

GARFIELD HIGH SCHOOL STUDENT HANDBOOK



2018 - 2019

Garfield High School
500 Palisade Avenue
Garfield, New Jersey 07026

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

Acknowledgement of Online Handbook

I am aware that the Garfield High School Student Handbook for 2018-2019 is available through the GHS website and through Parent Portal. I understand that the handbook contains information that my child and I may need during the school year that includes but is not limited to the following:

1. School Closing / Delayed Opening
2. Pupil Code of Conduct
3. Parent Code of Conduct
4. Student Release Form
5. Photography Policy
6. Network and Computer Usage Policy (on GHS website)
7. Student Dress and Grooming Policy
8. Hazing / Bullying, Harassment Policy
9. Use of Electronic Communication and Entertainment Devices Policy

I will review 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: _____ HR: _____

Grade: _____ Date: _____

This form must be signed and returned to your child's homeroom teacher by September 13, 2018. This form must be returned by all students.

STUDENT VIDEO / PUBLICITY RELEASE FORM

Opt-In Version

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

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

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

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

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

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

Permission Granted _____

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

Parent/Guardian Signature: _____

Date: _____

GHS Schedules 2018-2019

Full Day Schedule

Student Arrival/Breakfast 8:00 - 8:25

HR: 8:30 - 8:40

Block 1: 8:44 - 10:04

Block 2: 10:08 - 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 - 9:33

Block 2: 9:37 - 10:37

Block 3: 10:41 - 11:41

Block 4: 11:45 - 12:45

Lunch: 12:45 - 1:15

Lunch will be available in the cafeteria at 12:45 p.m. Once in the cafeteria, students will exit through the cafeteria doors.

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



Garfield High School Crest

As you look at this symbol, you will note underlying themes. First the multiple flames -- We are Boilermakers -- we produce flames that burn brightly. Know that the flames represent success in academics and athletics and the virtues of scholarship, citizenship, character & athleticism. The sledgehammers represent the hard work toward that achievement. Finally, there are championship symbols because we are known as "The City of Champions."

Letter from Student Government President

Welcome to the 2018-2019 GHS school year! I hope you had an amazing summer and that you're ready to embark on a new journey in your life. This is your year, in which you are the only one responsible for the path you take, and whoever you choose to become.

Often times, high school can seem to be an unsettling experience as it is one full of change. If you ever find yourself in need of familiarity, just turn to this golden handbook. For it will provide you with the knowledge necessary to have a great year with fewer bumps along the road.

In Garfield High, you will be given the opportunity to learn. This Boilermaker education goes far beyond books, notes and studying academic subjects. It extends to making connections and gaining experiences that will shape you as the Boilermaker shapes metal. Thus, I encourage you to take advantage of the all clubs, programs, and activities that the school has to offer. Can't find anything that you speaks to you? Consider it as an open invitation to turn your own idea into a reality. Don't be afraid to speak up! Your opinion is valuable and can help the school reach its greatest potential.

Before you know it, it'll be June again and the end of a year full of fun activities, pep rallies, and unforgettable memories will be over. By then, I hope that you'll understand that you are not just a number, but an indispensable member of our GHS family. Regardless of where you go, my wish for you is that you will never forget your years at Garfield High School and that as a champion, you will always bleed purple and gold!

Sincerely,

Natalie Nunez '19

GHS Class Officers

Class of 2019

President: Natalie Nunez
VP: Rachel Kramer
Secretary: Lynette Tapia
Treasurer: Kaleb Mendoza
PR: Victoria Drzmalya

Class of 2020

President: Daileen Pena
VP: Natasha Castro
Secretary: Dzejla Arapovic
Treasurer: Jake Pittore
PR: Patrick Wierbieck

Class of 2021

President: Ashley Patnett
VP: Amy Wang
Secretary: Haley Garcia

Board of Education Trustees

Mr. Everett Garnto, Jr., President
Mr. Charles Nucifora, Vice President

Mr. Frank Barber Mr. Anthony Barckett Dr. Kenneth Conte
Mr. Richard Derrig Mr. Jack Mazzola Mr. Julio Angel Quiles

Mr. Nicholas L. Perrapato, Superintendent of Schools
Ms. Anna Sciacca, Assistant Superintendent of Schools
Dr. John Cusmano, Business Administrator

Message from the GHS Administration

Dear Students:

Welcome to the 2018-2019 school year! Whether you are a freshman, 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 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.

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



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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.

