

Garfield High School
500 Palisade Avenue
Garfield, New Jersey 07026

Phone (973) 340-5010
Fax (973) 546-8430
www.gboe.org

Acknowledgement of Handbook Receipt

I have received a copy of the Garfield High School Handbook for 2014-2015. I understand that the handbook contains information that my child and I may need during the school year that includes the following:

1. School Closing / Delayed Opening
2. Code of Conduct
3. Parent Code of Conduct
4. Student Release Form
5. Photography Policy
6. Network and Computer Usage Policy
7. Student Dress and Grooming Policy
8. Hazing / Bullying, Harassment Policy
9. Use of Pagers & Cellular Telephones Policy

I have reviewed this handbook with my child. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Name of Student: (Please Print) _____

Signature of Student: _____

Signature of Parent/Guardian: _____

Homeroom Teacher: _____ H.R. : _____

Grade: _____ Date: _____

This form must be signed, torn out, and returned to your child's homeroom teacher by September 12, 2014. This form must be returned by all students.

TEAR OUT FORM (A)

STUDENT VIDEO / PUBLICITY RELEASE FORM

Opt-Out 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. The publicity form may include, 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-OUT of this opportunity. This form only needs to be completed if you do **NOT** grant permission for your child's name, photo and/or video be released for publicity or communication purposes.

If you do nothing, then we have your permission to share sanctioned multi-media photos of your child with the public for communication and/or publicity purposes.

I hereby **DO NOT** grant permission by my signature on this Publicity Release OPT-OUT form to the Garfield Board of Education to use the name or photograph of my son/daughter for communication and/or publicity purposes.

I **DO NOT** give permission for my child's photograph/video to be used for commercial, publicity or district purposes.

Permission **NOT** Granted _____

Student's Name(s): _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____

TEAR OUT FORM (B)

Garfield Public Schools 2014-2015 Schools Calendar

July 2014

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

August 2014

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

September 2014

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

October 2014

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

November 2014

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

December 2014

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

January 2015

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

February 2015

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

March 2015

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

April 2015

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

May 2015

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

June 2015

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

19 – 21 New Teacher Orientation

September 2014

- 1 Labor Day Schools Closed
- 2 Professional Development Day
No Students
- 3 One Session Day Students Only

October 2014

- 13 One Session Day Students Only

November 2014

- 4 Professional Development Day
No Students
- 6-7 Schools Closed
- 26 One Session Day
- 27-28 Schools Closed

December 2014

- 23 One Session Day
- 24-31 Schools Closed

January 2015

- 1-2 Schools Closed

February 2015

- 16-20 Heritage Week Schools Closed

March 2015

- 16 Professional Development Day
No Students

April 2015

- 2 One Session Day
- 3 Schools Closed
- 13-17 Schools Closed

May 2015

- 25 School Closed
- June 2015
- 18-24 One Session Day

Students Only

- 24 Last Day for
Staff and Students



No School

One Session Day

185 Student Days 188 Staff Days

Note: Additional Emergency Snow Days Designated "Make Up" days will be used starting Monday, April 13, Parents and Staff should not make any permanent plans for those days. All unused "Snow Days" will be added from June "Closing Date" Adopted - Resolution #03-445-14

GHS Schedules 2014-2015

Full Day Schedule

Student Arrival/Breakfast 8:00-8:26

Block 1: 8:30-9:50

Block 2: 9:54-11:14

HR: 11:18-11:28

Block 3 w/lunches: 11:32-1:26

Block 4: 1:30-2:50

One-Session Day

Student Arrival/Breakfast: 8:00-8:26

Block 1: 8:30-9:30

Block 2: 9:34-10:34

HR: None

Block 3 w/lunches: 10:38-12:12

Block 4: 12:16-1:16

Delayed Opening Schedule

Student Arrival: 10:00

Block 1: 10:04-11:04

Block 2: 11:08-12:08

Block 3 w/lunches: 12:12-1:46

Block 4: 1:50-2:50

Board of Education Trustees

Mr. Richard Giacomarro, President	Mr. Anthony Barckett, Vice President
Mr. Salvatore Benanti	Dr. Kenneth Conte
Mr. Richard Derrig	Mrs. Elizabeth Gray
Mr. Jack Mazzola	Mr. Charles Nucifora
Mr. Jeffrey Stewart	
Mr. Nicholas L. Perrapato, Superintendent of Schools	
Dr. Edward Izbicki, Assistant Superintendent for Finance/Business Administrator	

Message from the GHS Administration

Dear Students:

Welcome to the 2014-2015 school year! Whether you are freshmen, new student or returning sophomore, junior or senior, remember, this is a new beginning for everyone—which will be filled with new learning opportunities, in and out of the classroom, challenges and successes. What you put into this school year is what you will get out of it. We encourage you to accept the academic, athletic, and extra-curricular challenges with the enthusiasm, determination and champion spirit of a true Boilermaker!

This handbook will serve as an important informational resource and organizational tool for you. Take time to familiarize yourself with its contents, review expectations and refer to it during the course of the year. Good time management is essential when juggling challenging academics, competitive athletics, extra-curricular activities, and more. Utilize this planner to keep your assignments and obligations organized. Keep in mind that a network of resources is available to you beyond this planner. The close-knit community at Garfield High School is made up of your teachers, guidance counselors, administrators, coaches, parents, and peers who are here to help you get the most out of your GHS experience. It reflects that we, the GHS family, are here to help each other reach our potential.

In order to facilitate a safe and productive learning environment, we must all be committed to the values of respect, trust, accountability, and a sense of pride in our school. The most important resources we have at GHS are the people: our entire staff and student body—always respect each other. Remember that you will be accountable for your actions. Be understanding and celebrate our diversity!

We wish you much success in this upcoming school year! Be considerate, open-minded and appreciative of all that Garfield High School has to offer. We are excited for all that you will accomplish this school year. Embrace the struggles, intellectual growth, and the community around you and this year will be your best yet. In the words of an amazing poet and teacher, Maya Angelou, “*Do the best you can until you know better, then when you know better, do better.*” Push yourself to do and be your best, always. You are a Boilermaker!

Sincerely,

Mrs. Dora D’Amico, Principal

Mrs. Nancy Kutsup, Vice Principal

Mr. Steven Mucha, Vice Principal



Dear Fellow GHS Students,

Welcome to another exciting school year here at Garfield High School! We have many events and opportunities planned for the school year to ensure that you have the best high school experience. It is a vital part of high school that you become involved. Attend athletic events, school dances, the school play and talent show, join a few clubs, get to know more fellow students, as well as teachers, and show your Boilermaker Pride! Pay attention in all your classes and try your hardest to succeed academically. If you are a student-athlete, remember that there is a reason why student comes *before* athlete. You must keep up your grades to participate in a sport. Most importantly, make this year a fun and successful experience. Make new friends, don't be afraid to step out of your comfort zone and, most importantly, don't forget to be yourself.

Yours truly,
Esilona Kristani
Senior Class President

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DISCLAIMER

The following information has been provided to assist you in understanding the operational procedures of Garfield High School. Since educational procedures continually change, the administration, with the approval of the Board of Education, may make changes to these policies at any time during the school year. Should changes become necessary, students and parent/guardians will be notified.

This Handbook will also be available on the GHS website at <http://www.gboe.org/GHS/ghs/school.html>. Select the **Our School** link for the electronic version as well as additional policies.

GARFIELD HIGH SCHOOL

Garfield High School is a New Jersey certified and accredited comprehensive high school.

VISION STATEMENT

What is a Boilermaker?

A boilermaker is an industrial metal worker. Many people do not understand the true worth of a boilermaker. Boilermakers are resilient, adaptable, and resourceful. Through their values they fashion the materials made available to them for the benefit of their community and the world around them. In the spirit of a boilermaker, Garfield High School students shape this resilience like steel. They adapt and persevere to overcome obstacles that may arise. Boilermakers use everything imaginable, every tool offered, in order to forge their path in life. As craftsmen, the parents, faculty and staff help inspire students to establish their own skills. The teachers mold the malleable minds of our students while the administration provides the framework for success. History has taught us that goals can only be accomplished when we combine the varied talents of all our students, parents and staff. This interaction fosters understanding in a diverse community. Through this cooperation comes understanding and through understanding comes greatness. In 1931, Garfield officially became The Boilermakers, and by 1939, National Football Champions. As a school community, we aspire to attain this distinct level of excellence which has been a part of Garfield's legacy. We use previous accomplishments as the blueprint for our future triumphs academically as well as athletically. The tradition of The Boilermaker bridges generations and infuses the fortitude of past champions onto all who enter Garfield High School. Garfield High School is the home of The Boilermakers, in the City of Champions. Ultimately, a Boilermaker is destined to be a Champion.

MISSION STATEMENT

A Boilermaker must make the decision to become a champion. Each student must choose to foster the skills and knowledge presented to them to attain their desired level of success. The process begins with establishing a connection within the school community and the school with the community that continues to grow and flourish as the years progress. Through outreach, collaboration, and communication, resources will be gathered for the future achievements of our students, school, and community. In the classroom, technology is one of the instruments that has been incorporated to acquire the abilities that are crucial for ongoing development. Additionally, interactive activities and field trips that relate to real-life situations are utilized to further expand upon the concepts that are part of the daily curriculum in alignment with the Common Core Standards. By actively encouraging students to participate in extracurricular academic and social experiences, we are presenting students with the means to not only meet but also exceed predefined expectations. Overall, students will be able to develop the techniques required for post-secondary opportunities and become confident and productive members of society with programs that provide the foundation for their individual learning needs. Although students have to overcome challenges inside and outside the classroom, there is a system in place for building upon strengths and addressing weaknesses. Garfield High School aims to accommodate students by offering academic options ranging from advanced placement to nontraditional alternative programs in order to address a multitude of learning needs. By providing the students with educational support services, mentoring, life skills, athletics, and recreational activities, it ensures that there will be a safe haven to overcome the obstacles that they will encounter. As a community, our goal is to create a unified school bond with the intent of giving students the necessary means to make the choice for success, and become the Boilermaker that is a champion.

