

September 2023

Dear Parents / Guardians / Families,

The Elementary School Handbook is prepared to assist families with information concerning school policies and school activities. Students in the 21<sup>st</sup> century must compete on a world stage as they analyze, synthesize, evaluate, and communicate information and ideas.

For the school district's educational vision to be implemented, family participation is critical. Your involvement greatly affects each child's academic development and sets the example.

The Garfield Board of Education has put forth an enormous effort in assuring curriculum and facilities are of the highest caliber. The curriculum continues to change and evolve, addressing the district requirements. The dedication of the administration, faculty and families working together will continue to create an educational environment to insure each child a variety of intellectual experiences.

We urge you to take an active role with Home and School Associations as well as various other established committees. Your valuable perspective will impact directly on the future courses and opportunities enabling each student to reach his/her fullest potential.

We look forward to the upcoming school year and encourage you to keep current with educational trends. The Garfield School System will continue to cultivate an appreciation of cultural and aesthetic values so that each student can make choices indicative of a knowledgeable and contributing member of our democratic society.

Sincerely,  
Nicholas L. Perrapato  
Interim Superintendent of Schools

**BOARD OF EDUCATION**

**Mr. Jorge Ramos, President**  
**Ms. Alea Sanchez, Vice President**  
**Mr. Michaelangelo Mallelo**  
**Mr. Richard Derrig**  
**Ms. Lindita Agastra**  
**Mr. Alban Gaba**  
**Ms. Kathy Grzywnowicz-Muniz**  
**Mr. Dane Lio**  
**Mr. Daniel A. Taylor, Jr.**

**ADMINISTRATIVE OFFICES**

**Mr. Nicholas Perrapato, Interim Superintendent of Schools**  
**Dr. Giovanni Cusmano, Business Administrator**  
**Ms. Kathleen Derych, Asst. Business Administrator**

**District Directory**

<b>PRINCIPAL</b>	<b>PHONE NUMBER</b>
<b>#4 – Mr. Jeffrey Wilson</b>	973-340-5034
<b>#6 – Ms. Doreen Velardi</b>	973-340-5036
<b>#7 – Dr. Charles Bonanno</b>	973-340-5037
<b>#8 – Ms. Kathy Mazzola</b>	973-340-5038
<b>#9 – Ms. Sally Bulger</b>	973-340-5039
<b>#10 – Ms. Jennifer Alfonso</b>	862-306-7190

<b>DEPARTMENT</b>	<b>PHONE NUMBER</b>
<b>Director of Curriculum, Alexandra Bellenger</b>	973-340-5000 ext. 2307
<b>Director of Special Services, Beth Tecchio</b>	973-340-5000 ext. 2022
<b>Director of Guidance, Dawn Donetz</b>	973-340-5000 ext. 2028
<b>Director of Athletics, Michael Alfonso Jr.</b>	973-340-5000 ext. 2227
<b>Federal Programs Supervisor, Kerri Taylor</b>	973-340-5000 ext. 2029

<b>Technology Integration Supervisor,</b> Deborah Rigoglioso	973-340-5000 ext. 2231
<b>Registrar-</b> Ms. Barbara Rigoglioso	973-340-5000 ext. 2316
<b>Affirmative Action Administrator,</b> Nicholas Perrapato	973-340-5000
<b>District Anti-Bullying Coordinator,</b> Jessica Ribaudo-Piskuloski	973-340-5000 ext. 3297
<b>Truancy Officers,</b> Arlene Patire & Margo Derrig	973-340-5000 ext. 2315

### **MISSION STATEMENT**

The Garfield school district is comprised of approximately five thousand students housed in seven elementary schools, one middle school, and one high school. In addition, the district also offers PreK education to three and four-year-old children in various locations in the city.

Our district is proud to represent a culturally diverse population that shares a partnership with the families and school community. Our students learn to collaborate with their peers in a diverse environment that promotes creativity and fosters tolerance, respect, and acceptance.

In an effort to support the individual learning styles and needs of our students, the Garfield District offers a variety of programs. These programs include various Special Education programs, Gifted & Talented, STEAM, Honors Courses and Advanced Placement courses.

The district is committed to implementing a curriculum based on the NJ Learning Standards. The curriculum is continually revised based on multiple data sources, assessment scores, as well as teacher and student input. Professional

development for staff is essential to support instruction and learning in our classrooms. The district strives to provide professional development to staff that is collaborative, job embedded, content focused, models best practices, and provides coaching and expert support.

