

**Garfield High School**  
500 Palisade Avenue,  
Garfield, New Jersey 07026  
(973) 340-5010  
Fax (973) 546-8430  
www.gboe.org

### **Acknowledgement of Handbook Receipt**

I have received a copy of the Garfield High School Handbook for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year that includes the following:

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

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

Name of Student:(Please Print)\_\_\_\_\_

Signature of Student:\_\_\_\_\_

Date:\_\_\_\_\_

Signature of Parent/Guardian:\_\_\_\_\_

Homeroom Teacher:\_\_\_\_\_ H.R. #:\_\_\_\_\_ Grade: \_\_\_\_\_

**THIS FORM MUST BE SIGNED, TORN OUT, AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER BY SEPTEMBER 10, 2009.**

**TEAR OUT FORM (A)**

**Garfield High School**  
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(973) 340-5010  
Fax (973) 546-8430

SEPTEMBER 2009

STUDENT RELEASE FORM

Dear Parents or Guardians,

As part of their educational experience, students participate in special curriculum projects, and a variety of contests, concerts, school plays, field trips, and school/community events. Pictures of students are often taken to capture these moments in time. We would like your permission to share some of the photographs of your child(ren) with the public for communication and/or publicity purposes.

Please read the following and complete the form, if this is acceptable to you.

I hereby grant permission to the Garfield Board of Education to use the name or photograph of my son/daughter for communication and/or publicity purposes, including newspapers and the Garfield School District Newsletter. This use **excludes** the Garfield School District Internet Website. My permission shall remain in effect unless withdrawn by me and communicate in writing.

Name of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Please return this form to your child's homeroom teacher on or before September 10, 2009. If you should have any questions or concerns, please do not hesitate to contact your building Principal's office.

Sincerely,

Mr. Nicholas L. Perrapato  
Superintendent of Schools

**THIS FORM MUST BE SIGNED, TORN OUT, AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER BY SEPTEMBER 10, 2009.**

TEAR OUT FORM (B)

**Garfield High School**  
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September 2009

Dear Parents/Guardians,

In accordance with Board of Education Policy 5145.5 Photographing of Students which states: Taking still or video pictures of district pupils and buildings for commercial purpose is prohibited without the 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 or 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 direct supervision of the school. Pictures of identified handicapped children shall not be taken or disseminated in any way unless permission is granted by parents/guardians. Photos of children placed in the district by DYFS shall not be taken/published without permission of the division caseworker. Photographs for such purposes as newspaper coverage of school activities must be authorized in advance by the superintendent. Parents/Guardians shall be notified at the beginning of each school year that photographs may be taken and of the possibility that their child(ren) may be included. A parent/guardian may request that their child(ren) not be included in any photograph taken for publication.

Sincerely,

Nicholas L. Perrapato  
Superintendent of Schools

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Photography Policy Form

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

Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Name(s) \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM MUST BE SIGNED, TORN OUT, AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER BY SEPTEMBER 10, 2009.**

**TEAR OUT FORM (C)**

**Garfield High School**  
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(973) 340-5010  
Fax (973) 546-8430

STUDENT NETWORK AND COMPUTING RESPONSIBILITY

I understand and agree to abide by the terms and conditions for access to the Garfield Public School District's electronic network account and computer equipment. I further understand that any violations of the regulations are unethical and may constitute a criminal offense. Moreover, I understand that any violation of the guidelines and regulations could result in the revocation on my access rights, the imposition of school discipline, criminal prosecution and other legal action.

Name of Student User: \_\_\_\_\_  
Please Print

User Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED, TORN OUT, AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER BY SEPTEMBER 10, 2009.**

**TEAR OUT FORM (D)**

## MESSAGE FROM THE GARFIELD HIGH SCHOOL ADMINISTRATION

Dear Parents/Guardians and Students,

We extend a warm welcome to all as we begin this new school year at Garfield High School. It is our desire and plan that it will be a challenging, successful, and most of all rewarding year. During our careers in education, we have discovered that a successful student is a product of a supportive educational community. We need parents and guardians to continue to be our partners in assuring the best educational opportunities for all our students.

**The first step is to read through this handbook with your child.** be they a senior, junior, sophomore, or freshmen. The educational programs at Garfield High School are designed to meet the interests and needs of all our students. It is our intent that this Handbook/Planner, containing details relevant to the organizations, policies, routine procedures and regulations of Garfield High School, serve as a source of reference for you. We believe the answers to any questions you may have can be found here. Our handbook contains the basic information for a positive academic experience: our philosophy, important dates, rules/regulations, grading criteria, transportation, athletics, extracurricular activities, guidance information, advanced standing opportunities and more. The concerned and cooperative efforts of the Garfield Board of Education and the staff of Garfield High School are evident in the information provided in this handbook. Begin to plan specific goals with your child prior to the start of the 2009-2010 school year. We expect each student to abide by all the guidelines specified in this handbook.

**The second step is communication.** We will keep you informed as to your child's progress through report cards, progress reports, and other personal contacts as necessary. Do not hesitate to call regarding specific concerns or issues regarding your child. We must work as a team to assure the success of each student.

Our ultimate goals at Garfield High School are that each graduate aspires to continue learning, to embrace diversity, to have a love of the arts, to be technologically proficient, and to become a self-supportive productive citizen that will further the democratic ideals of our country.

We look forward to working closely with you as we provide an environment in which your children may strive towards the achievement of their dreams and aspirations.

Sincerely yours,

Mr. Michael McGinley, Principal

Mr. Gregory Kulig, Vice Principal

Mrs. Nancy Kutsup, Vice Principal

### IMPORTANT NOTICE

1. **Freshmen and New Students** are required to attend an orientation program on Wednesday, September 2, 2009, at 1:00 P.M. in the High School Auditorium. During this meeting, 9<sup>th</sup> grade students will be assigned to homerooms and schedules will be distributed.
2. All students shall report to their homeroom at 8:15 A.M. on Thursday, September 3, 2009.
3. A system of notification for all emergencies is in place at Garfield High School.

### GARFIELD HIGH SCHOOL

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

### DISCLAIMER

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 occur students and parent/guardians will be notified.

## **MEMBERS OF THE BOARD OF EDUCATION**

Dr. Kenneth Conte, President  
Mr. Anthony Damato, Vice President

Mrs. RoseMarie Aloia	Mr. Anthony Barckett
Mr. Salvatore Benanti	Mr. Anthony DeMarco
Dr. Donna Koch	Mr. Edward Puzio
Mr. Gerald Wich	

Mr. Nicholas L. Perrapato, Superintendent of Schools  
Mr. Raymond S. Hryczyk, Assistant Superintendent  
Dr. Dennis R. Frohnapfel, Business Administrator

## **2009 – 2010 SCHOOL CALENDAR**

**September 3,** Schools Open

**September 7,** Labor Day – Schools Closed

**September 10,** Back to School Night – One Session Day for students

**October 12,** Professional Development Day – Schools Closed for Students Only

**November 3,** One Session Day for Students Only

**November 5-6,** NJEA Convention – Schools Closed

**November 25,** One Session Day

**November 26-27,** Thanksgiving Break – Schools Closed

**December 23,** One Session Day

**December 24-31,** Winter Break – Schools Closed

**January 1,** New Year's Day – Schools Closed

**January 18,** One Session Day for Students Only

**February 12-16,** Heritage Days – Schools Closed

**March 16,** One Session Day for Students Only

**April 1,** One Session Day

**April 2-9,** Spring Break - Schools Closed

**May 31,** Memorial Day - School Closed

**June 15-21,** One Session Days for Students Only

**June 21,** High School Graduation – Last Day for Students

The school calendar is tentative, depending on weather conditions, and may be modified as required to provide a minimum of 180 days. If additional days are required, they will be taken from the spring break. All unused "snow days" will be adjusted from June "Closing Date".