Measurable Goals:

Currently, Garfield High School is focused on the following goals. In the future, as education evolves, we can update these goals, while keeping the overall structure and educational values the same.

- Community/Alumni Support- Continue to invite alumni and community members to attend school related events.
- Attendance- Continue to increase, meet, and maintain as well as monitor student attendance rate.
- Student Involvement- Encourage students to continue to participate as well as support their classmates in extracurricular activities.
- State/School Assessments- Students continue to pass and increase their overall scores on state and school assessments.
- Graduation- Continue to increase the graduation rate and increase the number of students that move on to higher education upon graduation.

GARFIELD PUBLIC SCHOOLS OBJECTIVES

1. To develop an environment which addresses each student's unique nature and learning ability and to provide the most effective way of delivering quality education to enable growth of each student to his/her fullest potential.
2. To encourage the use of talents and to inspire creative expression in and recognition of the language, practical, and aesthetic arts.

3. To provide opportunities for the development of the student's character, sense of self-worth, respect of authority and knowledge of his/her mental, spiritual, physical, and emotional health.
4. To develop an opportunity for application of ever-changing technology.
5. To develop the student's sense of self-discipline and appreciation for the learning environment both present and future.
6. To encourage staff members to utilize opportunities for keeping abreast of new trends in education.

Expectations for Pupil Conduct

The following specific behaviors exemplify the conduct expected of pupils, in accordance with Policy No. 5500.

- A. Pupils will prepare themselves mentally and physically for the process of learning by:
 1. Being well-nourished, rested, clean, and properly dressed and groomed;
 2. Being free of drugs and alcohol and refraining from smoking; and
 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Pupils will respect the person, property, and intellectual and creative products of others by:
 1. Always being honest, forthcoming, and courteous;
 2. Displaying care for the property of others;
 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 4. Accepting the rights of others to their own opinions and beliefs;
 5. Resolving disputes and differences peacefully;
 6. Displaying loyalty and good sportsmanship; and
 7. Helping to maintain school facilities that are neat and clean.
- C. Pupils will take responsibility for their own behavior and learning by:
 1. Recognizing that academic endeavor is the primary purpose of school attendance;
 2. Completing all homework, classwork, and assigned projects on time;
 3. Preparing for each class by bringing necessary supplies and equipment;
 4. Making personal choices that are based on sound reasoning and decision-making;
 5. Accepting constructive criticism; and
 6. Acknowledging and accepting the consequences of their own actions.
- D. Pupils will use time and other resources responsibly by:
 1. Attending school regularly and promptly and striving for a perfect attendance record;
 2. Using study periods and library time for school work; and
 3. Using books and other equipment appropriately.
- E. Pupils will share responsibilities when working with others by:
 1. Cooperating with others;
 2. Contributing talents and services as appropriate;
 3. Accepting leadership when appropriate; and
 4. Respecting the rights and opinions of others in a group setting.
- F. Pupils will meet the requirements of each course of study by:
 1. Participating actively and appropriately in the scheduled class;
 2. Following the rules and procedures established for the class by the teacher;

3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
 4. Observing school rules for the safe handling of class equipment and materials.
- G. Pupils will monitor their own progress toward school objectives by:
1. Carefully planning courses of study and schedules;
 2. Promptly seeking staff assistance as required; and
 3. Maintaining records of progress.
- H. Pupils will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);
 2. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;
 3. Conferring with appropriate staff members when a problem occurs; and
 4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.

Student Dress Code

Philosophy

Nationally, with the start of the 21st century, employers have joined with school administrators in order to develop students who are prepared for the workforce upon leaving school. Education, the foremost role of a school, enables students to achieve success in their future endeavors. Attire plays an important role in the workforce and learning how to properly dress is an area that schools must address as part of a student's educational process.

Purpose

The primary responsibility for determining appropriate dress and grooming lies with parents. Even though school attire is not intended to stifle a student's personal taste, as part of the educational process, it is necessary to establish guidelines as to what is permitted within the school environment. The safety and health of individuals is of the utmost importance. In addition, it is essential to encourage choices that are conducive to establishing a climate of teaching and learning. Therefore, items that become a distraction to the educational process will be prohibited. The following standards will assist the students and parents in determining acceptable attire for a school setting.

The Dress Code

Shirt

Purple (no other colors) polo style shirt **with collar and district logo** (short or long sleeve)

Sweater/Fleece

Purple with district logo or Garfield HS athletic sweatshirt or warm-up without hoods

As part of the uniform, students may purchase shirts through school uniform vendors. Shirts must fit appropriately and be long enough to ensure that the midriff is not exposed, but not so long that the entire pocket is covered, and buttoned sufficiently to prevent unacceptable exposure.

Pants

1. Students must wear **khaki pants**.

2. A khaki skirt no more than two inches above the knee may be worn by our female students.
3. All students may wear khaki shorts/capris between May 1 and October 1, and also cannot be more than two inches above the knee.

No jeans (of any color), sweat pants, spandex or stretch pants are permitted. Low cut pants that lead to exposure of undergarments or an exposed midriff are not permitted. Excessively tight pants are not acceptable in the school environment.

Student Identification Badges

All persons in the school building are required to wear identification badges (ID's), at all times. The badges must be attached to the person by a clip or lanyard neck cord and be displayed above the waist and be clearly visible at all times. All persons are required to maintain a graffiti free I.D. badge. If the I.D. badge is damaged, lost or stolen the student must purchase a new one.

Consequences for not wearing I.D. Badge:

1. Detention and contacting the parent/guardian.
2. For students with repeated offenses, a parent conference will be held and the student will be subject to suspension.

Cold or Inclement Weather Clothing

Coats, heavy jackets, and hats are not permitted in the classroom and must be placed in the student's locker prior to the start of the first period class. These articles are to remain in the locker throughout the school day. In the event of cold or inclement weather the following clothing items **may** be worn in class:

1. Garfield High School athletic team warm-up jackets that **do not have a hood**.
2. Solid purple sweaters over the school uniform. (No hoods or brand logos other than Garfield)
3. A solid purple fleece with the district logo (without a hood) over the school uniform.

Additionally, attire/accessories are prohibited as follows:

1. Loose and improperly fitted clothing that may get caught on objects or cause tripping.
2. Hooded sweatshirts will not be permitted during the school day. If worn as a jacket to school, they must be placed in the locker prior to the start of first period.
3. Sunglasses due to limited vision indoors.
4. Footwear that is loose, has untied laces or straps, or does not provide a firm walking surface and good balance. For example, flip-flops, heels, sandals, slides, bedroom slippers, and beach shoes are not permitted.
5. Fashion designed to exaggerate, emphasize, reveal, or call attention to anatomical details.
6. Messages via words or pictures on items that are lewd, obscene, drug oriented, profane, or infer violence/weapons. Any clothing, apparel or accessory which indicates membership in an unauthorized group, gang, or secret sorority/fraternity is not permitted.

Administrative decisions will be based on student safety or if deemed as a distraction.

Miscellaneous Information

Special situations need to be addressed on an individual basis. Health and safety factors arise in special situations (lab classes, field trips, physical education, etc.) that require temporary modifications. For these situations, a determination of proper attire for the activity will be determined by the classroom teacher and/or building administrator.

As students enter the building their attire will be scrutinized by security. Students who miss class due to improper attire will not be excused which may impact course credit.

Khaki shorts will be permitted between May 1 and October 1. The length must not be shorter than 2 inches above the knee.

Exceptions to the uniform dress code:

1. Religious reasons
2. Cases of hardship will be reviewed on an individual basis
3. Khaki skirts throughout the year (no shorter than 2 inches above the knee)

In all instances building administration shall have the final word on what is acceptable under the school's dress code.

Physical Education Requirements

Students are required to be appropriately dressed for their gym classes. All students must dress for gym classes unless they have a medical excuse. Students who submit an excuse by a parent for a single day excuse are required to dress but are permitted to sit in the stands. Refusal to dress or take gym shall result in marks being lowered a grade at a time. Thus, if a student has not dressed for gym four (4) times, his/her grade would be a failure. All athletes must take gym. Injured athletes shall dress and sit in the stands.

Physical Education Attire

PE attire must be school appropriate and fit properly. Clothing that is too tight or too loose will not be permitted. Undershirts are not permitted to be worn as T-shirts.

1. T- shirt/sweatshirt – Can be Garfield sports t-shirts
2. Shorts/sweatpants - Absolutely no cut-offs or cargo pants.
3. All students must wear sneakers.
4. Leggings/spandex are not permitted.

NOTE: The school will not assume responsibility for stolen or lost items.

IMPORTANT:

1. Students are expected to have their gym clothes laundered and in neat condition during the year.
2. Students are not permitted to wear clothes worn during gym to other classes, lunch, etc.

Student Morning Arrival

When Students report to school in the morning, they are to observe the following:

1. **Main Entrance** – Students are not permitted to congregate or loiter at the main entrance before or after school. This area must be kept free for visitors, deliveries and emergencies.
2. **Breakfast 8:00 A.M.** – Students who are coming to school for breakfast are to enter through the main entrance and report directly to the cafeteria. Students are not to congregate in the halls or other parts of the building unless under the supervision of a staff member.
3. **Arrival After 8:30 A.M.** (Start of Period 1) – Students who arrive tardy must use the main entrance and report directly to the designated office to sign-in. They are not to go to their lockers or classes first.
4. **REMINDER:** As per the Attendance Policy...."An approved written note shall be brought in by a student each time he/she is tardy to school".

