for all students.



Student Transportation Services

Please be aware that Garfield Middle School is not responsible for determining which students receive transportation services. Transportation eligibility is determined by specific criteria set by the Garfield district and the NJ State Department of Education, and it is not based on individual preferences or requests.

If you believe your residence is located more than 2.0 miles away from Garfield Middle School or if your child has transportation included in their Individualized Education Plan (IEP), you may be eligible for district-provided transportation.

To inquire about transportation eligibility, please contact the District Transportation Department at 973-340-5000 extension 2313 or email:

prigolosi@gboe.org or ecannici@gboe.org

Thank you for your understanding and cooperation. We remain committed to providing a safe and enriching educational experience for all students at Garfield Middle School.



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



GARFIELD BOARD OF EDUCATION
Garfield, New Jersey 07026
Exhibit 6142.1 O

PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT

As the parent or guardian involved in the education of this student, I have read the Terms and Conditions for Access to the Garfield Public School District's electronic network and computer equipment. I understand that this access is designed for educational purposes and the Garfield School District has taken precautions to eliminate controversial materials. However, I also recognize that it is impossible for the Garfield School District to restrict access to all controversial materials, and I will not hold the District, members of the Board of Education, or its employees responsible for materials acquired on the network or computer equipment that do not pertain to the prescribed curriculum or course of stay. Further, I understand that the inappropriate use of the network or computer equipment by my child could result in school discipline, and/or criminal and civil penalties. Further, I accept responsibility for any damages or injuries caused by my child's use of the network or computer equipment, either in school, or outside of school, in a manner which violates the Terms and Conditions set forth in this agreement.

With this understanding, I hereby give permission to issue electronic network access for my child and certify that the information on this form is correct.

Parent or Guardian: _____

Name of Student: _____

Parent Signature: _____

Date: _____



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



GARFIELD SCHOOL DISTRICT

STUDENT NETWORK USER CONTRACT

Student Name: _____

Grade: _____

School: _____

We are pleased to offer the staff of Garfield Public Schools access to the district network for electronic mail and the Internet. To gain access to e-mail and the Internet, all staff members must sign and return this form to their building principal.

I have read the Garfield School Districts Acceptable Use Policy (Staff Regulations). I agree to follow the rules contained in this policy. I understand that if I knowingly violate the district's policies regarding network use, I may face disciplinary action.

As a user of the Garfield School District computer network, I hereby agree to comply with the above stated rules-communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name: _____

Student Signature: _____

Date: _____

Parent Signature: _____



STUDENT VIDEO / PUBLICITY RELEASE FORM

Opt-In Version

During the course of the regular school year, students participate in various curriculum programs, contests, plays and field trips. Therefore, pictures/videos of our students are often taken to capture these moments in time that showcase a host of activities available in school. Signing of this publicity form includes, but is not limited to, print material in newspapers, school district newsletters, and internet and school district website and/or cable public access channels. This form gives you the choice to OPT-IN to this opportunity. If you grant permission for your child’s name, photo and/or video be released for publicity or communication purposes, this form must be completed.

If you do nothing, then we do not have your permission to share sanctioned multi-media photos of your child with the public for communication and/or publicity purposes.

In accordance with Board of Education Policy 9400 News Media Relations, which states: photographing of students, taking still or video pictures of district pupils and buildings for commercial purposes is prohibited without written approval of the superintendent, board of education and parents/guardians, where applicable. “Commercial purposes” in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services. Taking still or video pictures of district pupils for district purposes is prohibited without written approval of the parents/guardians.

“District Pupils” shall be defined as boys and girls enrolled in the school during that part of the day they are in school, on the school grounds, or engaged in any activity under the direction and supervision of the school. Photographs for such purposes and newspaper coverage of school activities must be authorized in advance by the superintendent. Parents/guardians shall be notified at the beginning of the school year that photographs may be taken and of the possibility that their children may be included. A parent/guardian may request that their children not be included in any photograph taken for publication.

I hereby grant permission, by my signature on this Publicity Release OPT-IN form, to the Garfield Board of Education to use the name or photograph of my son/daughter for communication and/or publicity purposes.

I give permission for my child’s photograph/video to be used for commercial, publicity or district purposes.

Permission Granted _____

Student’s Name(s): _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



GARFIELD PUBLIC SCHOOLS

34 OUTWATER LANE, GARFIELD, NEW JERSEY 07026-2693

NICHOLAS L. PERRAPATO
INTERIM SUPERINTENDENT

973-340-5000
FAX 973-340-4620 WWW.GBOE.ORG

Dear Parent/Guardians,

In accordance with Board of Education Policy 9400 News Media relations, which states: photographing of students, taking still or video pictures of district pupils and buildings for commercial purpose is prohibited without written approval of the superintendent, board of education and parents/guardians, where applicable. "Commercial purposes" in this context is defined, to mean for sale or for use in connection with the advertisement or promotion of goods or services. Taking still or video pictures of district pupils for district purposes is prohibited without written approval of the parents/guardians.

"District Pupils" shall be defined as boys and girls enrolled in the school during that part of the day they are in school, on the school grounds, or engaged in any activity under the direction and supervision of the school. Pictures of identified handicapped children shall not be take or disseminated in any way unless permission is granted by parents/guardians. Photos of children placed in the district by DYFS shall not be taken/published without permission of the division case worker. Photographs for such purposes as newspaper coverage of school activities must be authorized in advance by the superintendent. Parents/guardians shall be notified at the beginning of each school year that photographs may be taken and of the possibility that their children may be included. A parent/guardian may request that their children not be included in any photograph taken for publication.

Sincerely,

Nicholas L. Perrapato
Interim Superintendent of Schools

Photography Policy Form

_____ I do not want my child's photograph used for commercial or district purposes.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Please return form to your child's school as soon as possible.

We ARE AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER
WE DO NOT DISCRIMINATE AS TO AGE, RACE, CREED, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, OR DISABILITY



GARFIELD MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK



GARFIELD PUBLIC SCHOOLS

GARFIELD MIDDLE SCHOOL
175 LANZA AVENUE, GARFIELD, NEW JERSEY 07026
TEL: (973) 272-7020 FAX: (973) 340-1767

RICHARD RIGOGLIOSO
PRINCIPAL

Dear Parent/ Guardian:

During the course of the school year, your child may be in a class in which a movie will be shown. All movies shown will be rated either "G" or "PG" and will have appropriate relevance to the school curriculum.

Please sign below to indicate your approval for your child to participate in the viewing of a "G" or "PG" movie. If approval is not given, the child will be removed from the classroom during the viewing of the movie.

If you should have any further questions or concerns, please do not hesitate to contact me. I thank you in advance for your cooperation.

Sincerely,

Richard Rigoglioso
GMS Principal

RETURN TO HOMEROOM TEACHER

_____ Yes, my child may watch a movie rated either "G" or "PG" with his/her class.

_____ No, my child is not permitted to watch a "G" or "PG" movie with his/her class.

Student's Name: _____ Homeroom: _____

Parent/Guardian Name (PRINT): _____

Signature of Parent/Guardian: _____

EDUCATING THE CHAMPIONS OF TOMORROW
WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
We do not discriminate as to Age, Race, Creed, National Origin, Gender, Sexual Orientation, Or Disability