**GARFIELD HIGH SCHOOL  
MISSION STATEMENT**

The educational community of Garfield High School believes that the ultimate goal of the school is to provide a variety of intellectual experiences within the context of a multi-cultural setting that will enable each student to achieve his/her maximum potential. The school seeks to assist each student in the development of social skills and moral attitudes needed to successfully meet the challenges of a complex, dynamic and ever-changing world.

Garfield High School continues to cultivate an appreciation of cultural and aesthetic values so that each student can make choices indicative of a knowledgeable and contributing member in a democratic society. To fulfill this role, we are committed to creating a flexible educational environment addressing differences and potentialities of each individual student. The staff will endeavor to complete the development of a thinking, tolerant person, whatever direction the student chooses, to meet the challenges of school and life.

**OBJECTIVES**

- 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.
- To encourage the use of talents and to inspire creative expression in and recognition of the language, practical, and aesthetic arts.
- 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.
- To develop an opportunity for application of ever-changing technology.
- To develop the student's sense of self-discipline and appreciation for the learning environment both present and future.
- To encourage staff members to utilize opportunities for keeping abreast of new trends in education.

**STUDENT MORNING ARRIVAL**

When Students report to school in the morning, they are requested 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. Arrival Before 8:00 A.M. – Students who arrive prior to 8:00 A.M. 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 before 8:00 A.M. unless under the supervision of a staff member.
3. Satellite A.M. Students – Students waiting for the early morning bus may be permitted in the cafeteria during inclement weather.
4. Arrival After 8:15 A.M. (Start of Period 1) – Students who arrive tardy must use the main entrance and report directly to the designated office to sign-in. They are not to go to their lockers or classes first.

\* **REMINDER:** As per the Attendance Policy...."An approved written note shall be brought in by a student each time he/she is tardy to school".

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

**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 the parent/guardian provide, in advance, a written request stating the date, time, and reason for dismissal. The parents'/guardians' phone number must be included so that the note may be verified by the administration. **No student will be released during the school day unless a parent or an individual designated on the Emergency Card comes to the Main Office for the student. Students who are 18 years old may not sign themselves out of school. The early release privilege will be closely monitored.**

## 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.

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

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 and sign the card as it required by state law. (Please **press firmly** as it is a carbon copy.)

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 TO BE 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:** 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. extn. 2108**

### EXCUSE and GYM NOTES

Any student returning to school, must bring their absence note to the Attendance Office, Room 110.

Any student not participating in Gym, must have a Doctor's note. The note must state the specific length of time for the excuse. The note(s) are to be brought to the Nurse's Office, Room 108.

- A. shall present the doctor's note to the school nurse
- B. shall be assigned to a study hall for the length of time stipulated by the doctor
- C. shall report to the Director of Physical Education who will assign a paper on Physical Education topics to be completed for a grade while excused from "gym".

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



**2009-2010  
GARFIELD HIGH SCHOOL  
TIME SCHEDULE**

**Monday through Friday**

<u>PERIOD</u>	<u>TIME</u>
Period 1	8:15 – 9:00
Period 2	9:04 – 9:45
Period 3	9:49 – 10:30
Period 4	10:34 – 11:15
Period 5	11:19 – 12:00
Period 6	12:04 – 12:45
Period 7	12:49 – 1:30
Period 8	1:34 – 2:15
Period 9	2:19 – 3:00 – Student Dismissal

<u>PERIOD</u>	<u>One Session Day TIME</u>
Period 1	8:15 – 8:47
Period 2	8:51 – 9:19
Period 3	9:23 – 9:51
Period 4	9:55 – 10:24
Period 5	10:28 – 10:57
Period 6	11:01 – 11:30
Period 7	11:34 – 12:02
Period 8	12:06 – 12:34
Period 9	12:38 – 1:06

NOTE: On half-days students will be dismissed at 1:06 P.M.  
 NOTE: Students not in their Period 1 class at 8:15 are late.  
 NOTE: Late or absent students must submit a written excuse.

**STORM SESSION**

If emergencies require the closing of schools, announcements will be made to meet the situation over Fox News Channel 5. 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. – Homeroom begins at 10:00 A.M.  
 Dismissal 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 1:06 P.M.

**COMMUNITY NOTIFICATION SYSTEM:** Parents/guardians will be notified by phone through the Community Notification System (provided your son/daughter handed in their updated emergency card with updated phone numbers).

**GARFIELD HIGH SCHOOL – “DELAYED OPENING” - TIME SCHEDULE**

<u>FIRE SIREN</u>	-	6:30 A.M.
<u>TEACHERS REPORT</u>	-	9:30
<u>WARNING BELL</u>	-	9:45
<u>ROOMS OPEN</u>	-	9:50
<u>HOMEROOM</u>	-	10:00 – 10:13
<u>PERIOD</u>	1	- 10:17 – 10:45
	2	- 10:49 – 11:17
	3	- 11:21 – 11:49
	4	- 11:53 – 12:21
	5	- 12:25 – 12:53
	6	- 12:57 – 1:25
	7	- 1:29 – 1:57
	8	- 2:01 – 2:29
	9	- 2:33 -- 3:00 P.M. <u>STUDENT DISMISSAL</u>
<u>FACULTY DISMISSAL</u>	-	3:15P.M.

## GUIDANCE

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

### COUNSELORS HOMEROOM ASSIGNMENTS 2009-2010

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

Guidance Secretary: Ms. L. Pfefferkorn

(973) 340-5010 Ext. 2122

Ms. Krom (Ext. 2125)

9<sup>th</sup> – Café C, 105  
10<sup>th</sup> – 206, 217, 196  
11<sup>th</sup> – 222, 295  
12<sup>th</sup> – 1, 199

Mrs. Donetz (Ext. 2128)

9<sup>th</sup> – 104  
10<sup>th</sup> – 197  
11<sup>th</sup> – 103, 106  
12<sup>th</sup> – 3, 100

Mrs. Prinaris (Ext. 2126)

9<sup>th</sup> – Café B, 212, 220  
10<sup>th</sup> – 218, 219  
11<sup>th</sup> – 198, 298  
12<sup>th</sup> – 113, 115

Mr. Storms (Ext. 2124)

9<sup>th</sup> – 101, 107, 211  
10<sup>th</sup> – 210, 215  
11<sup>th</sup> – 203, 209  
12<sup>th</sup> – 200, 221

Ms. Morici-Brown (Ext. 2123)

9<sup>th</sup> – 112, 208, 213  
10<sup>th</sup> – Café C, 216  
11<sup>th</sup> – 195, 205  
12<sup>th</sup> – 297, 299

Mr. Annibal (Ext. 2138)

9<sup>th</sup> – 102  
10<sup>th</sup> – 111, 204  
11<sup>th</sup> – 116, 201  
12<sup>th</sup> – Learning Center,  
SAM, SPM, HPM

### 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 selection 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: Rooms needed: Sections needed, etc.

**Therefore, student requests for change after the start of the new 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 EXPERIENCE PROGRAM.
3. Changes due to failed courses.

### TESTING PROGRAMS

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

### COLLEGE BOARD ADMISSIONS TESTING PROGRAM CALENDAR

October 10, 18, 2009	S.A.T.
October 17, 2009 (at GHS)	P.S.A.T.
November 7, 8, 2009 (at GHS)	S.A.T.
December 5, 6, 2009	S.A.T.
January 23, 24, 2010	S.A.T.
March 6, 7, 2010	S.A.T.
May 1, 2010	S.A.T.
June 5, 2010 (at GHS)	S.A.T.