5. Students are not permitted to be dropped off or picked up in the City Hall Parking lot before or after school. Students can be dropped off and picked up in the parking lot next to the New Gym.

Student Parking

There will be no student parking on campus.

Students that violate this policy may be ticketed and towed.

(Please note: Students choosing to drive to school must find on-street parking)

Closed Campus

After arrival to school, students can only leave with approval of the appropriate office. Students not abiding by this regulation are subject to disciplinary action. Students are not permitted to leave school grounds. They are required to eat lunch in the cafeteria whether it be brought from home or purchased in the cafeteria.

- **TRIPS:** Dress for trips and for participants in special programs or assemblies will conform to the type of activity in which the student will be engaged. If the occasion calls for shirts/ties or dresses, then they must be worn. The type of attire may be made at the discretion of the advisor who is planning the trip with approval from the school administration.
- **SAFETY:** Another concern is safety in the instructional area particularly in labs such as wood, power mechanics, metals and chemistry. Untied shoes, extremely loose shirts/sweaters, etc., may cause an accident to happen. Students shall be apprised of any danger by the teacher in charge of activity.
- **SMOKING:** In accordance with New Jersey State Law 1989 – Chapter 96, smoking is not permitted on school grounds or at school sponsored activities. Students/Staff who fail to follow this rule face suspension and fines. Smoking, by any student or staff is not permitted in the school building, on the school bus, in the stadium, at any school sponsored event, during an emergency evacuation, within 100 feet of school property. Smoking is not permitted on school property at any time. Application of this rule includes student/staff holding a lighted cigarette, electronic cigarette or pipe; exhalation of smoke from the nose or mouth; or merely holding a lighted cigarette for someone else.

Satellite School

All information about Satellite School will be provided by the student's Guidance Counselor at (973) 340-5010 Ext. 2123.

Students Riding a Bus

Riding the school bus is a privilege accorded by the Garfield School District. This privilege can be denied to any student whenever it is determined that their activities present a safety hazard to other riders, or when the bus driver determines that his/her attention must be diverted from the safe operation of the bus to the control of the student.

Early Release From School

In an emergency, when it is necessary for a student to be dismissed before the normal end of the school day, the school requires that a parent or an individual designated on the Emergency Card comes to the Main Office to pick up the student. Students who are 18 years of age or older may not sign themselves out of school. The early release privilege will be closely monitored.

Storm Session

If emergencies require the closing of schools, announcements will be made over Fox News Channel 5 or check the district website: www.gboe.org. Parents and

students are strongly advised NOT TO CALL THE SCHOOL OR THE POLICE DEPARTMENT about this information.

- Delayed Opening: Fire Siren at 6:30 A.M. – Block 1 begins at 10:00 A.M. Dismissal is at regular time.
- School Closed All Day: Fire Siren at 7:00 A.M./Fox News (Local)
- Early Dismissal: Fire Siren at 11:00 A.M. to alert parents. All students dismissed at 1:00 P.M.
- Community Notification System: Parents/guardians will be notified by phone through the Community Notification System (provided your child's Emergency Card has been submitted as well as the most current phone numbers).

Dismissal Requirements

All students are released at the end of the last period Monday–Friday at 2:50 P.M., and should leave the building immediately upon dismissal, unless under the direct supervision of a teacher/coach.

Attendance Policy

Attendance Office – (973) 340-5010 Ext. 2110

In order to receive the maximum benefit from classroom instructions, it is mandatory that a student attends school regularly and be on time for school, in each of his or her classes. A student who is excessively absent not only jeopardizes his or her academic success, but, he or she also fails to demonstrate growth in self-discipline and responsibility. Completion of daily assignments and classroom participation are strong evidence of the student's individual and academic growth. Experience has indicated that students who have regular attendance achieve higher grades and assume a greater degree of self-direction than students who are irregular in their attendance. The following Attendance Policy is designed to:

1. Unify and strengthen faculty's position on attendance.
2. Make clear to students and parents the exact nature of the policy and the effect excessive absences will have on the accumulation of course credits needed for graduation.

Attendance Regulations

1. Any student who is absent is required to provide a note from their parent/guardian or physician explaining cause of absence. Unexcused absences **totaling** the amounts below, accordingly, will result in a **loss of credit** for the course.

Full-year course	8 absences
Semester course	4 absences
Health courses	2 absences
Freshmen Algebra I and English I	16 absences
2. Excused absences must be submitted within 5 school days and are recognized as follows:
 - A. A medical excuse signed by a physician or dentist.
 - B. A death in the family (a note must be submitted by the parent or guardian).
 - C. A religious holiday recognized by the State of NJ (a note must be submitted by the parent or guardian and approved by the principal).
 - D. Recommendation of the Child Study Team.
 - E. Driver's Test (one day only)
 - F. College Visitations (not to exceed 2 in a school year)
 - G. Any school sponsored or Board of Education approved activity such as field trips, conferences, lessons etc.

3. Every effort should be made by the student and parent or guardian to plan appointments and other activities after regular school hours.
4. Students, who have lost credits, may request a conference. After a conference with the parent or guardian, he or she will be given the opportunity of remaining in that class as an auditor and therefore, expected to do all class work, or he or she will be dropped from the class and assigned to a study hall. If the student is absent an additional unexcused day from the audited class or study hall, an additional conference will be held with his or her parent or guardians and appropriate action will be taken by the school administrators.

Tardiness and Cutting Class

1. *Definition:* Tardy to Class – Arriving to class without a pass up to five minutes after the start of the class
2. Three (3) incidents of unexcused tardiness to instructional classes will be considered as one (1) cut. A cut is equivalent to an unexcused absence. If a teacher records the absence of a student who is not on the absentee list, and it is determined that there was not a legitimate reason for the absence, then this class absence will be considered a “cut” and also equivalent to one (1) unexcused absence.
3. An approved written note shall be brought in by a student each time he or she is tardy to school.
4. Incidents of tardiness to non-instructional classes, such as homeroom or study hall, will be considered cuts. Student will be suspended for incidents of tardiness to non-instructional classes.
5. Excessive tardiness will be referred to, and reviewed by the Attendance Committee.
6. In addition, students who have demonstrated a pattern of excessive tardiness, whether excused or unexcused, will be contacted by the administration and the parent or guardian will be informed of the need to meet with the administration to discuss the circumstances concerning the excessive tardiness.

Class Cutting

1. 1st Cut: Upon determination of the first cut, a form letter will be sent to the parent/guardian.
2. 2nd Cut: Any student cutting class will receive a loss of credit for that class after the 2nd cut. Any additional cuts in that or any other course will result in automatic denial of any appeal for loss of credit as well as disciplinary action.
3. If a student cuts a semester course or health class once, they will lose credit for that course.

Attendance Guidelines

1. Attendance records of students demonstrating poor attendance patterns will be reviewed by the Attendance Committee and recommendations made concerning strategies for improving attendance of the individual student. Strategies will include but not be limited to the following:
 - A. Referral to support staff, i.e. Guidance, Child Study Team, Disciplinarian, Truant Officer, etc.
 - B. Placing student on Attendance Probation after the 4th absence for a full year course and pro-rated for semester courses and health classes.
2. Students who are eighteen (18) years of age and older may write their own notes with parental approval (they must complete the appropriate forms).

Letters indicating attendance status will be sent to the student. All other provisions of this policy will apply.

3. When courses are offered for less than the entire school year, class cuts, absences and tardiness penalties will be applied on a pro-rated basis.
4. The Attendance Committee reviews all student attendance information; provide improvement strategies for students demonstrating poor attendance patterns and to hold a hearing to determine whether or not an individual student has violated the provision of the Attendance Policy. The Attendance Committee is composed of professional staff members. Any final decisions made by the Attendance Committee must be approved by the Principal.
5. Early Dismissal: Students leaving school based on the recommendation of the school nurse will be considered excused from classes missed. All other early dismissal will be considered as an unexcused absence from all classes missed unless documentation consistent with excused absence policy is provided.
6. Summer School Remediation: Students who have lost credits in a class and have not been granted an appeal will be required to complete the course in a recognized and approved Summer School Program.

The Attendance Committee shall comply with procedural due process requirements. The student shall:

1. Be presented with written notice, including an adequate formulation of the subjects and issues involved in the case no later than ten (10) days prior to the hearing.
2. Be afforded the opportunity to present the facts of his or her case and explanation for his or her actions. In addition, the student shall be permitted to rebut adverse evidence.
3. After reviewing the information and complying with the due process requirements the Attendance Committee will inform the student, student's parent/guardian, classroom teacher, and principal of its decision and recommendations.

Appeals

1. If the Board of Education accepts an appeal and renders a decision, such decision shall be final and administrative remedies shall be exhausted.
2. If a discretionary appeal is denied by the Board of Education; the student shall receive a short written explanation stating the grounds for such denial.

Student Absence Procedure

Every parent, guardian or other person having custody and control of a child shall cause such child regularly to attend the public school of the district. Such regular attendance shall be during all the days and hours that the public schools are in session, unless it is shown to the satisfaction of the Board of Education, that the mental condition of the child is such that she/he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his/her attendance at school.

Regular attendance at school is a legal as well as a personal academic necessity. Students must attend each day, except for illness, in order to derive the most from their four years of high school.

1. Parents must call the attendance office to report an absence – 973-340-5010 Ext. 2110.
2. AFTER EVERY ABSENCE, including those for which excuses have been telephoned to the school, the student must bring the excuse note/letter to the Attendance Office, which includes the date absent, the reason for absence, and

it must be signed by the parent, or guardian of the child, or a physician in the event it is a Doctor's note.