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.
- Parent Involvement – Continue to develop programs that encourage partnerships between home and school, improve home and school communication, and strengthen families’ knowledge and skills to support students’ learning at home.

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.

These expectations can be summed up as follows:
***Be polite *Be respectful *Do your best**

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.

Dress Code

Shirt

Purple (no other colors) polo-style shirt with collar and district logo (short or long sleeve). On designated days, such as Boilermaker Pride and district spirit days, students may wear shirts that display the Garfield High School logo and/or represent a Garfield High School team, club or sponsored activity. In all cases, shirts must be in good condition and fit appropriately. Hoods are not permitted. White shirts are not permitted.

Sweater/Fleece

Purple with district logo or Garfield HS athletic sweatshirt or warm-up without hoods. Plain Solid purple, black or gray sweaters may be worn over school appropriate shirts.

As part of the uniform, students may purchase shirts and sweaters 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 can be 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 30. Shorts 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. I.D. Badges must be visible upon entrance to the building and when a student is out of the classroom on a pass. The badges must be attached to the person by a clip or lanyard neck cord and be displayed above the waist. 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; the cost is \$5.**

ID Badge Abuse : Excessive Temporary ID's Issued

Each time a student is issued a temporary ID Badge they receive a disciplinary point. When a 3 point total is reached, a conference will be held and the disciplinary resolutions are reviewed. Upon the next violation the resolutions are :1. SYD for a block. 2. SYD for a full day. 3. Suspension of extra –curricular activities at the discretion of the Administration. This may include attending trips, participation in athletics, band, clubs, and special events as the Pep Rally, Powder Puff, Fashion Show and The Prom.

Consequences for not wearing I.D. Badge:

1. Detention and contacting the parent/guardian.

For students with repeated offenses, a parent conference will be held and the student will be subject to SYD for a block, day referral to S.A.P. or 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 31. 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 Physical Education classes. **Students are required to have a combination lock for their PE locker.**

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

Physical Education Attire

P.E. 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 a Garfield sports t-shirt, school sponsored, or solid crew neck t-shirt/sweatshirt. Absolutely **NO** hoodies are allowed.
2. Shorts/sweatpants - Must be athletic and loose fitting. All shorts can not be more than 2" above the knee. Absolutely no cut-offs or cargo pants.
3. Students must wear athletic sneakers for **ALL** activities.
4. Leggings/spandex, yoga pants are not permitted.

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

IMPORTANT:

1. Students are expected to have their P.E. clothes laundered and in neat condition during the year.
2. **Students are not permitted to wear their P.E. clothes 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. – 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”. Requests for excused tardiness due to personal responsibilities must be submitted to the Attendance Office as soon as possible. A detailed written account of the situation along with proper documentation is to be submitted for approval by the Administration.
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 construction/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.

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/guardian or an individual designated on the Emergency Card comes to the Main Office to pick up the student. Parents who need to have their student released from school early must know that instruction cannot be interrupted. Parents should be aware that their student will be released only after the scheduled class period is over. Students who are 18 years of age or older may not sign themselves out of school. The early release privilege will be closely monitored. **The parent or individual designated on the Emergency Card must have a valid NJ identification card, such as a valid driver's license or Bergen County ID. The current address must be shown.**

Appointments

In order to afford everyone appropriate and ample time, appointments are required in order to meet with school personnel.

Please call the main office at 973-340-5010 ext. 2000 to schedule an appointment.

Storm Session

If emergencies require the closing of schools, announcements will be made over Fox News Channel 5 and NJ News 12 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 religious holiday recognized by the State of NJ (a note must be submitted by the parent or guardian).
 - B. Recommendation of the Child Study Team.
 - C. Driver's Test (one day only)
 - D. College Visitations (not to exceed 2 in a school year)
 - E. 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, is expected to do all class work. 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 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 if 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 or credit recovery 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 brief 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, 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 reasons have been telephoned to the school, the student must bring a written note 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.

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.

Absence and Physical Education 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 Physical Education 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 Physical Education.

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

For A Marking Period: research and prepare 1 three-page report on a topic closely associated with Physical Education curriculum.

For the Entire Year: research and prepare a three-page reports, one for each excused marking period on topics closely associated with the Physical Education 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 Physical Education 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.