### NEW JERSEY STATEWIDE TESTING PROGRAM

<u>HSPA</u> Dates: (Retained 11 <sup>th</sup> Graders, 12 <sup>th</sup> Graders and retained 12 <sup>th</sup> Graders) who have not yet passed all sections	October 6, 7, 8, 2009
<u>HSPA</u> Make-Up Period:	October 13, 14, 15, 2009
<u>HSPA</u> Spring Test Dates:	March 2, 3, 4, 2010
(All 11 <sup>th</sup> Graders, retained 11 <sup>th</sup> Graders, 12 <sup>th</sup> Graders and retained 12 <sup>th</sup> Graders) who have not yet passed all sections	

HSPA Make-Up Period: March 9, 10, 11, 2010  
(Grade 11 only)

End of year Biology Test May 17, 2010  
Make-up Period May 20, 2010

End of Year Algebra Test May 24, 2010  
Make-up Period May 27, 2010

#### 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)

There are two work-experience programs; Cooperative Marketing Education and Cooperative Business Education.

As a senior, the typical work-experience student spends 5 periods in school (4 classes plus 1 lunch) then is released 3 periods for on-the-job experience. 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).

#### REPORT INFORMATION

##### MARKING SYSTEM:

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

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

First Marking Period	October 5-9, 2009
Second Marking Period	December 14-18, 2009
Third Marking Period	March 1-5, 2010
Fourth Marking Period	May 10-14, 2010

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 sent to the home.

\*\*Warning Notices must be signed by parents and promptly returned to the subject teacher ....

##### CLOSE OF MARKING PERIODS:

November 10, 2009	January 25, 2010
April 1, 2010	June 14, 2010

REPORT CARDS: Report cards will be issued on the following tentative dates and MAILED HOME.

November 18, 2009	February 3, 2010
April 21, 2010	June 30, 2010

##### Tentative Assessment Testing Dates:

October – TBD  
January 14, 15, 19, and 20, 2010  
June 14-18, 2010

Note: 1. Please review the exam policy in this handbook. Dates for mid-year and final exams will be announced during the school year.

2. During the last days of school in June, after exams, students receive their final grade: from the teacher and record them on a report form to show their parents, the final report card is mailed home.

## STUDENT ABSENCE REGULATIONS

“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 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. “New Jersey Statutes Annotated” 18:4-4.

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

1. Parents must call the attendance office to report an absence – 340-5010 Ext. 2110.
2. AFTER EVERY ABSENCE, including those for which excuses have been telephoned to the school, the student must bring the excuse note/letter to the Attendance Office, which includes the date absent, the reason for absence, and it must be signed by the parent, or guardian of the child, or a physician in the event it is a Doctor’s note.

NOTES/LETTERS MUST BE TURNED-IN WHEN A STUDENT RETURNS TO SCHOOL. NO NOTES/LETTERS WILL BE ACCEPTED IF NOT SUBMITTED WITHIN SEVEN SCHOOL DAYS OF THE ABSENCE.

### EXAMPLE:

To Whom It May Concern,

Date \_\_\_\_\_

Please excuse my son, John Smith, for being absent October 9<sup>th</sup> and October 10<sup>th</sup> 2009, because of a severe cold.

Sincerely,

Mrs. John Smith (973 330 – 8655)

**NOTE: A letter from a physician shall be required from students who are absent an excessive number of days due to illness.**

**NOTE: 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.

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

### 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.**

## **PARENT/TEACHER CONFERENCES**

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

In order to contact all parties for the conference – it would be helpful if the request were submitted at least 24 hours in advance. All conferences are scheduled by calling the Guidance Secretary or the student's Guidance Counselor.

GUIDANCE: 973-340-5010 Ext. 2122

## **SCHOOL INSURANCE**

The Board of Education provides supplementary insurance for all students.

## **TEXTBOOK MAINTENANCE**

Students are required to return all assigned books and other school property when requested. The student will be required to pay a fine for damage or for assigned items not returned.

## **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, which will be explained by the study hall teacher.

## **SCHOOL LEARNING CENTER**

Students may visit the Learning Center during study hall periods. The procedure to be followed will be explained by the study hall teacher.

## **PHYSICAL EDUCATION REQUIREMENTS**

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

## **PHYSICAL EDUCATION ATTIRE**

1. "T" shirt/sweatshirt - gray, white, navy, purple (solid).
2. Shorts/sweatpants - gray, navy, purple (solid). Absolutely no cut-offs or cargo pants.

It is a policy, too, that all valuables be given to the instructors or coaches. (Jewelry, etc.. should be left at home)

NOTE: THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR STOLEN OR LOST ITEMS.

## **IMPORTANT:**

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

## **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.

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

After school, the only articles left in the locker should be schoolbooks, notebooks, etc....

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

It is the student's responsibility to keep the 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.

NOTE:

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

**DISMISSAL REQUIREMENTS**

All students are released at the end of the last period Monday–Friday at 3:00 P.M., and should leave the building immediately upon dismissal, unless under the direct supervision of a teacher/coach.

**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.

**LOST AND FOUND**

Inquiries for lost items should be made in the General 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.

**DETENTION PROGRAM-**

The Detention Program and Saturday School Assignment are additional discipline consequences to be implemented at the discretion of the principal. These programs are to be put into action when previous disciplinary consequences (teacher detention and In-School Suspension) have not been successful. **(No student listed on the detention list may participate in ANY activity/club, sport, or program until they clear their detentions)**

**STUDENTS RULES-**

1. Only an adult listed on the student's emergency card may pick-up a student from school. (Students are not permitted to walk home alone during the school day unless authorized by a parent and a school administrator.)
2. Absent day of detention – Day must be made-up
3. 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 or Suspension.

**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, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure 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.

**CLOSED CAMPUS**

LUNCH: Students are not permitted to leave school grounds. They are required to eat lunch in the cafeteria whether it be brought from home or purchased in the cafeteria.

TRIPS: Dress for trips and for participants in special programs or assemblies will conform to the type of activity in which the student will be engaged. If the occasion calls for shirts/ties or dresses, then they must be worn. The type of attire may be made at the discretion of the advisor who is planning the trip with approval from the school administration.

SAFETY: Another concern is safety in the instructional area- particularly in labs such as wood, power mechanics, metals and chemistry. Untied shoes, extremely loose shirts/sweaters, etc., may cause an accident to happen. Students shall be apprised of any danger by the teacher in charge of activity.

SMOKING: In accordance with New Jersey State Law 1989 – Chapter 96, smoking is not permitted on school grounds or at school sponsored activities. Students/Staff who fail to follow this rule face suspension and fines. Smoking, by any student or staff is not permitted: In the school building, on the school bus, in the stadium during the school day, during an emergency evacuation, within 100 feet of school entrances/exits during the school day. Application of this rule includes student/staff holding a lighted cigarette or pipe; exhalation of smoke from the nose or mouth; or merely holding a lighted cigarette for someone else.

## DISCIPLINE for Students

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

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

### EXCLUSION FROM ACTIVITIES:

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

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

SCHOOL GROUNDS: 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.

### ELECTRONIC DEVICES:

The use of electronic communication and entertainment devices are not permitted at school during the school day. Students will turn them over to school authorities and will be referred to the appropriate administrator for discipline. Students are not permitted to carry pagers or beepers at school. To do so is a violation of N.J. Statute 2C:33-19.

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

VANDALISM: Vandalism is the willful or malicious destruction or defacement of property or of personal effects on school property. Any act of vandalism should be immediately reported to the principal or his 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-

- A. The student is responsible for bringing all materials (books, pens, pencils, paper, etc.) necessary to complete his/her assignments.
- B. 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.
- C. 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

- A. No student shall be excused from Saturday School once the parent has accepted the alternative unless extenuating circumstances are approved by the Principal.
- B. 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.
- C. Excused absences from the Saturday School shall be made up on an alternate Saturday.
- D. Community Service Project – with parental consent a student may be assigned to a specific community service in lieu of suspension or Saturday 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**

## **STUDENT DRESS CODE**

### **Philosophy**

Nationally, with the start of the 21<sup>st</sup> 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 student to achieve success in their future endeavors. Attire plays an important role in the workforce and learning how to properly dress is an area that schools must address as part of a student's educational process.

### **Purpose**

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

### **The Dress Code**

A "Dress Code Committee," consisting of students, teachers, administrators, and Board Members, has decided on uniform attire.