Notes/Letters must be turned-in when a student returns to school. No notes/Letters will be accepted if not submitted within five school days of the absence.

EXAMPLE:

To Whom It May Concern, Date _____
Please excuse my son, John Smith, for being absent October 9th and October 10th 2012, because of a severe cold.

Sincerely,
Mrs. John Smith (973 - 555 - 5555)

NOTE:

1. A letter from a physician shall be required from students who are absent an excessive number of days due to illness.
2. Absences, tardiness and cuts will be recorded and treated according to the Board of Education Attendance Policy. We urge you to become familiar with that policy.

Absence on Day of Activity

When a student is absent on the day of a scheduled school activity, for example, a football game or prom, he/she will not be permitted to attend or participate in the scheduled program.

Make –Up Work

Students who have been absent will be given make-up time to complete work missed (homework, quizzes, tests, etc.) during short-term absence. *Note: Long-term assignments will be done as per individual departments.

Consecutive Absences

Students will be allowed two days make-up time for each consecutive absence. Assignments given with specific due dates must be submitted on time. The make-up time will be calculated from the day the student returns to school.

Home Assignments

When a student is to be indefinitely absent from school for causes other than contagious diseases, the Guidance Department is required, if requested by the parent, to furnish all lesson assignments of his/her teachers. (These assignments can be picked up in the Guidance office when arranged by the parent/guardian and the counselor.) Please note: Students on Home Instruction receive assignments from the Home Instructor.

Medical Concerns

Any student not participating in gym must have a doctor's excuse note that states a specific period of time. Doctor or Dental appointments should not be made during the school day. (Students who leave school early for appointments will be marked absent from any class they miss as a result of the appointment.)

In case of an EMERGENCY, it is important that up-to-date information be on file and available to the Nurse and Administration, so you can be contacted. If changes in residence or contact information occur, please let the school know immediately.

An **Emergency and Medical Alert Card** is sent to each parent/guardian as a part of the **GHS School Packet** that is mailed in August. Please complete the entire card, and sign the card as it is required by state law.

The Emergency Card and other school forms must be brought to school by your child during the first week of school.

Past emergencies have proven the following information invaluable:

1. The student's home address and telephone number.
2. The parent(s)/guardian(s) cell phone number(s) and work phone number(s).
3. The name(s) & telephone number(s) of the person(s) to contact when a parent/guardian can't be reached.
4. The name of your family Doctor.
5. The name of the hospital to go to (If possible) in case of an emergency.

IMPORTANT: Once again: Please contact the school **IMMEDIATELY** whenever there is a change in any emergency information.

Illness and Injury

Students in school, who are ill, must see the Nurse in order to be excused to go home. If the Nurse is not present, the student should report to the Main Office.

All accidents, including sports injuries, must be reported to the Nurse as soon as possible.

Medication

Any medication taken during the school day by students must be kept in the nurse's office and administered during the school day as per the following Board of Education policy. This includes prescription drugs and over the counter products.

In order to administer medication in the school, all 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, reason for taking, the dosage, and when it is to be given.
3. Medication must be brought to the nurse in an original, labeled prescription bottle.

According to NJ Mandate, the school nurse or parent/guardian is the only person permitted to administer medication in school. Therefore, if for any reason a 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 at 973-340-5010. Ext. 2108.

Excuse and Gym Notes

Any student returning to school must bring their absence note to the Attendance Office, Room 1-25. (Within 5 days of return to school)

Any student not participating in Gym must have a Doctor's note. The note must state the specific length of time for the excuse. The note(s) are to be brought to the Nurse's Office, Room 1-23.

1. Shall present the doctor's note to the school nurse
2. Shall be assigned to a study hall for the length of time stipulated by the doctor
3. Shall report to the Director of Athletics who will assign a paper on Physical Education topics to be completed for a grade while excused from "gym".

For Less Than A Marking Period: will receive an assignment in keeping with the time excused from gym.

For A Marking Period: research and prepare 1 three page report on a topic closely associated with “gym” class curriculum.

For The Entire Year: research and prepare 3-three page reports, one for each excused marking period on topics closely associated with the “gym” class curriculum and complete the Health requirement.

Health Class: Students are not excused from Health and shall report to the Health room as scheduled.

NOTE: A student medically excused from “gym” by a Physician –for any period exceeding (2) two weeks-shall receive assignments from the Director of Athletics. When completed these assignments must be returned in to him/her for evaluation and grading.

General Information

School Insurance

The Board of Education provides supplementary secondary insurance for all students.

Community Notification System

A system of notification for all emergencies is in place at Garfield High School. Automated phone calls will be made. Please be sure that you provide the school with all current phone numbers. This system is also used for informational purposes. On occasion, messages are sent as reminders about important programs and events that are taking place in school.

Textbook and School Equipment Maintenance

Students are required to return all assigned books and other school property (such as athletic uniforms, calculators, etc.) when requested. The student will be required to pay a fine for damage or for assigned items not returned. These fines are referred to as obligations and will remain in the student’s file. If obligations are not satisfied, a student may be denied privileges (for example: participating in school sponsored events, etc). Official school documents will not be released until all obligations have been satisfied.

Homework

Homework is required at Garfield High School. Students who state that they have not received homework over a period of time, should be challenged.

Study Hall

Students assigned to study halls shall follow the procedure that is explained by the study hall teacher.

Media Center

Students may visit the Media Center during study hall periods only with a pass from your teacher. The procedure to be followed will be explained by the study hall teacher.

Lockers

Students are assigned a hall locker by their homeroom teacher and a gym locker by their Physical Education teacher. The assigned lockers are school property and are merely on loan to the student as a daily convenience. Students will be held responsible if a locker is damaged or vandalized.

It is the student’s responsibility to keep the hall and gym lockers clean and orderly. It is against school regulations to share lockers or combinations with other students. To safeguard your locker, keep the combinations to yourself.

In accordance with the U.S. Supreme Court decision: The principal or his designee may conduct a search of student's locker or possessions when there is a "reasonable suspicion" that the search will uncover evidence of illegal activity or infraction of school rules.

Hall Locker: Is for the storage of books not being used during a particular period and apparel such as jackets and sweaters worn to school, as well as umbrellas, backpacks, etc.

Gym Locker: is for the storage of gym apparel and books while the student is in gym. After gym, the only articles left in the locker should be clean gym attire.

NOTE:

1. A student experiencing any problems with his/her locker is to report the nature of the problem to the Main Office.
2. Students shall not: write on lockers, hang pictures, etc....or display offensive material
3. Lockers are jointly accessible to the student and school officials and may be subject to search or inspection at the discretion of school administrators.
4. Each student is to empty his/her locker of all contents at the end of the school year.
5. The school will not accept the responsibility for lost or stolen items.

Lunch Program

A complete lunch program is available in the cafeteria. Hot lunches with milk are provided. Good conduct and manners before, during and after lunch are expected of all students. Students acting in an irresponsible manner may have their privileges of using these facilities taken away. **Food from outside sources cannot be delivered to school.**

Lost and Found

Inquiries for lost items should be made in the Security Office. It is the responsibility of parents to stress the quality of honesty to children in order to increase the chance of lost items being returned and to make certain that children do not bring valuable jewelry and sums of money into school.

No Child Left Behind Committee (NCLBC)

Garfield High School has an established committee known as the No Child Left Behind Committee, this committee is the "collaborative, decision-making body to improve teaching and learning in the school" by providing advice and input to the school administration. The community members include the principal, teachers, non-instructional support staff, parents, and community members. If you are interested in becoming a member of this committee, please contact the NCLBC Chairperson, at (973) 340-5010. Additional information may be obtained from the GHS website; click on **NCLB** link.

Home and School Association

The Home and School Association holds its regular meeting on the Second Monday of every other month at 7:00 P.M. in the High School Cafeteria. All

parent/guardians and students are welcome and urged to become members and support this worthwhile organization. Volunteers are always welcomed and needed to assist with the Football and Basketball concession stand during home games.

2014-2015 Meeting Dates

September 8, 2014
October 7, 2014

November 24, 2014
February 9, 2015
March 9, 2015

April 6, 2015
May 11, 2015

Clubs and Activities

Student Activities are a vital part of a high school student's life. They provide, to some extent, for those important experiences in democratic living. In addition, to their recreational qualities, they prepare the student for the actual, practical, and everyday living in our society. While participating in these activities, the student has an excellent opportunity to develop his/her abilities and potentialities.