Student Computing and Network Agreement

We are pleased to offer the students of Garfield Public Schools access to the district network for electronic mail and the Internet. To gain access to e-mail and the Internet, students must sign and return Parent/Guardian Network Responsibility Contract and Student Network User Contract the high school main office. The Acceptable Use Policy and Contracts were mailed home and can also be found on the high school website. Students who do not submit the contracts, will not have access to school email and to internet access while at school.

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 P.E. apparel and books while the student is in P.E.. After P.E., the only articles left in the locker should be clean P.E. attire. Each student is responsible for his/her own lock.

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 or brought 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.

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. Meeting dates will be announced.

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.

2018-2019 Student Activities

Clubs / Activities	Advisors
Acapella Group	Ms. Esrig
Art Club	Ms. Biasucci, Mr. Garcia, & Mrs. Luna
Asian Club	Mrs. Cappello
Bible Club	Mr. McCrone & Mrs. Reinertsen
Boilermaker Nation	Mr. Bailey
Book Club	Mrs. Serfozo
Botany Club	Ms. D'Angelo, Ms. Caruso & Ms. Adamski
Cheerleading	Ms. Ward
Chemistry Club	Mrs. Donegan
Chorus	Ms. Esrig
Class of 2019 Advisors	Ms. Biasucci & Mr. Garcia
Class of 2020 Advisors	Mrs. Caruso & Mr. Luciano
Class of 2021 Advisors	Ms. Telep & Mr. Algieri
Class of 2022 Advisors	Ms. Mielke & Mr. Dajko
Color Guard	Ms. D'Elia
Community Service Club	TBD
Coop. Ed. Club	Mrs. Lottermann & Mrs. Kovacs
Debate Club	Mrs. Nahas & Mrs. Mobilio
Drama Club	Mr. Serfozo, Mr. Porto & Ms. Esrig
Environmental Club	Mr. McCrone
ESL Club	Ms. Zawol & Ms. Rebori
Fresh-Water Fishing Club	Mrs. Lamond
GSA- Gay Straight Alliance	Ms. Menezes, Mrs. Donetz & Ms. Espinosa
GTV	Mr. Delahanty

Helping Hands Club	Ms. Calderio
History Club	Mr. Fede
Interact	Mr. Giammanco
Italian Club	Mrs. Gillikin & Mrs. J. D'Angelo
Juventud Latina/Spanish Club	Mrs. Valdes, Mrs. Sklarski, & Mrs. Marinzulich
LMTI - Peer Leadership	Mr. Storms & Mrs. Brown
Manga Anime, Comic Club	Mr. Burns, Mr. Greene, Ms. Casey & Mr. Maiorino
Marching Band	Mr. Goetz
Math Honor Society	Mr. Katz & Mr. Rigoliosi
Math League	Mrs. Cordeiro, Mrs. LeBow & Mrs. Khalil
Math Team	Mr. Strama
National Honor Society	Mrs. LeBow
Polish Club	Mrs. Kardjian, Mrs. Korszen, & Mr. Dajko
Quill	Ms. Thomas & Mr. Bailey
Ski Club	Mrs. Rebori, Mr. Dolci, Mr. Gilligan, Mr. Giammanco & Mrs. Caruso
Spanish Honor Society	Mrs. Caruso
Student Government	Ms. Rebori
T.R.E.N.D.	Mr. Storms & Mrs. Brown
The Retrospect	Ms. Robbin
Tri-M (Music Honor Society)	Mr. Goetz & Ms. Esrig
UNICEF Club	Mrs. Kardjian, Mr. Luciano, & Ms. Saslona
Varsity Club for Boys and Girls	Mr. Alfonso
Weight Training Club	Mr. DeGeorge
Women's Empowerment Club	Ms. Espinosa, Mr. Porto, Ms. Saslona
Wood-Tech Club	Mr. Linhares

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 and Boilermaker Nation

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. The Boilermaker Nation is our school publication that goes out to the entire community. Anyone interested in contributing to the reporting, please see Mr. Bailey.

Guidance

Guidance services are organized activities designed to give students systematic aid in solving their problems, in adjusting 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.

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 highly recommended to request the conference at least 24 hours in advance. All conferences are scheduled by emailing or calling the Guidance Secretary or the student's Guidance Counselor.

GUIDANCE: 973-340-5010 Ext. 2122

Guidance Secretary: Ms. L. Pfefferkorn

Director of Guidance: Ms. D. Donetz (Ext. 2128)

Assistant Director of Guidance: Ms. A. Sabani-Manganiotis (Ext. 2127)

Ms. S. D'Argenio (Ext. 2138)

Ms. P. Morici-Brown (Ext. 2123)

Mrs. Prinaris (Ext. 2126)

Mr. Storms (Ext. 2124)

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.