#### **Shirt**

There are two design options for the "uniform" shirt:

- 1) A button-down dress shirt purple, gold, black or white, with a collar and long or short sleeves. (No Stripes).
- 2) A polo style of the same four colors, also with a collar and long or short sleeves.

In both cases, the shirt should have **no brand-affiliated logo** (A logo is often associated with a particular socioeconomic status). In addition, **no stripes**, or **designs** can be anywhere on the shirt. As part of the uniform, students may purchase shirts through one of the school uniform vendors. (Shirts purchased from the school vendors can be purchased with or without the Garfield "G" logo, or Garfield High School Monogram) Shirts must 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. (Black pants are no longer allowed)
- 2) A khaki skirt no more than two inches above the knee, may be worn by our female students.
- 3) All students may wear khaki shorts between May 1 and October 1, and also cannot be more than two inches above the knee.

No jeans (of any color), sweat pants, spandex or stretch pants are permitted. Low cut pants that lead to exposure of undergarments or an exposed midriff are not permitted.

#### **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) School-issued warm-up jackets that do not have a hood. (No sweatshirts, with or without a hood)
- 2) A solid-colored "light" jacket without a hood or logo.
- 3) Long sleeve solid color shirts can be worn under the uniform shirt.
- 4) Solid color sweaters over the school uniform. (No hoods or logos)
- 5) A solid color fleece (Without a hood) over the school uniform in one of the following colors: Purple, gold, black, or white. (No logos, stripes or designs are permitted on the fleece unless issued by the uniform vendors)

Additionally, decisions on attire/accessories are prohibited as follows:

#### **Safety**

- Loose and improperly fitted clothing that may get caught on objects or cause tripping.
- 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.
- Sunglasses due to limited vision indoors.
- Footwear that is loose, has untied laces or straps, or does not provide a firm walking surface and good balance. **Flip-flops, slides, bedroom slippers, and beach shoes are not permitted.**

#### **Educational Distractions**

- Fashion designed to exaggerate, emphasize, reveal, or call attention to anatomical details.

- 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.

### **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 and/or building administrator.

Coats, jackets, and hats are not permitted in the classroom and will be required to 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.

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

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

Exceptions to the uniform dress code:

- \* Religious reasons
- \* Cases of hardship will be reviewed on an individual basis
- \* 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.**

### **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.

### **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.

Beginning with the freshman class that entered in the 2006-2007 school year, all prospective candidates must now have at least 25 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.

### **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 who working on the yearbook.

### **THE QUILL**

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

### **OFFICES AIDES**

During a study hall, a student may request to serve as an aide. Aides are responsible students who help in the general office, library, nurse's office and guidance, assisting in general clerical duties and office errands.

**STUDENT ACTIVITIES**  
**2009-2010**

**CLUB / ACTIVITIES**

TIGS - Peer Leadership  
Coop. Ed. Club  
Math Honor Society  
Varsity Club For Boys And Girls  
Poetry Club  
National Honor Society

Technology Student Association  
Drama Club  
Art Club  
Senior Class Advisors  
Junior Class Advisors  
Sophomore Class Advisors  
Freshman Class Advisors  
Cheerleading  
Italian Club  
APBA Baseball League  
Chess Club  
Student Government  
History Club  
T.R.E.N.D.  
The International Thespian Society  
Environmental Club  
Bible Club  
Interact  
Asian Club  
Yearbook (Literary)  
Yearbook (Financial)  
Fishing Club  
Weight Training Club  
Quill  
Math League  
Math Team  
Botany Club

ESL Club

Photography Club  
REBEL  
Ski Club

**ADVISORS**

Mr. Storms  
Ms. Lottermann  
Mr. Katz  
Mr. Dawson  
T.B.A.  
Mrs. Donetz/ Ms. Taylor /  
Ms. Lebow  
Mr. Wisnovsky  
Mr. Hetel  
Mr. Garcia  
Ms. Ferreri / Ms. Cuzzo  
Mrs. Rebori / Mr. Barbier  
Mrs. Kempka/ Mr. Tamweber  
T.B.A.  
Ms. Iannaci  
Ms. Diceglie  
Mr. Sorce  
Mr. Katz  
Mr. Hetel  
T.B.A.  
Mr. Storms  
Mr. Hetel  
Mr. McCrone  
Mr. McCrone  
T.B.A.  
Ms. Manalo  
Mr. Dolci  
Ms. Rebori / Ms. Kenny  
Mr. Tamweber / Mr. Bonanno / Mr. Barbier  
Mr. Mucha  
Mr. Tamweber  
Ms. Maciag  
Mr. Strama  
Ms. D'Angelo / Ms. Caruso /  
Mr. Cook  
Ms. Cuzzo / Ms. Nuttall /  
Ms. Purciello / Ms. Rebori  
Mr. Campeau  
Mrs. Morici-Brown  
Ms. Rebori / Mr. Dolci

GARFIELD BOARD OF EDUCATION  
Garfield, New Jersey

File Code: 525-A Rev.

**STUDENT DRUG AND ALCOHOL POLICY**

The Garfield Board of Education recognizes its responsibility to provide a quality learning environment where the health and welfare of staff and students are safeguarded. One condition which addresses such an environment is the policy regarding alcohol and other drugs. The Board of Education seeks to fulfill its responsibility to the school district, the community and to comply with applicable New Jersey statutes and school law covering the various aspects of the problem.

The Garfield Board of Education, after consulting with the State Department of Health and Education, the Garfield Board of Health, the Garfield Non-Public School Principals, the Garfield Coordinating Council and PTA's, the South Bergen Mental Health Center and local law enforcement officials, has developed the following policy regarding student substance use and upon the state and federal laws which define the parameters for such policies.

The following policies and procedures have been developed with the authority of and in conformity with N.J.A.C. Title 6. N.J.S.A. 18A:1-1, 18A:4-10, 18A:4-1 5m, 18A:4-15, 18A:28-7, 18A:16-2, 18A:35-5, 18A:36-19, 18A:40A, 18A:40-16 and 18A:42-1, 18A:40A-1, 18A:40A-2, 18A:40A-4, 18A:40A-10, 18A:40A-22, 18A:40A-12, 18A:40A-14, 18A:40A-15 and 42 CFR2.

For the purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited in New Jersey statutes: All chemicals which release toxic vapors as defined and prohibited in New statutes.
- B. All alcoholic beverages
- C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The board prohibits the use, possession and/or distribution of any drug or drug paraphernalia 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. Pupils suspected of being under the influence of drugs will be identified, evaluated and dealt with in accordance with the law.

For the purposes of this policy "Chief Medical Inspectors" refers to school physician.

For the purpose of this policy "Core Team" refers to a group of designated high school staff members whose goal it is to provide support and direction for students with drug or alcohol related problems. At the elementary level and middle school level, this goal shall be the responsibility of the administration, school nurse and guidance counselor. Intervention and treatment – referral shall be provided by individuals who are certified by the New Jersey State Board of Examiners as Substance Awareness Coordinators or by individuals who are appropriately certified and trained in alcohol and other drug abuse prevention.

## CURRICULUM AND INSTRUCTION

- A. The Board of Education shall continue to incorporate a drug and alcohol education unit into its health education curriculum as required for secondary school grades in accordance with the Department of Education guidelines, with a minimum of ten (10) clock hours per school year.
- B. The Board of Education shall incorporate into the curriculum for elementary school and middle school grades, drug and alcohol education appropriate for pupils given their age, maturity and grade level, in accordance with existing Department of Education guidelines, with a minimum of ten (10) clock hours per school year.
- C. Programs for drug awareness and education are to be continued and modified by the professional staff of all schools for all grades.