At the current time, Reader's & Writer's Workshop is prevalent in all schools. Workshop is a framework for reading & writing instruction that provides students with a supportive environment that allocates time for students to read & write authentically, with some student choice and involves them in authentic experiences that focus on the strengths and needs of each individual student. Literacy and the development of lifelong readers are of the utmost importance and all efforts are being made to seek and implement the best practices that will lead to increased student achievement.

Our district sets goals each year that are aligned with student achievement, school culture and climate, as well as communication and parent involvement. We are committed to believing in each student and strive to work together with parents and the community to make every Garfield student achieve their fullest potential.



### **GOALS**

- To develop an environment which addresses each student's unique nature and learning ability.
- To provide the most effective way of delivering quality education to enable each student to achieve their fullest potential.
- To develop a learning environment which is accepting of and has an appreciation for the cultural diversity of students, staff, and community.

- To encourage creative expression and the recognition of communicative, practical, and aesthetic arts.
- To provide opportunities for the development of each student's character, sense of self-worth, respect for authority, and knowledge of their mental, physical, and emotional health.
- To develop an opportunity for the application of ever-changing technology
- To encourage staff members to utilize opportunities to keep current with new trends in education.

### **ADMISSION OF PUPILS**

Children who start Kindergarten in the Garfield Public Schools must be (5) years of age on or before **OCTOBER 1<sup>st</sup>** of the current year. Children entering Grade 1 must be (6) years old by **OCTOBER 1<sup>st</sup>** of the current year.

### **ELEMENTARY REGISTRATION DONE ONLY BY THE ACTING CENTRAL REGISTRAR**

Barbara Rigoglioso | 973-340-5021

### **PRE-K REGISTRATION DONE ONLY BY ELAINE WICH 973-253-6600 EXT. 6601**

### **STUDENT TRANSFERS**

Parents must give the Central Registrar at least (3) days' notice in writing when a pupil is leaving school. **A transfer record will then be prepared by the Registrar's Office.**

### **ATTENDANCE**

**Should a student be absent or tardy for any reason, please be sure a parent calls the school prior to 9:00am.** A robo-call will be made.

"Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he cannot benefit from instruction in the school or that that bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be construed as permitted the temporary or permanent exclusion from school by the board of education of any district of any child between the ages of five and 20, except as explicitly otherwise provided by law." **18A:38-26.**

Regular attendance and promptness are essential to maintaining academic growth. All students are expected to be in attendance on each day that school is in session. Pupils shall be subjected to the school district response for absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. "An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent 16 or more school days, whatever the reason for the absence, except those absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. "

Regular attendance is expected of all students to attain academic success at the grade level. Excessive absences can lead to retention. (ONLY RELIGIOUS HOLIDAYS ARE RECOGNIZED AS EXCUSED ABESENCES) Excessive tardiness may have a detrimental effect upon the academic performance and grade of your child. It is the duty of the school officials to be certain that a child's absence is justified and does not violate State Law.

## **LATENESS**

Students are expected to arrive at school by 8:45 A.M. Students arriving after this time are considered tardy. If a student is late, he/she reports to the office for a pass to class. Please be reminded that every tardy is a loss of valuable instructional time for your child and every effort must be made to have your child arrive on time.

### **Truancy officers will be notified:**

- When 3 tardiness have accumulated and every 3 thereafter Excessive tardiness will equal absences
- When a student is absent 3 consecutive days without contact with the school
- Absences prior to the end of Trimester 1 are 5
- Absences prior to end of Trimester 2 are 10

Authorized reasons for absence include the following:

1. Religious holiday (parent's note)

If a student is absent from school, parents are requested to report the child's absence by calling the Office of the Principal. After every absence, including those for which excuses have been telephoned to the school, the student must bring in a written excuse to his/her teacher. This note should include the date of absence, the reason for absence, and the signature of the child's parent/guardian.

*EXAMPLE:* Dear (teacher's name) Date \_\_\_\_\_ :  
Please excuse my child (child's name) for being absent from school on the following day(s). He/she was not in school because (reason).  
Sincerely,  
(Signature of parent/guardian)

## **STUDENT ARRIVAL AND DEPARTURE**

**ARRIVAL:** Elementary students must not arrive at the school grounds before 8:25 AM. Students arriving earlier are prone to having accidents and other mishaps while unsupervised.