College Board Admissions Testing Program Calendar at GHS

October 6, 2018 8 S.A.T. - Registration Deadline-September 8, 2018
 October 10, 2018 P.S.A.T.
 June 1, 2019 SAT

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

New Jersey Statewide Testing Program

- **Partnership for Assessment of Readiness for College and Careers (PARCC):** (<http://www.parcconline.org>) NJ is a governing member of the PARCC consortium. Assessments are based on student's current English and Math classes.
 - PARCC High School Test Administration -- April 8 to May 28, 2019
 - **NJ Grade 11 Science Assessment** -- May 6 to June 7, 2019

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 8-12, 2018
Second Marking Period	December 10-14, 2018
Third Marking Period	February 25-March 1, 2019
Fourth Marking Period	May13-17, 2019

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 1, 2018
Second Marking Period: January 17, 2019
Third Marking Period: March 27, 2019
Fourth Marking Period: June 25, 2019

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

First Marking Period: November 12, 2018
Second Marking Period: January 23, 2019
Third Marking Period: April 2, 2019
Fourth Marking Period: June 25, 2019

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 2018 (2nd MP Assessment)
April 2018 (3rd MP Assessment)
June 2018 (4th MP Assessments)
*Assessments are cumulative.

Graduation Requirements (N.J.A.C. 6:8-5.1 and 5.2)

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. 6:8-5.1 and 5.2
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 District Policy 5460, the high school attendance policy, successfully passing the assessments required by the NJ Department of Education; and satisfactory completion of work and studies including proficiencies, representing the instructional program assigned to grades nine through twelve including as a minimum:

REQUIRED

Language Arts/Literacy (English I: 10 cr.) credits	4 credit years -	25
Mathematics (Algebra I: 10 cr.) credits (Algebra I, II and Geometry are required)	3 credit years -	20
Science credits (Biology is required) *	3 credit years -	15
Social Studies credits (World History, US History I & II are required)	3 credit years -	15
Phys. Ed./Health/Safety/ Fam. Liv. ** credits	4 credit years -	20
World Language +	1 credit year -	5 credits
Financial Literacy (1 Semester) credits	½ credit year -	2.5
Fine/Performing Arts	1 credit year -	5 credits

* *Environmental Science, Biology, Chemistry and Physics are lab sciences.*

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

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. The Garfield School District offers online courses through Edmentum Learning for the purpose of credit recovery. The curriculum includes all core courses, along with many electives. Once it has been determined that a student is eligible for this credit recovery program, he/she will be scheduled during “0 Period”, or during the scope of the school day. Specific information and requirements will be made available to interested and eligible students.
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 basic skills classes 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:
 - a. take and pass the appropriate PARCC subject area assessments prior to graduation,
 - b. achieve a NJ Department of Education determined minimum score on a State of NJ approved alternate assessment or
 - c. successfully complete the portfolio review process mandated by the NJ DOE.

Benchmark and Quarterly Assessments

Not Present for Benchmarks or Quarterly Assessments:

1. It is understood that on occasion circumstances may prevent a student from being present for a scheduled quarterly assessment or benchmark. 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 her 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

Academic Awards Recognition

Honor Qualification

To achieve academic recognition for 2018-2019, students must earn a 3.5 or higher *GPA average* for the last marking period of the 2017-2018 school-year and the first three marking periods of the 2018-2019 school-year.

Superintendent's Award - 4.1 +

Principal's Award - 3.75 - 4.00

Honor Roll - 3.5 - 3.74

Academic Recognition Roll

Purpose: The pursuit of academic achievement is a concept that has no limits in our school community. Individuals of all levels and abilities are being encouraged and recognized for their significant academic improvements. Success is not merely a number, but the motivation, the perseverance, and a sense of self-worth that allows us to become far more than whom we used to be and proud of what we have done.

Qualifications: In general, increasing the G.P.A. a full 1.0 point or more over last year's score when compared to the average of the first three Marking Periods of this school year is the basic qualifier. Students with special circumstances may also receive recognition, via teacher recommendation, for academic effort and achievement in the classroom.

Academic Day

Students, who have attained the honor qualification, will be eligible to attend the Academic Day activity/field trip. Other factors will be included to determine participation: fourth marking period grades, attendance, and conduct. The ability to attend may also be impacted by the number of students for which the facility

can accommodate. In this case, the Superintendent and Principal rolls will be given the first opportunity to enroll.