Student Activities

2014-2015

Clubs / Activities

Art Club

Asian Club

Bible Club

Book Club

Botany Club

Cheerleading

Color Guard

Community Service Club

Coop. Ed. Club

Debate Club

Diversity Awareness Club

Drama Club

Environmental Club

ESL Club

Fantasy Sports Club

Fashion & Cosmetology Club

Fresh-Water Fishing Club

GTV

Guitar Club

History Club

Interact

Italian Club

Juventud Latina Club/Spanish Club

LMTI - Peer Leadership

Manga, Anime, Comic Club

Marching Band

Advisors

Ms. Biasucci, Mr. Garcia, &
Mrs. Luna

Ms. Manalo, Mrs. Cappello &
Mr. Ibach

Mr. McCrone & Mrs. Reinertsen

Mrs. Serfozo

Mrs. D'Angelo, Mrs. Caruso &
Mr. Cook

Ms. Sabani & Ms. Ward

Ms. D'Elia

Mrs. Shah & Mrs. Ziegler

Mrs. Lottermann & Mrs. Kovacs

Mrs. Mobilio, Mr. Bailey,
Mrs. Marinzulich & Mrs. Kardjian

Ms. Thomas

Mrs. Reinertsen & Ms. Esrig

Mr. McCrone

Ms. Cuzzo, Mrs. Purciello &
Mrs. Rebori

Mr. Algieri & Ms. Phillips

Ms. N. Phillips

Mrs. Lamond & Mr. Cook

Mr. LoBue

Mr. Serfozo

Mr. Fede

Mr. Giamongo & Mr. Campeau

Ms. Diceglie, Mrs. Caruso,

Mrs. J. D'Angelo & Mr. Luciano

Mrs. Valdes, Mrs. Sklarski, &
Mrs. Marinzulich

Mr. Storms & Mrs. Morici-Brown

Mr. Burns, Mr. Greene, & Ms. Casey

Mr. Goetz

Math Honor Society	Mr. Katz
Math League	Mrs. Cordiero, Mrs. LeBow, & Mrs. Khalil
Math Team	Mr. Strama
National Honor Society	Mrs. LeBow
Polish Club	Mrs. Kardjian, Mrs. Korszen, & Mr. Dajko
Quill	Mr. Bailey
REBEL	Mrs. Morici-Brown
Ski Club	Mrs. Rebori, Mr. Dolci, Mr. Gilligan & Mrs. Caruso
Spanish National Honor Society	Mrs. Caruso
Student Government	Mr. Barbier & Mrs. Rebori
The International Thespian Society	Mrs. Reinertsen
The Retrospect	Mrs. Robbin
Tri-M (Music Honor Society)	Mr. Goetz & Ms. Esrig
T.R.E.N.D.	Mr. Storms & Mrs. Morici-Brown
UNICEF Club	Mrs. Kardjian, Mr. Luciano, & Ms. Saslona
Varsity Club	Mr. Alfonso
Walking Club	Mrs. Ziegler, Mrs. Kenny, & Mrs. Ryder
Weight Training Club	Mr. Garcia, Mr. Giamongo & Mr. LoMonico
Wood-Tech Club	Mr. Linhares
Senior Class Advisors	Mrs. Caruso & Mr. Luciano
Junior Class Advisors	Ms. Adamski & Mrs. D'Angelo
Sophomore Class Advisors	Ms. N. Phillips & Mr. Algieri
Freshman Class Advisors	TBA

National Honor Society

The National Honor Society promotes recognition for students who reflect outstanding accomplishments in the areas of Character, Leadership, Service, and Scholarship. Students become eligible for induction into the National Honor Society beginning in their junior year. To gain selection to the National Honor Society, a candidate must have a cumulative average of 3.65 or higher. All potential members must demonstrate significant involvement in school organizations and/or activities. Membership alone in a club or sport is not enough. Leadership roles in both school and community are considered and must be verified. Service is defined as actions taken by the student that are done on behalf of others without and direct compensation to the individual student performing the service.

All prospective candidates must have at least 30 hours of documented service activities in order to qualify in their junior year. This may include contributions to the school, the community, and various organizations or charities. Character is demonstrated through the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. It should be noted that suspensions, attendance policy violations, and adherence to school rules and policies are important considerations in the evaluation process by the Faculty Council. Students who fail to meet or maintain the NHS standards and requirements may be removed from the NHS.

Student Government

The student government organization is made up of representatives elected by the student body on the basis of one representative for each homeroom. The five officers are elected at large, each spring. This group, representing all the students in the high school, acts as a liaison between the administration and the student body.

The Retrospect

The Yearbook staff works with the student body during the year to make the publication of the yearbook possible. An editor-in-chief is chosen, along with various section editors, and they, in turn, direct interested underclassman to work on the yearbook.

The Quill

The school newspaper, The Quill, is a student service whose function is to present information about G.H.S. and report on the various academic, athletic, and extra-curricular activities. The Quill publishes a minimum of four issues a year, and anyone interested can join the staff.

Guidance

Guidance services are organized activities designed to give students systematic aid in solving their problems and in making adjustments to various situations and to help them learn about educational and vocational opportunities available to them. Each student has an assigned guidance counselor. Parents/Guardians and students are encouraged to become familiar with the student's assigned counselor.

Counselors Homeroom Assignments 2014-2015

Director of Guidance: Ms. S. Scudillo (Ext. 2127)

Grade 9 - 2-11

Grade 11 - 2-15

Grade 12 - 2-04

Mrs. Donetz (Ext. 2128)

9th – G-02

10th – 1-13, 1-31

11th – 1-03, 1-06

12th – 1-12, 1-15

Mr. Storms (Ext. 2124)

9th – G-03, 2-42

10th – 1-10, 2-26, 1-19

11th – 2-24, 2-30, 2-25

12th – 2-12, 2-22

Mrs. Prinaris (Ext. 2126)

9th – 1-32, 1-34, 1-08

10th – 2-21, 2-29, Caf/B

11th – 2-27, 2-40

12th – 1-05, 2-05

Mr. Platt (Ext. 2138)

9th – G-04, 2-03

10th – 1-11, 1-14, 2-19

11th – 1-27, 2-13

12th – 1-33, 2-10, 2-14, HPM

Ms. Morici-Brown (Ext. 2123)

9th – 2-06, 2-08

10th – 1-29, G-05, 2-28, SAM

11th – 2-23, 2-17, SAM/SPM

12th – 1-04, 2-31, SPM

Guidance Secretary: Ms. L. Pfefferkorn

(973) 340-5010 (Ext. 2122)

Schedule Change Requests

The scheduling process – for each school year – begins the preceding January, thereby providing ample time for students, parents and counselors to plan the student's course selections for the following year. Changes are acceptable during

the planning period, i.e.: January through April and again in June when final grades are received. This information is then used to prepare the Master Schedule for the next school year, i.e.: teachers needed, classrooms needed, sections needed, etc. Therefore, student requests for change after the start of the new school year must be restricted; personal preference changes will not be permitted.

Acceptable Changes Are:

1. Changes due to courses passed in Summer School.
2. Changes due to career goal change. i.e.: Attend Satellite School - accepted in C.M.E. or C.B.E. WORK PROGRAM.
3. Changes due to failed courses.

Testing Programs

Garfield High School is a College Board Testing Center. All students interested in college are urged to take various tests recommended by the Educational Testing Service. Other tests given by school personnel include: NJ ASK 8 and High School Proficiency Assessment (H.S.P.A.)

College Board Admissions Testing Program Calendar at GHS

October 11, 2014	S.A.T.
October 15, 2014	P.S.A.T.
June 6, 2015	S.A.T.

Note: Additional dates, times, and locations can be obtained from your child's guidance counselor. Sophomores and Juniors will take the PSAT in school.

New Jersey Statewide Testing Program

HSPA

October 7, 8, 9, 2014

March 3, 4, 5, 2015

Retained 11th Graders, 12th Graders and retained 12th Graders who have not yet passed all sections.

Partnership for Assessment of Readiness for College and Careers (PARCC)

(<http://www.parcconline.org>) NJ is a governing member of the PARCC consortium. Assessments will be subject based. There are two testing windows: February 20- March 2, 2015 and April 27-May 22, 2015.

NJ Biology Competency Test

May 26-27, 2015

NJ Biology Competency Test Make-up

May 28-29, 2015

Grading System

A	High Honor	90-100	S	Satisfactory/Passing
B	Honor	80-89	I	Incomplete
C	Average	73-79	U	Unsatisfactory
D	Below Average	65-72	N	Loss of Credits
F	Failure	Below 65		

Should illness occur near the end of the marking period, an incomplete will be given until work is turned in, within two weeks. An incomplete becomes a failing grade if the student neglects to make-up the work.

Interim Reports: Students in danger of failing will receive a warning notice based on work completed on the following dates:

First Marking Period	October 6 - 10, 2014
Second Marking Period	December 15 - 19, 2014
Third Marking Period	March 9 - 13, 2015
Fourth Marking Period	May 18 - 22, 2015

In addition, Warning Notices may also be issued at any time during the marking period when deemed necessary by the teacher. Students are verbally warned by the teacher and the notice is available on Parent Portal. Additionally, parents/guardians may request Progress Reports at any time by contacting the Guidance Counselor.

****Warning Notices are to be signed by parents and promptly returned to the subject teacher**

Close of Marking Periods:

First Marking Period:	November 10, 2014
Second Marking Period:	January 28, 2015
Third Marking Period:	April 8, 2015
Fourth Marking Period:	June 15, 2015

Report Cards: (Approx. Date that Report Cards will be available on Portal)

First Marking Period:	November 17, 2014
Second Marking Period:	February 4, 2015
Third Marking Period:	April 22, 2015
Fourth Marking Period:	June 27, 2015

Tentative Assessment Testing Dates: (Adjustments may be made as necessary as indicated by changes in the school calendar or by State testing requirements).

September (Baseline Benchmark Assessment – Determined by Teacher)
January 24 - 29, 2015 (2 nd MP Assessment)
April 1 - 15, 2015 (3 rd MP Assessment)
June 2015 (Final Assessments)

*Assessments are cumulative.

Parent/Teacher Conferences

A conference may be initiated by either the parent or the teacher.

In order to contact all parties for the conference it would be helpful if the request was submitted at least 24 hours in advance. All conferences are scheduled by calling the Guidance Secretary or the student's Guidance Counselor.
GUIDANCE: 973-340-5010 Ext. 2122

Graduation Requirements (N.J.A.C. 6:8:4.2)

1. The Board of Education has the legal responsibility/obligation for adopting policies and procedures for high school graduation requirements.
Authority: N.J.A.C. 6:8:-4.2 (A2)
2. It shall be the policy of the board to acknowledge each student successful completion of an approved appropriate instructional program by the award of a state endorsed diploma.
3. The requirements for high school graduation shall be met by compliance with the high school attendance policy, successfully passing the New Jersey High

School Proficiency Assessment in Language Arts Literacy and Mathematics; and satisfactory completion of work and studies including proficiencies, representing the instructional program assigned to grades nine through twelve including as a minimum:

Each typical candidate for graduation shall have earned at least **130 credits**.