## **POSSIBLE DRUG RELATED SITUATIONS**

- A. Any professional staff member to whom it appears that a pupil may be under the influence of intoxicating drugs on school property or at a school function shall report the matter as soon as possible to the school nurse and the principal. This report shall be made in written form.
  - 1. In the absence of the principal his/her designee shall be notified.
  - 2. In instances where the school nurse or principal are not in attendance the staff member responsible for the school function shall be immediately notified.
- B. The pupil shall be removed to a protective environment for observation and care by the school nurse until his or her parents can be contacted. The student shall not be left alone. The school nurse shall assess the physical state of the pupil. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting in loco-parentis, and as an agent for the parent(s) or guardian(s) and for the welfare of the pupil.
- C. The principal or his/her designee shall make every effort to immediately notify the parent or guardian in order to arrange for an immediate urine screen and medical examination of the pupil. The chief school administrator shall be notified. The examination may be performed by the school physician (or his/her designee) or by a physician selected by the parent or guardian. If the chosen physician is not immediately available, the school physician (or designee) will conduct the screening. If the school physician is not available, the parent, or guardian will be given a choice of appropriate screening facilities. If, after making a sincere attempt to reach the pupil's parent or guardian, the school is unable to make contact, the pupil shall be accompanied by a member of the school staff designated by the principal to the emergency room of the nearest hospital. If the student is resistant, the police may be summoned to assist.
- D. If at the request of the parent or guardian, the medical examination is conducted by a physician other than the medical inspector, such examination shall not be at the expense of the Board of Education. (A chemical screening report form will be provided for the attending physician to complete.) If the pupil is screened by the school physician, or another core team approved facility, the school will assume the cost of the examination.
- E. Provisions shall be made for the appropriate care of the pupil while awaiting the result of the medical examination.
- F. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the principal and the chief school administrator by the examining physician within twenty-four (24) hours. Students may resume attendance at school until test results are received. (6:29-6.5(a)6)
- G. If there is a positive diagnosis from the urine screening indicating that the pupil was under the influence of drugs or alcohol, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return. The report shall include a clean urine screen and be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of 18A:40A-12.
- H. During the time the Guidance Counselor shall meet with the pupil, along with or in addition to the parent or guardian, for the purpose of determining the extent of the pupils involvement with these substances and the possible need for treatment. In order to make this determination the counselor may conduct a reasonable investigation which may include interviews with the pupils, teachers and parents. The counselor may also consult with experts in the field of substance abuse as may be necessary and appropriate. In discussing treatment with the pupil and parents/guardian an assessment may be recommended and/or required by an appropriate drug and alcohol facility. If it is determined that the pupils involvement with

and use of these substances represents a danger to the pupils health and well-being the coordinator shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

- I. The purpose of an assessment shall be to identify the extent of a pupils involvement with Substances. If, through an assessment, it is judged that treatment for a drug or alcohol problem is necessary, the pupil MUST comply with recommendations of the assessment. Attendance at school shall not resume until the recommendations of the assessment are followed. Treatment shall NOT be at the expense of the local board of education.
- J. Even if results of the urine screening are negative, the pupil must meet with the guidance counselor upon returning to school. The school may require additional evaluation at any time for the purpose of determining the extent of the pupil's drug use and its effect on school performance. The determination shall be made in consultation with the building principal, counselor and other school personnel deemed appropriate. In order to make this determination the guidance counselor may conduct a reasonable investigation which may include interviews with teachers and parents. Findings will be discussed with the pupil and their parents/guardian. At this time parents must address the behavioral concerns presented in an appropriate manner approved by the core team.
- K. If the parents/guardians are unwilling to accept an appointment and/or refuse permission for an appropriate agency interview for the student; or, if the student refuses help, the school shall take the appropriate action based upon the facts and upon the advice of the school attorney and medical advisory as outlined by the existing discipline policy which may include suspension or expulsion. Furthermore, a parent's refusal to comply with these regulations shall be deemed in violation of compulsory education and or child neglect laws (N.J.S.A. 18A:38-25 and 18A:38-31 and N.J.S.A. 9:6-1 et seq.)
- L. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A. 18A:404.2.
- M. No records of the student's participation in the drug or alcohol treatment will become part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent", are never to be used in documents referring to a student or in conversations with third parties without a written release signed by the student and/or their parent or guardian. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept confidential in accordance with 408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act, 21 U.S.C. 1175, and implementing regulations, 42 CFR Part 2.

#### STUDENT CONFIDES IN A TEACHER THAT HE/SHE HAS AN ALCOHOL/DRUG RELATED PROBLEM.

- A. The teacher shall encourage the student to seek help.
- B. The teacher shall refer the pupil to the guidance counselor stating their concern for the pupil's health and performance to determine if further pursuance is appropriate.
- C. The guidance counselor shall discuss the suspected behavior with the student in a private and confidential manner.
- D. If the suspected behavior is confirmed, through progress reports and teacher referrals, the student will be encouraged to continue motivational counseling with the inclusion of parents. If it is determined that the pupil's involvement with substances represent a danger or risk to themselves or others, parents must be notified.
- E. Follow steps H through M specified in procedure under Possible Drug Related Situations.

#### TREATMENT

- A. Recognizing that Chemical dependency is a primary and treatable disease, the Garfield Board of Education will assist those families seeking treatment for their children.
- B. If a student will be absent from school due to treatment for chemical dependency, the guidance counselor shall:
  1. Notify building principal and appropriate staff members. (i.e. core team)
  2. Maintain contact with the treatment facility.
  3. Arrange for the student to be designated "Home Instruction" as long as academic instruction is being provided at the chosen treatment facility.

#### STUDENTS RETURNING TO SCHOOL FROM TREATMENT

- A. Students returning to school who have been receiving in-patient care at a drug rehabilitation hospital or facility or are attending an outpatient clinic must report at least once a week to their guidance counselor to discuss their progress.
- B. Any student returning from in-patient care is required to attend and complete an appropriate aftercare program to support rehabilitation. This program must be approved by the core team.
- C. The principal or his/her designee is to be informed whenever such students return to school. Reports regarding the progress of their rehabilitation will be made.

#### STUDENTS SUSPECTED OF POSSESSION OR DISTRIBUTION OF DRUGS IN SCHOOL

- A. When any staff member has reason to believe that a student possesses or is distributing for sale or otherwise, any drug, she/he shall report the matter in writing, to the building principal without delay.
- B. If reasonable grounds concerning possession are indicated, the principal or his/her designee shall be responsible for all necessary investigation pursuant to the Garfield Board of Education's policy concerning locker searches.
- C. The principal shall assess the situation and may contact the parent only if it seems appropriate. (Follow steps B through M specified under Possible Drug Related Situations). The principal may also call the parents in addition to referring the case of the local police with the objective in mind of the removal of any student dealing drugs.
- D. If drugs are being sold on school property, immediate action shall be taken to inform and work with police officials in apprehending the person(s) responsible. Immediate steps shall be taken to confiscate the drugs. Any actions by either the school and police

personnel must protect the legal rights of the suspected individual(s). Due process rights shall be protected in every case and a student's right to be considered innocent shall not be hindered by school personnel.

E. It is the duty of the police, school, authorities, teachers, students and parents to cooperate to ensure that the rights of each individual are respected. If a student is to be questioned by the police, it shall be the responsibility of the school administration to provide private space for interrogation. The principal or his/her representative should be present and every effort should be made to have a parent present. A student need not provide information beyond his/her name, age, address and the purpose of his/her presence at school until a parent and/or a lawyer are present. Students have the same rights in school as out of school to be informed of their legal rights and to remain silent. Also they are to be protected by school officials from coercion and illegal constraint.

#### STUDENTS SUSPECTED OF USE ALTHOUGH NO EVIDENCE OF VIOLATION OF LAW OR SCHOOL REGULATIONS CAN BE FOUND

A. A written referral shall be made to the guidance counselor. The counselor, in consultation with other school personnel deemed appropriate, shall discuss their concern for the student's health and performance to determine if further pursuance is appropriate.