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.

Dual Enrollment Courses

GHS students who have met the necessary prerequisites can be scheduled for dual enrollment courses. The courses permit the student to earn high school and college credit simultaneously. Currently we are working in partnership with Bergen Community College and Fairleigh Dickinson University. Any costs involved in the program are the responsibility of the student's family. Please see your guidance counselor for additional information. The following courses are dual enrollment and carry honors distinction:

<i>Tomorrow's Teachers (FDU only)</i>	<i>Anatomy and Physiology</i>
<i>Italian IV</i>	<i>English Composition</i>
<i>Computer Assisted Design (CAD)</i>	<i>20th Century US History III</i>
<i>Engineering CAD</i>	<i>Holocaust Studies</i>
<i>Technical Drawing</i>	<i>Success 101</i>
<i>Research and Lab Techniques</i>	

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.

Career Cruising: All GHS students have access to www.careercruising.com Please see your Guidance Counselor for your individual username and password.

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 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.
12. Leaving the test room without permission.
13. Attempting to remove from the testing room any part of the test or notes relating to the assessment.
14. Breaching test security by creating a disturbance.

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.

All incidents involving academic integrity are reported to the principal and recorded as part of a student’s disciplinary record. The student may be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including athletic teams and clubs. Additionally, the student may be denied or lose membership in the National Honor Society, student council, and as a peer leader. Any further incidences involving academic integrity will be referred to the

principal for additional disciplinary measures. (Some of the preceding material is adapted from www.collegeboard.com)

Athletic Policy

The Garfield Public School Athletic Program has a long and proud tradition. It is our goal to provide young men and women with the opportunity to develop athletic skills, personal dedication and a sense of team above self. The “Athletic Policy” outlines those rules and regulation that governs the student-athlete while he/she is a member of any athletic team, all school policies are still in effect and as a result of an athlete's actions, further penalties may occur based on school policy. Participation in the Athletic Program is a privilege extended to all students. Athletes in violation of any school or athletic department policies may lose privileges to participate. Loss of privileges will be determined on a case by case basis after a meeting with school and athletic department administration.

In an effort to give directions to all athletes regarding proper attitudes and values, and to encourage a positive image within the school and community, the athletic policy will be adhered to by administrators, coaches and athletes. It is a requirement that a copy of the Athletic Policy will be signed by each student-athlete and their parent/guardian and submitted to the Athletic Director. The content included below is for informational purposes. The Board approved and complete Athletic Policy will be distributed to all student-athletes and their parents/guardians.

- **Absence from School:** An athlete shall not practice or participate in any athletic event on a day in which he/she was absent from school.
 - If an athlete is absent on a day preceding a non-school day (Saturday) that student must receive special permission from the Principal or an Athletic Department Administrator in order to participate in any athletic activity.
 - Any athlete, not signed in by 9:00 AM will be considered absent for the day, unless written pre-notification of tardiness has been submitted to the coach and Athletic Department Administration.
 - An athlete violating school policy regarding tardiness and absenteeism may result in loss of privileges in athletic programs after a meeting is held with school and athletic department administration.
 - An absence or tardiness must be supported by a written memo from a physician, dentist, or Motor Vehicle Commission. (Not parent).
 - A student who signs out of school “Sick” cannot return to participate after school.
- **Suspension from School:** An athlete shall not participate in any athletic activities for the duration of the suspension from school.
 - An athlete suspended from school may be re-instated to the team after a conference with the athletic director, coach, parent and athlete.
 - Repeated suspensions shall result in permanent removal from the team.
- **Substance Abuse Policy:** The administration and Athletic Department recognize that drugs, alcohol, tobacco, and steroids are harmful to the health of our students. These substances have a negative effect on behavior, learning, and skill development. The misuse of these substances can adversely affect family, classmates, and teammates. These substances do not have a place in the school community or the athletic program. The administration and Athletic Department also recognize that student-athletes possess leadership potential and that their good example will help deter the use of illegal substances.