REQUIRED

Language Arts/Literacy (English I: 10 cr.)	4 credit years	25 credits
Mathematics (Algebra I: 10 cr.)	3 credit years	20 credits
Science*	3 credit years	15 credits
Soc. Studies/History	3 credit years	15 credits
Phys. Ed./Health/Safety/ Fam. Liv. **	4 credit years	20 credits
World Language +	1 credit year	5 credits
Financial Literacy	1 credit year	5 credits
Fine/Performing Arts	1 credit year	5 credits
21 st Century Life & Careers or Career-Technical Education	1 credit year	5 credits

*This will include a minimum of two lab sciences, usually Biology and Chemistry

** re: 1 credit year (5 credits) for each year of enrollment

+ 2 credit years required if attending college

Career Exploration will be “infused” across the curriculum.

The remainder of the required credits shall be earned by successfully completing electives and requirements for other courses/programs in the curriculum.

4. Every student and their parent/guardian shall receive a copy of these high school graduation requirements. In addition, at the beginning of each course required for graduation, all students and their parent/guardian shall receive a list of proficiencies required for successful completion of courses in which they are enrolled.
5. Any student who does not successfully complete and earn the credit for a required course may make up the requirement by repeating the specific course or successfully completing an approved appropriate remedial or, where permissible, an alternate course provided in the school’s regular program of studies. Students desiring to make-up requirements in a manner other than the above, such as summer school, shall submit their requests to the Guidance Department, for review and consideration.
6. Students deficient in more than 10 required credits toward graduation will not be given the privilege of participating in the graduation ceremony.
7. Properly counseled, each 9th grade student should take no less than four (4) academic solids; Health/Physical Education.
8. A 10th, 11th and 12th grade student should take no less than four academic solids; Health/Physical Education; and an elective totaling 30 credits each year. However, students are strongly encouraged to take additional academic solids and/or electives yearly.
9. Students enrolled in the H.S.P.A. basic skills may have their schedules adjusted according to the number of basic skills classes being assigned.
10. Promotion Credit Requirements:
 - 30 credits to enter Grade 10
 - 60 credits to enter Grade 11
 - 90 credits to enter Grade 12

11. Every high school student is required to pass the NJ High School Proficiency Assessment (HSPA) prior to graduation, or to successfully complete the AHSA process mandated by the New Jersey Department of Education. The State of NJ is currently updating graduation requirements. The HSPA and AHSA requirements currently apply to the Class of 2015.

Benchmark, Mid-Term and Final Assessments

There shall be a final exam in each quarter subject and semester subject.

1. There shall be a mid-term assessment in each full-year subject.
2. There will be a final assessment in each full-year subject.

Exemptions:

1. A student may be exempt from a full-year subject final assessment.
2. To qualify for exemption, a student's numerical grade – for **each** of the first three marking periods, the mid-term assessment and fourth marking period as of two weeks prior to the start of final assessments – must be 93 or higher.

Format:

1. **Quarter Subject Exams:** Content shall be prepared by the teacher.
2. **Semester Subject Exam:** Content shall be prepared by the teacher.
3. **Mid-Term Assessment:**
 - a. Content shall be prepared by Departments to align with the NJCCCS/NJCCS.
 - b. Exam grade shall be combined with the final exam grade.
4. **Full-Year Subject Final Assessment:**
 - a. Content shall be prepared by Departments to align with the NJCCCS/NJCCS.
 - b. Value shall be determined by combining the mid-term assessment grade and the final assessment grade and the resulting average shall be equal to 1/5 of the final grade for the year. (i.e.: a fifth quarter grade)
 - c. In Physical Education the grades received for the September Fitness Test and the June Fitness Test shall be combined and the resulting average shall be equal to 1/4 of the final grade for the year.

Not Present for Exams:

1. It is understood that on occasion circumstances may prevent a student from being present for a scheduled exam. Upon presentation of a Make-Up Assessment Admit Slip, from the Administration to the teacher a make-up exam shall be scheduled.
2. Cases of unforeseen long-term student absence shall be reviewed individually by the teacher, counselor and the principal or his designee.

Athletics and Extra Curricular Activities

Refer to N.J.S.I.A.A. guidelines on their website for the most current regulations regarding participation in athletics and extra-curricular activities.

<http://www.njsiaa.org/REFERENCES/10-11njsiaaConstitutionBylaw.pdf>

1. Fall/Winter: All students must have passed at least 30 credits during the previous school year. **Incoming students** from the Middle School (8th grade) have no Fall/Winter credit requirement as a 9th grade student.

2. Spring: In order to participate in spring activities: Students must earn 15 credits by the end of the first semester.

Grade Level	Semester	
	1 st	2 nd
9	*00	15
10	30	45
11	60	75
12	90	105

South Bergen Technical Education Center

The Garfield Board of Education has made provisions for Garfield High School students to attend the “Satellite” School in Teterboro. This program is shared-time adventure in cooperation with students from schools such as Becton Regional, Lodi, Hasbrouck Heights, Lyndhurst, North Arlington, Rutherford, Wallington, Wood-Ridge High Schools and other Bergen County Schools. The center is under the supervision of the Bergen County Board of Vocational Education.

The purpose of the center is to provide vocational-technical training to specific skill development. Twenty credits are granted to a student who successfully completes one year of training.

Work Experience Programs (Seniors)

Students can apply to be accepted to one of two work experience programs, Cooperative Marketing Education and Cooperative Business Education. As a senior, the typical work-experience student will have early release as determined by the program coordinator. A student, who has successfully completed the program requirements, will earn 15 credits (5 credits for the related class and 10 credits for the on-the-job experience). All other graduation requirements must be satisfied.

Option II Personalized Student Learning Opportunities (PSLO)

NJAC 6A:8-5.1 directs district Boards of Education to develop, adopt, and implement requirements for State-endorsed diploma. Traditionally, this has consisted of a series of “credits” in required content areas, with the State dictating a minimal number of credits needed for graduation from high school. Credits are based on traditional seat time. Local school districts are permitted to establish additional course or credit requirements or different schedules.

The Garfield Board of Education has adopted a policy for Option II/PSLO. This policy will enable growth of the program over the next few years. Currently students may take advantage of this program by obtaining credits through our Cooperative Marketing Education/Cooperative Business Education Work Study Program, Career Exploration Program, and independent course work through Bergen Community College and the University of Alabama. New for this year is the US History III course that will be offered for dual-credit at both Garfield High School and Bergen Community College, if the student registers with the college. For additional information, please contact your child’s guidance counselor.

Academic Integrity Policy

The Garfield High School community believes that it is necessary to foster an atmosphere that is conducive to learning and that starts with a firm conviction in the value of integrity. The discovery, advancement, and communication of knowledge are not possible without a commitment to academic integrity. Personal accountability, without compromise, is important and valued. Any dishonest behavior has a negative impact on all educational goals. In order to

sustain academic honesty, each student is expected to perform the assigned work in an honorable way. Therefore, any form of cheating, copying and plagiarism cannot be tolerated.

If the teacher determines that any of the following situations occur, a violation of academic integrity has taken place:

1. Copying, faxing, text messages, duplicating or exchanging assignments that will each be turned in as “original”
2. Using information from stolen tests or answer keys.
3. Writing formulas, codes, or keywords on your person or objects for use on a test or quiz
4. Using programmed material in electronic devices when prohibited
5. Exchanging answers with others (either give or receive answers)
6. Taking someone else’s assignment and submitting it as your own
7. Submitting material, written or designed by someone else, without giving the author/artist name and or source (e.g. plagiarizing; submitting work created by family, friends, tutors)
8. Taking credit for group work, when little contribution was made.
9. Assisting others to cheat
10. Not following additional, specific guidelines on cheating as established by a department, a class, or certain teacher.
11. Intentionally falsifying or inventing any information, data, or citation in an assignment.

Consequences for Academic Dishonesty at Garfield High School are as follows:

First Offense

A grade of zero will be given for the work in question.

Second Offense

Same as above. In addition, a written referral by the teacher with a statement of the circumstances will be placed in the student’s file in the disciplinarian’s office. A form notification letter will be sent to the parent or guardian through the guidance department.

Third Offense

The student will receive an “F” for the marking period in which the infraction/offense occurred. Notification will be sent to the parent or guardian through the guidance department.

* Each course is treated individually/three offenses per course.

Discipline Procedures

10-Day Rule – The following verbal command is to be used by staff when two students are about to engage in a physical altercation – “10 Days if I need to separate you”. If the staff member needs to physically separate the students after saying that statement both students will be suspended for 10 days.

Detention: Detention will be used as a disciplinary measure/consequence, at the discretion of the administration. Parents of students involved in detention should feel free to call the school for a conference.

1. Absent day of detention – Detention must be made-up
2. Disruptive Students – The monitor is to notify the Disciplinarian. Student may be assigned additional time or be referred to the principal for Saturday

School Assignment, In-School Suspension, Out of School Suspension or the Suspension Alternative Program (SAP).

3. A student not attending a teacher detention will result in a cut of the class.

Exclusion From Activities

Suspension: Suspension is not the rule of the day and is used cautiously. Students may be suspended “In-School” or at home. Actions that may result in suspension include, among others, smoking in the building, open defiance of teachers or other staff members, truancy, tardiness, cutting of classes, persistent breaking of school rules, destruction of school property, bodily injury, leaving the building without permission, use of drugs or alcohol. Students who are suspended “in-School” must report to school at the regular time and will be supervised in the “In-School Suspension” room for the entire day. Students who are suspended at home are NOT permitted on school grounds or attend any school functions, and are to remain at home.