B. The counselor shall discuss the suspected behavior with the student in a private and confidential manner.

C. If the suspected behavior is confirmed, through progress reports and teacher referrals, the pupil will be encouraged to continue motivational counseling with the inclusion of parents. This parental discussion will center on the student's actual behavior as reported. At this time the parents must address these behavioral concerns through an assessment or in an appropriate manner approved by the core team. If the student's behavior poses a danger to themselves or others, parents must be notified.

D. Referrals to outside agencies shall be made by the school counselor. Such assessments shall be at the expense of the pupil's parent(s) or guardian(s) unless otherwise indicated.

E. Follow steps I through M specified in procedures under "Possible Drug Related Situations".

#### 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.

#### INSTANCES INVOLVING ANABOLIC STERIOD USE

A. Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be or to a school counselor, and to the principal or, in his absence, to his designee.

B. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.

C. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal.

D. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a school counselor or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.

E. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

F. Any staff member who reports a pupil to the principal or his or her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified in the N.J.S.A. 18A:40A-13 and N.J.S.A. 18A:40A-14.

#### OUTREACH TO PARENTS

The Board of Education will make available programs regarding "at risk" children as well as information on the district's policy and services provided. Much of this information will be included in handbooks distributed yearly to parents and staff.

#### POLICY REVIEW AND ACCESSIBILITY

This policy shall be reviewed and made available annually to all school employees, pupils and parents. The policy will be distributed to parents and staff as part of the student/parent handbooks each September.

GARFIELD SCHOOL DISTRICT  
GARFIELD, N.J. 07026  
**CHEMICAL SCREENING REPORT**

TO THE ATTENDING PHYSICIAN:

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

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

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

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

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

Date \_\_\_\_\_ Physician Signature \_\_\_\_\_

-----  
**RELEASE INFORMATION**

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

\_\_\_\_\_  
Superintendent of Schools or Administrative Principal

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

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

**GARFIELD SCHOOL DISTRICT DRUG FREE SCHOOL ZONE POLICY**

The school district realizes its responsibility in cooperating with law enforcement officials.

**UNDERCOVER OPERATIONS**

**CONTACTING LAW ENFORCERS FOR INVESTIGATION, SEARCHES, SEIZURES & 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 it's 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.

## POLICE PRESENCE CAN BE REQUESTED AT EXTRACURRICULAR ACTIVITIES CONFIDENTIALITY

Involvement of anyone in treatment is confidential. Records regarding such treatment are not to be transferred.

\*\*\*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.

### **WHO TO CALL IF YOU THINK YOUR CHILD HAS A DRUG PROBLEM:**

Call your child's Guidance Counselor.

### WHY DO TEENS USE DRUGS:

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

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

"Drugs Make Me Feel Good" – This is probably the only legitimate reason for using a drug. The problem is that the first "good" feeling gets harder and harder to duplicate or repeat as tolerance changes with use. CURIOSITY, INSECURITY, BOREDOM, REBELLION, FAILURE, PARENTAL PERMISSIVENESS.

People must learn that there are other, more healthy ways to enjoy life.

### **WARNING SIGNS OF ALCOHOL AND DRUG ABUSE**

Sudden drop in grades (Not just from "C's" to "F's" but from "A's" to "C's".)

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. Change in friends.

No longer involved in same activities.

Unexplained need for money.

Lack of participation in activities or household tasks.

Skipping school or classes.

Vague health complaints (tiredness, headaches, recurring coughs/colds)

Unexplained change in eating habits; sudden weight loss or gain.

Problems with the law, school, neighbors, or poor attitude toward authority.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association holds its regular meeting on the Second Monday of every other month at 7:30 P.M. in the High School Cafeteria. All parent/guardians and students are welcome and urged to become members and support this worthwhile organization.

#### 2009-2010

Meeting Dates:

Monday, September 14, 2009	(Volunteers needed to assist with the Football and Basketball Concession Stand
Monday, November 9, 2009	during home games)
Monday, January 11, 2010	

Monday, March 8, 2010  
Monday, May 10, 2010

If any parent has any further questions, call Mr. Hetel at (973) 340-5010 Ext - 2227.

Dates to remember:

**September 10, 2009: High School Parents Back-to-School Program (This is earlier than in past years.)**

### **No Child Left behind Committee (NCLBC)**

Garfield High School has an established committee known as the No Child Left Behind Committee. As part of Whole School Reform under the State Department of Education, this committee is the “collaborative, decision-making body to improve teaching and learning in the school” by providing advice and input to the school administration. The community members include the principal, teachers, non-instructional support staff, parents, and community members. If you are interested in becoming a member of this committee, please contact the SLC Chairperson, Ms. Botten, at (973) 340-5010.

### **ELEVATOR PROCEDURES**

The below listed procedures are to be implemented regarding the use of the elevator.

Elevator keys are issued to the following staff:

Principal, Vice Principals, Nurse, Custodian (day), Custodian (night), & Director of Facilities

#### **Staff USE – Short Term/Long Term**

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

#### **STUDENT USE**

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

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

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

#### **VISITOR USE**

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

### **FIRE DRILLS**

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

### **NON-AUTHORIZED STUDENT USE**

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

### **ADMINISTRATIVE PROCEDURE – ATTENDANCE POLICY**

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

#### **STUDENTS**

#### **Attendance and Excuses For Secondary Schools**

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. Daily assignments and classroom participation are strong considerations the evaluation 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:

- A. Unify and strengthen faculty's position on attendance.
- B. 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.

#### ADMINISTRATIVE RULES

1. Provided a student submits an approved note from his/her parent or guardian absences from class will not affect course credit as follows:

full-year course	16 absences
semester course	8 absences
quarter courses	4 absences

2. Additional excused absences will be recognized as follows:

- A. A medical excuse signed by a physician or dentist submitted within 5 days of the absence.
- B. A death in the family (a note must be submitted by the parent or guardian).
- C. A religious holiday recognized by the State of NJ (a note must be submitted by the parent or guardian and approved by the principal).
- D. Recommendation of the Child Study Team.
- E. Driver's Test (one day only)
- F. College Visitations (not to exceed 2 in a school year)
- G. Any school sponsored or Board of Education approved activity.

In all cases, evidence would have to be prepared to verify reasons. Every effort should be made by the student and parent or guardian to plan appointments and other activities after regular school hours.

3. Excused absences as listed in Item 2, may be granted any time during the school year. In other words, if a student is ill and under a doctor's care in October, he or she may be excused for the period of time he or she is absent without the loss of any of the absences described in Item 1.

4. If a student is absent beyond the number of days described in Item 1 for which he or she must submit a note from his or her parent or guardian – and the absence is not applicable to the addition excused absence in Item 2 – the absence will be considered unexcused.

5. If a student is absent from class a total of four (4) unexcused absences, he or she will not receive any credit for the course. After a conference with the parent or guardian, he or she will be given the opportunity of remaining in that class as an auditor and therefore, expected to do all class work, or he or she will be dropped from the class and assigned to a study hall. If the student is absent an additional unexcused day from the audited class or study hall, an additional conference will be held with his or her parent or guardians and appropriate action will be taken by the school administrators.

6. School sponsored activities (class trips, conferences, lessons, etc.) that prevent a student from attending or being on time to class, will be considered as an official excused absence.

#### 7. Class Cutting and Tardiness

DEFINITION: TARDY TO CLASS – Arriving up to 5 minutes late to class or being absent from the class without an official excuse.

A. Three (3) incidents of unexcused tardiness to instructional classes will be considered as one (1) cut. A cut is equivalent to an unexcused absence. If a teacher records the absence of a student who is not on the absentee list, and it is determined that there was not a legitimate reason for the absence, then this class absence will be considered a "cut" and also equivalent to one (1) unexcused absence.

B. An approved written note shall be brought in by a student each time he or she is tardy to school.

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-instruction classes.

Excessive tardiness will be referred to, and reviewed by the Attendance Committee detailed in Item 13 – following.

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.