**DEPARTURE:** Students leave school grounds immediately after dismissal time unless being detained for tutoring, detention, or participation in extra-curricular activities.

**EARLY PICK-UP:** Parents requesting their child be excused from school before the school day ends must send written verification in advance signifying the reason, time and who will pick up the student. Justifiable reasons may include medical or dental appointments that cannot be scheduled outside of school hours, medical disability, family emergency or a court appearance. The adult picking up must present proper identification.

**DISMISSAL:** Under no circumstances will any student be permitted to leave the school unless accompanied by an adult with proper identification and a valid written reason consistent with the New Jersey School register. Students will only be released with the above and the approval of the school Principal.

## **VISITOR'S RESPONSIBILITIES**

FOR THE SAFETY OF THE CHILDREN, **ALL VISITORS** ARE REQUESTED TO MAKE AN APPOINTMENT AND MUST REPORT TO THE MAIN OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL BUILDING.

The visitor will then record his/her name and proper identification with security and state the nature of the visit and the person they wish to see. Visitors are NEVER permitted to go to any classroom

to see a student or teacher without first obtaining permission from the Main Office.

### **SCHOOL CLOSINGS**

If the Garfield Public Schools will be closed due to inclement weather or for any other emergency, the following measures will be provided to inform parents and students.

1. Community Notification System (**KEEP PHONE NUMBERS CURRENT**)
2. Garfield website: [www.gboe.org](http://www.gboe.org)
3. Local news channels

\*Parents **SHOULD NOT CALL** the school, the **Board of Education**, or **Police Department** for information about school closings. These lines must remain open for emergency calls.

**NOTE:** Every child should be made aware as to where he or she should go in the event that parents are not home, and school closes due to an emergency.

### **DELAYED OPENING**

As a result of severe inclement weather or other emergencies, school opening will be delayed until 10:00 AM. Students report at 10:00 AM. Lunch **will be served**. Dismissal will be at the regular time, 2:45 PM.

### **ONE SESSION DAY**

Students report regular time. **Lunch will be served**. Dismissal is 1:05 PM.

### **EMERGENCY CARDS**

Emergency cards are kept on all students. IT IS OF THE UTMOST IMPORTANCE THAT THEY ARE KEPT UP TO DATE so the school can contact parents or guardians in the event of an emergency that concerns your child.

Parents are requested to provide their home, cell, and business address and telephone number so that they can be reached anytime during the school day. The name, address, and telephone number of another responsible adult (family or friend) is also requested if the parent or guardian cannot be reached. A parent must sign ALL cards.

### **PARENT PORTAL**

You will receive information for the Parent Portal site. This should be checked weekly. Some information available on this site is as follows:

- Grade Book
- Report Cards
- Food Services
- Important Documents
- Schedules
- Discipline
- Letters

### **MEDICATION**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescription medicine to a student during school hours will only be permitted when failure to take such a medicine would jeopardize the health of the student and he/she would not be able to attend school if the medication were not available during school hours. For the policy "medication" shall include all medicines prescribed by a doctor.

It is of the utmost importance that parents alert the school concerning any medical problems that affect your child. Please inform the principal and school nurse if your child has any type of illness, allergy, or general health problems. This VITAL information will enable us to handle a medical emergency.

Any medication required by students must be left in the nurse's office and administered during the school day as per the following Board of Education policy:

In order to administer prescription drugs in the school, both of the following are necessary:

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

According to the State Mandate, the certified school nurse or parent/guardian is the only person permitted to administer medication in the school. Therefore, if for any reason 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 your school nurse.

#### **PARENT-TEACHER CONFERENCES**

It is vital that teachers and parents communicate their concerns regarding student progress. To comply with this need, regular conferences are scheduled. There are also times that a teacher will ask a parent or guardian to come to the school to discuss an important matter that concerns their child. These conferences are held between 2:45-3:15 PM (Mon.-Thurs.). If a parent requests to confer with a teacher or the principal, an appointment must always be arranged in advance.

**\* IT IS CRUCIAL PARENTS/GUARDIAN ATTEND SCHEDULED CONFERENCES DURING 1<sup>ST</sup> TRIMESTER.**

#### **REPORT CARDS/GRADING**

Report cards in grades Kindergarten through 5 will be issued on specific dates as indicated in Board of Education policy.