In-School Suspension: Students, who properly serve their in-school suspension, will be allowed to participate in activities as determined by the coach/advisor.

For reasons deemed necessary the administration, (for example: excessive absences, lateness, belligerent conduct) students may be excluded from school functions, field trips, extra-curricular activities, athletic contests, proms, project graduation, and participation in the graduation ceremony.

Electronic Devices

The use of unauthorized electronic communication and entertainment devices are not permitted at school during the school day. When asked by any school official, students will turn in the device(s) and be referred to the appropriate administrator for discipline. Students are not permitted to carry pagers or beepers at school. To do so is a violation of N.J. Statute 2C:33-19.

Cell phones must not be visible during the school day. Electronic devices confiscated the first time can be picked up by a parent or guardian during the assigned times of 8-8:30 a.m. or 3-3:30 p.m. If a student has an electronic device of any kind confiscated for a second offense, it will be held by school officials until the end of the school year. The use of video/picture features of cell phones is strictly prohibited in the school building and on school grounds at all times. If a student must have a cell phone during the course of the day it must be concealed in the student’s locker or pocket. It must be off between the time period of 8:10 A.M. and 3:00 P.M. In case of emergency parents/guardians are asked to contact the Main Office at (973) 340-5010. There is a phone available for student use in the Main Office for emergency use.

Vandalism: Vandalism is the willful or malicious destruction or defacement of property or of personal effects on school property. Any act of vandalism should be immediately reported to the principal or his/her designee. Any person who commits such acts is subject to suspension and other action not excluding prosecution and restitution.

Program in Support of Discipline Policy: Saturday School Assignment **Parent Responsibilities:**

1. The parent shall have the option of accepting or rejecting the Saturday School as opposed to an Out of School Suspension, when offered.

2. The parent assumes total responsibility for the transportation of the student to and from Saturday School.
3. The parent is responsible for the student's prompt arrival on the date assigned.

Student Responsibilities:

1. The student is responsible for bringing all materials (books, pens, pencils, paper, etc.) necessary to complete his/her assignments.
2. The student is expected to report to the cafeteria at 8:00 a.m. and is expected to work for the length of the Saturday School day (8:00 a.m. to 12:00 noon). If the student is not in the school by 8:00 a.m. he/she will not be admitted to the school and will serve an additional Saturday school session in addition to the one originally assigned.
3. Students who (1) fail to appear on the assigned Saturday; or (2) appear late on Saturday; or (3) are disruptive or refuse to do school work, etc., cannot return to school unless accompanied by a parent or guardian. Failure to appear for an assigned Saturday School will result in minimum of five (5) day out-of-school suspension and an additional Saturday school session.

Miscellaneous

1. No student shall be excused from Saturday School once the parent has accepted the alternative, unless extenuating circumstances are approved by the principal.
2. Saturday School will not be held during vacation periods or on legal holidays that occur on a Saturday or Sunday. The student will be assigned to the first available Saturday.
3. Excused absences from the Saturday School shall be made up on an alternate Saturday.
4. Community Service Project – with parental consent a student may be assigned to a specific community service in lieu of suspension or Saturday School.

Causes for Suspension or Expulsion of Pupils

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or other destruction of any school property, conduct of such character as to constitute a continuing danger to the physical well-being of themselves or other pupils, physical assault upon another pupil or staff member shall be liable to punishment and to arrest, suspension, or expulsion from school.

Continuation of Suspension: Reinstatement or Expulsion

No suspension of a pupil by the principal shall be continued longer than the second regular meeting of the board of education of the district after such suspension unless the same is continued by action of the board, and the power to reinstate, continue any suspension reported to it or expel a pupil shall be vested in each board. **18a:37-5**

Garfield School District **Drug Free School Zone Policy**

Substance Abuse

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 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.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11 N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

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 offense, the nature of the problem 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 or 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).

Instruction N.J.S.A. 18A:40A-1 et seq. N.J.A.C. 6A:16-3.1

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

Identification, Evaluation, and Intervention

N.J.S.A. 18A:40A-11 through 18A:40A-17

N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal); and
2. The certified or non-certified school nurse; or
3. The school physician; or
4. The Substance Awareness Coordinator.

The Principal or his/her designee, in response to every report, must immediately:

1. Notify the pupil's parent(s) or legal guardian(s);
2. Notify the Superintendent; and
3. Arrange for the immediate examination of the pupil by a physician selected by the parent(s) or legal guardian(s).
 - a. If the physician selected by the parent(s) or legal guardian(s) is not available to perform the examination, the examination will be conducted by the school physician.
 - b. The examination conducted, at parental request, by a physician other than the school physician will not be at district expense.
 - c. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
 - d. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s) and to the Superintendent.

If it is determined that the pupil has been using anabolic steroids, the pupil and others, as necessary, shall be interviewed by a Substance Awareness Coordinator or individual who holds a school nurse psychologist, school social worker, or pupil personnel services endorsements on the Educational Services Certificate and

are trained to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and school staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

If it is determined the pupil's use of steroids represents a danger to the pupil's health and well-being, certificated staff as per N.J.A.C. 6A:16-4.3(b)4 will initiate a referral for treatment to:

1. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b); or
2. Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
3. Private practitioners certified by appropriate drug and alcohol licensing board.

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal) and
2. The school nurse or the school physician.
3. If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent. The Principal must arrange for an immediate medical examination of the pupil:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis.

The pupil may be accompanied by the pupil's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.

4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at district expense. Treatment will not be at Board expense.

If there is a positive determination from the medical examination of the pupil indicating the alcohol or drug use interferes with the pupil's physical or mental ability to perform in school:

1. The pupil will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the pupil's alcohol or drug use no longer interferes with the pupil's physical or mental ability to attend school.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured

and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services.

Civil Immunity N.J.S.A. 18A:40A-13, 18A:40A-14; N.J.A.C. 6A:16-4.3(c)
No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the Principal, the Principal's designee, the school physician, or the School Nurse in an attempt to help such pupil cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

Reporting Pupils to Law Enforcement Authorities N.J.A.C. 6A:16-6.3(a)

The Superintendent, or designee, will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

Policy Review and Accessibility N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) & (b)

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, with community members, as well as consultation with local substance abuse prevention, intervention and treatment agencies licensed by the State Department of Health and Senior Services and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district. N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq. N.J.A.C. 6A:16-4.1 et seq

Adopted: 23 May 2006

Students Convicted of Drug Offenses

A. A student whose violation of laws concerning the use and possession of drugs results in removal from school by court order shall continue to receive instruction, in accordance with the rules of the State Board policy, at home or in the institution to which he/she may have been assigned.

B. When any student has been duly charged with the commission of a drug offense or violation, or found by a court of competent jurisdiction to have violated the drug laws, his/her continued attendance at school shall be contingent upon the recommendation of the court.

Chemical Screening Report

To the Attending Physician:

New Jersey Law (18A:40-4.1) requires an immediate medical examination of any student thought to be under the influence of alcohol or a controlled dangerous substance. Please include the following in the screening:

Alcohol	Cocaine	Marijuana	Opiates
Amphetamines	Heroin	Mescaline	PCP
Barbiturates	LSD	Methadone	Anabolic Steroids
Bath Salts			

In addition, physician is requested to specify any other dangerous substance found through examination.

“The pupil shall be examined as soon as possible for the purpose of diagnosing whether the pupil is under such influence. A written report must be provided within 24 hours by the attending physician to the parent or guardian of the pupil and to the Superintendent of Schools or Administrative Principal” (18A:40-4.1).

I certify that I have screened _____, and that he/she is free of the above mentioned drugs and is able to return to school.

Date _____ Physician Signature _____

Release Information

I give my permission for the physician to release the results of these tests to _____

Superintendent of Schools or Administrative Principal

The purpose of such disclosure is to aid in an assessment and appropriate referral, if necessary. I understand this information is confidential and will not be made part of the permanent school record.

(Parent/Guardian)

(Date) _____

(Student)

Substance Abuse Policy No. 5530

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 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.

Discipline N.J.S.A.18A:40A-10;18A:40A-11 N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

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 offense, the nature of the problem 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 or 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).

Smoking Policy No. 5533

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences.

For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe, electronic cigarette, or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time on any school grounds as defined above, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

Notice that smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The Principal of each school building is authorized to report violations, in accordance with law, to the Board of Health. Failure to report violations may subject the Principal to fines in accordance with N.J.S.A. 26:3D-20. The Building Principal will not be liable for a fine if he/she has taken reasonable steps to enforce the prohibition on smoking in school buildings or on school grounds. Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. Staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.

Adopted: 23 May 2006

Who To Call If You Think Your Child Has A Drug Problem

Call your child's Guidance Counselor and Physician.

Why Do Teens Use Drugs

Peer Pressure – Peers may exert influence, but each person has the right and power to ignore that influence and to decide for themselves not to use drugs. Some students believe it is a way to get friends – they want to belong.

Family and School Problems – Use of drugs never changes a problem, let alone solves one. It will and does change the person's ability to deal with it. In fact, it decreases that ability. Drug taking as a response to a problem becomes a way to handle it by not handling it. It eventually makes the problem worse. **"Things Are Better When Under The Influence"** – The only thing better is the "perception" of the things because drug use alters senses enough to believe false impressions. The external reality is still the same, it's just that one doesn't see the world as it is anymore.

"Drugs Make Me Feel Good" – This is probably the only legitimate reason for using a drug. The problem is that the first "good" feeling gets harder and harder to duplicate or repeat as tolerance changes with use. Students may also do drugs out of curiosity, insecurity, boredom, rebellion, failure, or parental permissiveness. Students must learn that there are healthier ways to enjoy life.