### C. PROCEDURE – CLASS CUTTING

1<sup>st</sup> Cut: Upon determination of the first cut, a form letter will be sent to the parent/guardian and 2 demerits are assigned to the student.

2<sup>nd</sup> Cut: Any student cutting class will receive a loss of credit for that class after the 2<sup>nd</sup> cut and will be assigned an additional 2 demerits. Any additional cuts in any class will result in automatic denial of any pending appeals for loss of credit as well as disciplinary action.

8. Attendance records of students demonstrating poor attendance patterns will be reviewed by the Attendance Committee (detailed in Item 13, following) 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 10<sup>th</sup> absence.

9. Students who are eighteen (18) years of age and older may write their own notes with parental approval as provided for in Item 1, (they must complete the appropriate forms.) Letters indicating attendance status will be sent to the student. All other provisions of this policy will apply.

10. If a student is suspended from school for any number of days, an administrative decision will be made concerning the effect of the suspensions as it relates to the Attendance Policy.

11. 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.

12. An Attendance Committee shall be established to review all student attendance information, provide improvement strategies for students demonstrating poor attendance patterns and to hold a hearing to determine whether or not an individual student has violated the provision of the Attendance Policy. The Attendance Committee shall be composed of professional staff members. **Any final decisions made by the Attendance Committee must be approved by the Principal.**

13. 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.

14. Summer School Remediation: Students who have lost credits in a class and have not been granted an appeal will be required to complete the course in a recognized and approved Summer School Program.

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

1. Be presented with written notice, including an adequate formulation of the subjects and issues involved in the case no later than ten (10) days prior to the hearing.
2. Be afforded the opportunity to present the facts of his or her case and explanation for his or her actions. In addition, the student shall be permitted to rebut adverse evidence.

After reviewing the information and complying with the due process requirements detailed in 13.1 and 13.2, the Attendance Committee will inform the student, student's parent/guardian, classroom teacher, department head and principal of its decision and recommendations. If the Attendance Committee renders a decision adverse to the student, the student shall then have the right to petition the Superintendent of Schools to accept his or her appeal. If the Superintendent accepts this discretionary appeal, the student shall be afforded the opportunity to have counsel present.

If the Superintendent affirms the decision of the Attendance Committee, the student shall have the right to petition the Board of Education to request an appeal. If such discretionary appeal is granted, the student shall be afforded the opportunity to have counsel present.

If the Board of Education accepts the appeal and renders a decision, such decision shall be final and administrative remedies shall be exhausted.

If a discretionary appeal is denied; by either the Superintendent of Schools or the Board of Education; the student shall receive a short written explanation stating the grounds for such denial.

GARFIELD HIGH SCHOOL  
**GRADUATION REQUIREMENTS**

N.J.A.C. 6:8:4.2

I. The Board of Education has the legal responsibility/obligation for adopting policies and procedures for high school graduation requirements.

Authority: N.J.A.C. 6:8:-4.2 (A2)

II. 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.

III. The requirements for high school graduation shall be met by compliance with the high school attendance policy, successfully passing the New Jersey High School Proficiency Assessment in Language Arts Literacy and computation skills; and satisfactory completion of work and studies including proficiencies, representing the instructional program assigned to grades nine through twelve including as a minimum:

**GRADUATION CLASS OF 2006 AND ALL THAT FOLLOW**

Each typical candidate for graduation shall have earned at least 120 credits.

**REQUIRED**

* English	4 credit years	20 credits
Mathematics	3 credit years	15 credits
Science	3 credit years	15 credits
Soc. Studies/History	3 credit years	15 credits
*Phys. Ed./Health/Safety/ Fam. Liv.	4 credit years	20 credits
Fine/Practical/Performing Arts	2 credit years	10 credits
World Language	1 credit year	5 credits

\* re: 1 credit year (5 credits) for each year of enrollment  
Career Exploration will be "infused" across the curriculum.

**EACH TYPICAL CANDIDATE FOR GRADUATION SHALL HAVE EARNED AT LEAST 120 CREDITS.**

**ELECTIVE:**

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

IV. Commencing in September 1982, and there-after, each entering ninth grade pupil and his/her parent/guardian shall receive a copy of these high school graduation requirements. In addition, at the beginning of each course required for graduation in 1985 and there after a list of proficiencies required for successful completion of that course shall be given to each entering ninth grade pupil and his/her parent/guardian.

V. Alternate programs for students who have been identified as per N.J.A.C. 6:8-4.2 (d) 1. and other Plan B. Permissible programs, shall have approved specific criteria and proficiencies on file in appropriate school offices.

VI. 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.

VII. The Board of Education's High School Policy is part of the graduation requirements.

VIII. Promotion/Retention Policy

25 credits to enter Grade 10  
50 credits to enter Grade 11  
80 credits to enter Grade 12

TOTAL CREDITS FOR GRADUATION 120 CREDITS

Grade 11 – High School Proficiency Assessment (H.S.P.A.)

Every high school student is required to pass this test prior to graduation.  
Mandated by the New Jersey Department of Education.

## EXAMINATION POLICY

### I. EXAMS:

- A. There shall be a final exam in each quarter subject and semester subject.
- B. There shall be a mid-term exam in each full-year subject.
- C. There will be a final exam in each full-year subject.

### II. EXEMPTIONS:

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

### III. FORMAT:

#### A. Quarter Subject Exams:

- 1. Content shall be prepared by the teacher.
- 2. Length shall be one period.

#### B. Semester Subject Exam:

- 1. Content shall be prepared by the teacher.
- 2. Length shall be two periods.

#### C. Mid-Term Exam:

- 1. Content shall be prepared by Departments to align with the NJCCCS.
- 2. Length shall be two hours
- 3. Exam grade shall be combined with the final exam grade.

#### D. Full-Year Subject Final Exam:

- 1. a. Content shall be prepared by Departments to align with the NJCCCS.  
b. Length shall be two periods.
- 2. a. Value shall be determined by combining the mid-term exam grade and the final exam grade and the resulting average shall be equal to 1/5 of the final grade for the year. (i.e.: a fifth quarter grade)  
b. In Physical Education the grades received for the September Fitness Test and the June Fitness Test shall be combined and the resulting average shall be equal to 1/4 of the final grade for the year.

### IV. NOT PRESENT FOR EXAMS:

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

- NOTE:
- 1. Students deficient in more than 10 required credits toward graduation will not be give the privilege of participating in the graduation ceremony.
  - 2. a. Properly counseled, each 9<sup>th</sup> grade student should take no less than four (4) academic solids; Health/Physical Education.

\* Students enrolled in the H.S.P.A. basic skills may have their schedules adjusted according to the number of basic skills classes being assigned.

b. A 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade student should take no less than four academic solids; Health/Physical Education; and an elective totaling 30 credits each year. However, students who can handle a full schedule should be encouraged to take an additional 5 credit academic solid or elective – each year.

- 3. As per current N.J.S.I.A.A. guidelines, in order to participate in Athletic and Extra Curricular Activities:

#### a. Fall/Winter

All students must have passed at least 27.5 credits during the previous school year.

Incoming students from the Middle School (8<sup>th</sup> grade) have no Fall/Winter credit requirement as a 9<sup>th</sup> grade student.

#### b. Spring:

In order to participate in spring activities:

All students must have passed 13.75 credits during the first half of the school year, ending January 24<sup>th</sup>.