- Student-Athletes are held responsible for knowing and following those rules and regulations.
- The use or possession of a substance in any form is unacceptable for any member of any athletic team either on or off the school premises.
- **Hazing:** “Hazing” means the performance of any act or the coercion of another to perform any act of initiation onto a team that causes or creates a substantial risk of causing mental or physical harm.
 - The Garfield Board of Education strives to create an atmosphere in which students feel safe attending school.
 - Any student that is involved in any type of hazing will be removed from the team and all incidents will be reported to school administration. Further consequences resulting from the athlete's behavior may result as per school policy.
- **Team Membership**
 - Any athlete removed from a team for disciplinary reasons will not be allowed to participate in any sports during that season.
- **Athletic Equipment:**
 - An athlete shall not participate in any sport unless all equipment responsibilities for the previous sport have been resolved. It is every athlete’s responsibility to return issued equipment immediately at the end of the season or upon leaving the team.
- **Academic Eligibility:**
 - All high school students must meet or exceed the NJSIAA academic eligibility rules. All students are encouraged to maintain their academic eligibility by developing good study habits and organizational skills. Additionally, all students are reminded the multiple tutoring programs are available both before school and after school. Coaches and school administration will continually verify that academic eligibility requirements are satisfied.

Discipline Procedures

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, Student Youth Development (SYD), 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.

Suspension: Suspension is not the rule of the day and is used cautiously. Students may be suspended at home or assigned to SYD. Violations of district policy and/or the Pupil Code of Conduct may result in suspension. **Students who engage in a physical altercation may be suspended for 10 days.** Students who are assigned to SYD must report to school at the regular time and will be supervised in the SYD 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. Students who are assigned to SYD, may be permitted to participate in activities as determined by school administration and the coach/advisor.

Point System: All disciplinary infractions are awarded points. When a student acquires an excessive amount of points, the parents and student are notified.

Exclusion from Activities: For reasons deemed necessary, such as but not limited to, excessive absences, lateness, belligerent conduct, etc., the Administration has the right to exclude the student from school functions, field trips, extra-curricular activities, athletic contests, proms, project graduation, and participation in the graduation ceremony.

Electronic Devices

Use of electronic devices (including but not limited to cellular phones) on school property is a privilege. Pupils are not permitted for any reason to use any type of cell phone or similar device in the school building or on school property while school is in session (8:30 a.m.- 2:50 p.m.). Electronic devices/cellular telephones and earbuds/headsets must be turned OFF and NOT visible (such as in a book bag or locker) while the pupil is in the school building and may only be turned on before school, after school, and in the cafeteria during lunch. Cell phone use is permitted before school, during lunch in the cafeteria, and after school hours, but not in academic areas, hallways, stairwells, gyms, and the Media Center.

Students may ask permission to use their cell phone in any office in the high school. Parents may call their child's guidance counselor or the school nurse to reach their child during the day for an emergency.

The use of video/picture features of cell phones and/or other electronic devices is strictly prohibited in the school building and on school grounds at all times. A student may be disciplined and or charged by the school district for any unauthorized or inappropriate use of video or photo features. Students should also be aware that having any electronic communication or recording device on or in use while taking a quiz, test, exam or other assessment will result in the device being confiscated and the student receiving a zero ("0") on that assessment for violating test security and academic integrity.

Students who use cell phones and/or other electronic devices and are found to be in violation of this policy (#5516) will surrender the cell phone to the staff member. The consequences for being in violation of these rules are: for direct disobedience under 18:A:37-1. 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.

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 5530**

Substance Abuse

For the purpose of this handbook, the word 'substance' will refer to any illegal drug, prescription drug used for non-intended or non-prescribed purposes, controlled substances, steroids, and alcohol. 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.

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.

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.

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.

N.J.S.A. 18A:40A -1 N.J.S.A. 26:3D-15 through 26:3D-20 N.J.A.C. 6A:16-1.3
Adopted: 23 May 2006

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 and dating violence policies (5500, 5600 and 5519).

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 Action Officers:

Mr. Luciano
District AAO
(973) 340-5010

Mr. DeVito & Mr. Santacroce
GHS Asst. Anti-Bullying Specialists & AAO

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

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.

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

One fire drill and one emergency drill will be conducted every month school is in session. These procedures are reviewed annually in collaboration with the Garfield Police Department. In addition, faculty members are trained to appropriately respond and direct their students during an emergency. Students must follow their teacher's directives. During an emergency, students are not permitted to use their cell phones, computers, or other means of communication as interference with emergency procedures may result. Additionally, students are not permitted to leave the school campus during an emergency because of the need to secure the safety of all students and staff. Under no circumstances is the elevator to be used during a fire drill or fire emergency. 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).

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## *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.*

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BOILERMAKER PRIDE!