Warning Signs of Alcohol and Drug Abuse

- Sudden drop in grades (Not just from "C" to "F" but from "A" to "C".)
- Change in friends.
- No longer involved in same activities.
- Unexplained need for money.
- Lack of participation in activities or household tasks.
- Skipping school or classes.
- Vague health complaints (tiredness, headaches, recurring coughs/colds)
- Unexplained change in eating habits; sudden weight loss or gain.
- Problems with the law, school, neighbors, or poor attitude toward authority.

Undercover Operations

Contacting Law Enforcement For Investigation, Searches, Seizures and Arrests

Once law enforcement officials are called and further investigation is required, an area away from the general population will be provided. If law enforcers choose not to investigate, the administration may continue the investigation to see if school rules were violated.

If an arrest is required, it is to be done privately, in order not to disrupt the school population. Parents/Guardians will be notified.

Whenever police are summoned the superintendent shall report the reason and pertinent information to the board of education at its next regular meeting. Confidentiality is required.

Searches

Searches may be conducted by the principal with reasonable suspicion. Precautions will be taken not to violate the student's Fourth Amendment rights. If drugs or paraphernalia are found, it will be safeguarded until picked up by the police. Parents will be contacted. When law officials are called and a search or

interview is necessary, the administration should request that it be done by the law enforcement officials.

***If further information about any of the above is required, please refer to the district policy directly. (Available through the Board of Education offices). The above is only a summary and is not meant to replace the district policy.

Be advised that the Garfield High School has a cooperative agreement with the City of Garfield Police Department and at any time a visit from any state, county or local law enforcement agency may occur. The school and its administration welcome these agencies with or without an announcement. With this agreement the visit may be by a Patrol Officer, Detective, School Resource Officer or K-9 Officer with handler.

Police Presence Can Be Requested At Extra Curricular Activities

Undercover operations may be requested by the superintendent if there is reason to believe a problem exists and if less intrusive means of law enforcement are not effective. The superintendent is not permitted to inform the Board of Education or anyone else regarding this operation unless authorized by law enforcers to do so.

Law enforcement may request undercover operations to be established. The superintendent shall not discuss this with anyone. (Questions about legality should be referred to the County Prosecutor.) Superintendent and building principal shall cooperate with law officials regarding undercover school operations. If discovered by anyone, do not allow the integrity of the operation to be compromised. Notify the County Prosecutor immediately.

Once the operation is completed the superintendent may report to the Board of Education with appropriate law enforcement authority.

I.D.E.A. and Section 504 (Policy 1510)

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board.

No pupil will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Garfield schools. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or principal. This policy statement will be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

Harassment, Intimidation, and Bullying (H.I.B.) Policy No. 5512.01

The Garfield Board of Education strives to create an atmosphere in which students feel safe attending school. Any student who feels they are being harassed, intimidated, or bullied (HIB) by another individual needs to report the incident to their teacher, school administrator, guidance counselor, or school resource officer. Additionally, any bystander who witnesses or has knowledge of potential HIB activity has the obligation to report said knowledge to a school official immediately.

Policy on Dating Violence

The Garfield Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical or emotional will not be tolerated and will be dealt with according to the district's student code of conduct.

NJSA 18A: 37-33 Any student who is a victim or any person who has a suspicion of dating violence taking place will report the incident as soon as possible, but no later than the end of the day to either their teacher, an administrator, counselor, or school resource officer.

School and Classroom Practices

In implementing affirmative action, the district shall carry on:

1. A process of identification and correction of the denial of equality of educational opportunities for pupils solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or non-applicable handicap; or any classification protected by law;
2. A continuing reexamination and modification, as may be necessary, of its school and classroom programs; of location and use of facilities; of its curriculum development program and its instructional materials; of the availability of programs for children; and of equal access of all eligible pupils to all extracurricular programs.

Affirmative Action Policy

The Garfield Board of Education will continue to support its Affirmative Action Resolution of May 2006, and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation. A copy of the district's affirmative action plans and self-evaluation of affirmative action achievement shall be available in the district office.

Affirmative Action Officer(s) Policy No. 2260

The board-appointed affirmative action officer(s), 504 Officer shall focus on possible discriminatory practices in purchasing, personnel and educational activities, and suggest to the board ways in which to correct any discriminatory practices found.

The affirmative action officer(s) shall monitor compliance with this policy. The name, work location and telephone number of the district affirmative action officer(s) shall be made known to staff, pupils and parents/guardians annually.

Report on Implementation

The superintendent shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures. The affirmative action officer shall be responsible for the multi-year equity plan.

Inquiries regarding compliance may be directed to Affirmative Officers:

Ms. Raymond
Co-Director
(973) 340-5038

Mrs. Kotwica
Co-Director
(973) 340-5035

Mrs. Purciello
GHS AAO
(973) 340-5010

OR

Mr. Nicholas Perrapato
Superintendent of Schools
(973) 340-5000

Ms. Beth Tecchio— 504 Officer
Director of the Child Study Team
(973) 340-5000

Affirmative Action/Sexual Harassment Grievance Procedure

A. Explanation

The purpose of this policy is to allow all personnel the opportunity to grieve any alleged discriminatory practice in the district. The alleged practice, identified by the individual, must be a district violation of the employment phase of the district's affirmative action/sexual harassment program. Should there be a conflict between this procedure and a negotiated agreement, the latter shall supersede.

B. Steps

Step A—Supervisor

1. The individual shall submit in writing the grievance and identify the affirmative action area being violated.
2. The supervisor shall respond in writing as to the alleged violation. The supervisor's written response shall be made within five school days of having received the individual's expressed grievance.
3. If the individual is not satisfied with the decision, he/she can resubmit the alleged violation within three school days at Step B.

Step B – Affirmative Action Officer

1. The individual shall submit in writing the grievance and identify the affirmative action area being violated as well as the supervisor's response as received at Step A.
2. The affirmative action officer shall respond in writing as to the alleged violation. The affirmative action officer's written response shall be made within five school days of having received the individual's expressed grievance.
3. If the individual is not satisfied with the decision, he/she can resubmit the alleged violation within three school days at Step C.

Step C—Superintendent

1. The individual shall submit in writing the grievance and identify the affirmative action area being violated, as well as the affirmative action officer's response received at Step B.
2. The superintendent shall respond in writing as to the alleged violation. The superintendent's written response shall be made within five school days of having received the individual's expressed grievance.

3. If the individual is not satisfied with the decision, he/she can resubmit the alleged violation within three school days to step D.

Step D—Board of Education

1. The individual shall submit in writing the grievance and identify the affirmative action/sexual harassment area being violated.
2. The board of education shall respond in writing as to the alleged violation. The board's written response shall be made within 10 school days of having received the individual's expressed grievance.
3. If the individual is not satisfied with the decision, he/she can submit the alleged violation to the office on civil rights.

All grievance data shall be kept on file in the affirmative action officer's office.

Miscellaneous Policies

Elevator Procedures

The below listed procedures are to be implemented regarding the use of the elevator. Elevator keys are issued to the following staff: Principal, Vice Principals, Nurse, Custodian (day), Custodian (night), & Director of Facilities

Staff Use – Short Term/Long Term

The determination of staff use of the elevator will be professionally based on individual staff needs and is subject to administrative approval. Staff is required to submit, in writing request to use the elevator with appropriate documentation (i.e.: Physician note)

Student Use

The use of the elevator by students for medical reasons will be determined by the Principal and School Nurse upon receipt of a doctor's directive, trainer's recommendation, or valid parent request. The Nurse will approve and direct the student to the Principal or Vice Principal. The Principal or Vice Principal or designee will meet with the student, provide personal instruction on the use of the elevator and will issue the required key(s).

In case of a temporary use of the elevator, due to injury, the student will obtain the key(s) on a daily basis and must return the keys at the end of each day. Appropriate measures will be taken for students with a long-term need.

In all cases, a student using the elevator must be accompanied by one other student only who is authorized to assist with books, bags, etc. and in case of an emergency. No other students may ride with the students unless authorized by the Principal, Vice Principal or Nurse. Disciplinary action may be taken towards any abuse by student(s).

Visitor Use

The use of the elevator by visitors will be provided with assistance by the administration, custodial staff, or nurse as needed. Additional assistance will be provided for any other circumstances needed.

Non-Authorized Student Use

Any student who uses the elevator without proper authorization will be subject to disciplinary action as determined by the Principal.

Fire Drills and Emergency Drills

Under no circumstances is the elevator to be used during a fire drill or fire emergency. If a fire drill is planned, arrangements for those students with permission to use the elevator will be made in advance, when possible. One fire drill, and one emergency drill will be conducted every month school is in session.

Students who are uncooperative or disruptive during these drills are subject to suspension.

Safety

The superintendent shall develop rules governing school safety which shall include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety; labeling and storage of hazardous substances; emergency procedures; pupil traffic safety in transit to and from school; and eye protection. In addition, pupils shall be provided with safety instruction in accordance with the law.

The rules and procedures shall be reviewed and adopted by the board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

Asbestos Management Plan

Notice is hereby given that the asbestos management plans for the Garfield School District are available at your respective buildings or the Central 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).



***Garfield High School
Alma Mater***

*Our voices swell with true emotion
Our hearts o'er leap with joyous zeal
We sing our song of strong devotion,
In Praises of our dear Garfield.*

Chorus:

***Oh Garfield High School Alma Mater
E'er faithful true and tried are thou,
To Garfield High School Alma Mater
We consecrate our hearts right now.***

II

*Even thou we all shall have to leave thee
And wander far from sight of you,
Our hearts will ever, ever praise thee,
Our love for Garfield still rings true.*

Chorus:

***Oh Garfield High School Alma Mater
E'er faithful true and tried are thou,
To Garfield High School Alma Mater
We consecrate our hearts right now.***