<u>GRADE LEVEL</u>	<u>SEMESTER</u>	
	<u>1<sup>ST</sup></u>	<u>2<sup>ND</sup></u>
9	*00	13.75
10	27.5	13.75
11	27.5	13.75
12	27.5	13.75

**GUIDANCE DEPARTMENT**

**COLLEGE ACCEPTANCE REQUIREMENTS**

**16 ACADEMIC CREDITS OR CARNEGIE UNITS**

	<u>Credit Years</u>		<u>Credit Years</u>	
<b>English</b>	<b>4</b>	<b>Social Studies/History</b>	<b>3</b>	
		World Cultures		US History I
		US History II		
<b>Mathematics</b>	<b>3</b>	<b>Foreign Languages</b>	<b>2</b>	
Algebra I				
Algebra II		<b>Academic Electives</b>	<b>1</b>	
Geometry		Choose From:		
<b>Sciences</b>	<b>3</b>	Law & Economics		
Environmental/Earth Science		Human Growth & Development		
Biology/Lab		Foreign Language 3 <sup>rd</sup> Year		
Chemistry/Lab		Advanced Math		
Physics/Lab		Calculus		
*Must include 1 lab sciences		Computer Science		
(6 credits each)		Pascal II		
<b>Physical Education</b>	<b>4</b>			
(non-academic)				

**STUDENT VIDEO / PUBLICITY RELEASE FORM**

During the course of the regular school year, students participate in various curriculum programs, contests, plays and field trips. Therefore, pictures of our students are often taken to capture these moments in time that showcase a host of activities available in each school. We are currently requesting your permission to share sanctioned multi-media photos of your child(ren) with the public for communication and/or publicity purposes.

I hereby grant permission by my signature on the permission form to the Garfield Board of Education to use the name or photograph of my son/daughter for communication and/or publicity purposes, including newspapers and Garfield School District newsletter.

This use excludes the Garfield School District Internet Website. My permission shall remain in effect unless later withdrawn by me and communicated to you in writing.

**ASBESTOS MANAGEMENT PLANS**

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).

**AFFIRMATIVE ACTION POLICY**

The Garfield Board of Education will continue to support its Affirmative Action Resolution of June 23, 1988, 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.

**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.

### **SCHOOL AND CLASSROOM PRACTICES**

In implementing affirmative action, the district shall carry on:

A. 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;

B. 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.

These topics are included in the pupil and instruction policies of the district at #5145.4 equal educational opportunity, #6121 Affirmative action, and #6145 extracurricular activities.

### **CONTRACT/EMPLOYMENT PRACTICES**

The district directs the superintendent to ensure that appropriate administrators implement the district's affirmative action policies by:

A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils.

B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or non-applicable handicap; holding in-service programs on affirmative action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #3320, #4111.1 and #4211.1.

### **HANDICAPPED**

In addition to prohibiting educational and employment decisions based on non-applicable handicapping condition, the district shall, as much as feasible, make facilities accessible to handicapped pupils and employees as intended by IDEA and Section 504.

### **AFFIRMATIVE ACTION OFFICER(S)**

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.

Date: January 22, 1997

Review/Revised: September 21, 1999

### **Inquiries regarding compliance may be directed to:**

Affirmative Action Co-Directors

Ms. Tana Raymond  
# 8 School  
(973) 340-5038

OR

Mr. Nicholas Perrapato  
Superintendent of Schools  
125 Outwater Lane  
Garfield, New Jersey 07026  
(973) 340-5000

Mrs. Chris Kotwica  
# 5 School  
(973) 340-5035

Mr. Alan Cirello – 504 Officer  
Child Study Team  
541 Palisade Avenue  
Garfield, New Jersey 07026  
(973) 340-5000

## AFFIRMATIVE ACTION/SEXUAL HARASSMENT

### GRIEVANCE PROCEDURE

File Code: 4111.1

#### 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.

Date: January 22, 1997

Reviewed/Revised: September 21, 1999

File Code: 4111.1

## 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.

## STUDENT IDENTIFICATION RULES

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

Consequences for not wearing I.D. Badge:

1<sup>st</sup> Offense – will be issued AM Detention.

2<sup>nd</sup> Offense - Student will be issued an AM Detention, and be sent to the Disciplinary Office for a parent to be contacted.

Habitual Offender – Student will receive Saturday School / parent conference., or Suspension.

NON-SMOKING AND SUBSTANCE ABUSE POLICY File Code 5131.61

The Board recognizes that the misuse of some substances is a serious problem with legal physical and social implications for the whole school community. As educational institutions, schools should strive to prevent substance abuse and help substance abusers by educational, rather than punitive, means.

For purposes of this policy, "substances" shall mean

- A. All dangerous controlled substances as so designated and prohibited in N.J.S.A. 24:21-1 et seq;
- B. All chemicals which release toxic vapors as defined and prohibited in N.J.S.A.2A:170-25.9;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy;
- E. Soft drugs meaning marijuana or alcohol;
- F. Hard drugs meaning prescription drugs, pills, heroin, cocaine, etc.
- G. Tobacco products

The Board prohibits the use, possession, and/or distribution of any substance paraphernalia on school premises, at any event away from the school premises that is sponsored by this board, and on any transportation vehicles provided by this Board. Pupils or staff suspected of being under the influence of substances will be identified, evaluated, and reported in accordance with law.

The Garfield Board of Education hereby adopts the following legislative findings and declarations, pursuant to N.J.S.A. 26:3D-15, et. Seq.:

File Code: 5131.61

The Legislature finds and declares, that the resolution of the conflict between the right of the smoker to smoke and the right of the nonsmoker to breathe clean air involves a determination of when and where, rather than whether, a smoker may legally smoke. It is not the public policy of this State to deny anyone the right to smoke. However, the Legislature finds that in those institutions providing education or training affected by this act the right of the nonsmoker to breathe clean air should supersede the right of the smoker to smoke. In addition to the deleterious effects upon smokers, tobacco smoke is (1) at least an annoyance and a nuisance to a substantial – percentage of the nonsmoking public, and (2) a substantial health hazard to a smaller segment of the nonsmoking public. The purpose of this act, therefore, is to control smoking on the premises of schools, colleges, universities and professional training schools, except in designated areas.

Therefore, smoking of tobacco is prohibited anywhere in any Board of Education buildings, except as part of a classroom instruction or a theatrical production. Further, smoking is also not permitted on school grounds, in the stadium during the school day, on school buses, during an emergency evacuation or at school entrances/exits during the school day.

Students violating any provision of this policy will be subject to a one day In-School Suspension for a first offense. Second offenses will result in a two-day In-school Suspension. Third offenses will result in a three-day In-School Suspension.

Faculty or staff violating any provision of this policy will be subject to a disciplinary action, which may include a reprimand, suspension, dismissal or any other action deemed appropriate by the Superintendent.

The Superintendent or his designee may order any person smoking in violation of this policy to comply with the provision of this policy. The Superintendent, in his discretion, is authorized to sign a complaint against any person violating this policy, in accordance with the provisions of N.J.S.A. 26:3D-20(a), whether such a violation is a first, second, third or subsequent violation of this policy.

In accordance with N.J.S.A. 26:3D-18, a sign indicating that smoking is prohibited in the building shall be posted at every public entrance to each school within the district. The sign will also indicate that violators are subject to a fine. Every sign required by this section shall be located so as to be clearly visible to the public and shall contain letters or a symbol which contrast in color with the sign.

Policy No. 3515.1

The Board of Education believes that the right of persons to smoke must be balanced against the right of non-smokers to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging their health, the Board prohibits smoking in all school district buildings for 24 hours a day and on school grounds during the hours of 6:00 am to 4:00 pm while school is in session. For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco.

Notice of this policy will be given at each school 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. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

## 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:

- \* Copying, faxing, text messages, duplicating or exchanging assignments that will each be turned in as "original"
- \* Using information from stolen tests or answer keys.
- \* Writing formulas, codes, or keywords on your person or objects for use on a test or quiz
- \* Using programmed material in electronic devices when prohibited
- \* Exchanging answers with others (either give or receive answers)
- \* Taking someone else's assignment and submitting it as your own
- \* 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)
- \* Taking credit for group work, when little contribution was made.
- \* Assisting others to cheat
- \* Not following additional, specific guidelines on cheating as established by a department, a class, or certain teacher.
- \* Intentionally falsifying or inventing any information, data, or citation in an assignment.

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

### FIRST OFFENSE

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

### SECOND OFFENSE

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

### THIRD OFFENSE

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

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

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