ACADEMIC PROGRESS is graded as follows:

- 100-95 Exceeding Standards (ES)
- 94-80 Meeting Standards (MS)
- 79-65 Approaching Standards (AS)
- 64-0 Needs Support (NS)

#### **BENCHMARKS/PROGRESS INDICATORS (ELL)**

- 4- Proficient
- 3- Developing
- 2- Beginning
- 1- Unsatisfactory

A student who is in the English as a Second Language Program (ESL) also known as an English Language Learner Program (ELL)\*\* will receive a separate progress report in addition to the regular classroom report card.

#### **PROMOTION AND RETENTION**

The Board recognized that the personal, social, and physical educational growth of children varies.

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement that is in harmony with his/her own development.

Such a pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when he/she has:

1. Completed the course requirements at the presently assigned grade.
2. Demonstrated proficiency to move ahead to the educational program of the next grade.
3. Demonstrated the degree of social, emotional, and physical experience in the next grade.

#### **REASONS FOR RETENTION**

**Grades K, 1, 2, and 3:** Consideration for retention will be made when one or more of the following have occurred:

1. NS in either reading, language arts, math, or physical education.
2. NS in two of the remaining academic areas (Social Studies, Science, Health)

3. Scored a functional reading level more than one grade below his/her required instructional level
4. Has not demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade level.
5. Excessive absenteeism (16 or more days): It is assumed that this absenteeism has caused the student to miss enough presented materials to preclude his/her success in the successive grade level.
6. Review and analysis of Norm-Referenced and State Mandated testing results shall be considered when the possibility of retention exists.

**Grades 4 and 5:** Consideration for retention will be made when one or more of the following have occurred:

1. NS in two or more academic areas (reading, math, science, social studies, and language arts) or NS in physical education.
2. Has not demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade level.
3. Excessive absenteeism (16 or more days): It is assumed that this absenteeism has caused the student to miss enough presented materials to preclude his/her success in the successive grade level.
4. Review and analysis of the Norm-Referenced and State Mandated testing results shall be considered when the possibility of retention exists.

**PROCEDURE FOR POSSIBLE RETENTION**

When retention is being considered, the teacher shall confer with the principal and other staff members involved with the student. The parents or guardians shall be invited to a meeting with the teacher, Principal, and other appropriate staff members at a parent-teacher conference for discussion of the matter. This discussion shall consist of an explanation to the parents/guardians of the student's proficiency level, the student's ability to achieve, and other factors influencing the decision. Goals will be set. The principal shall make his/her recommendations to the Chief School Administrator as

to whether the student will be retained in that grade. The decision shall be based on recommendations of the teaching staff, evaluation of student progress in remedial programs, and the judgment of the principal. Final decisions regarding retention shall be made two weeks prior to the closing of school.

**PROGRAM  
TITLE I**

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

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

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

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

The Garfield Board of Education has a district Parent and Family Engagement policy to guarantee the consultation requirement. At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with Title I funds. Parents will be informed of the Title I regulations at each school's Back to School Night. The district

policy will be distributed to parents of participating Title I children, to the extent possible, in a language the parents understand. Additionally, the Federal Programs Supervisor is available to speak to, or meet with, any parent, by appointment, who has questions or concerns regarding their child's education.

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

Garfield School District Parental Involvement Policy: [Garfield School District Title I Policy](#)

Garfield School District Parent School Compact:

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

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

Garfield School District Parent's Right to Know Letter:

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

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

### **BASIC SKILLS PROGRAM**

All K-12 schools in our district have Schoolwide Title I Programs. Basic Skills Improvement Program teachers provide collaborative instruction in Reading/Language Arts and Mathematics in the classrooms thereby reducing the student to teacher ratio in

half. Additionally, all BSIP teachers are certified in Wilson Reading System Level I and are certified to provide Wilson Reading Remediation as indicated by the I&RS team's recommendation.

### **ENGLISH AS A SECOND LANGUAGE PROGRAM**

English As a Second Language, Sheltered Instruction, High Intensity ESL, and Newcomer Programs are for students limited in English proficiency. Students are selected for the programs based on a Home Language Survey, records review, statewide test, and other multiple indicators.

English Language Learners are retested yearly to determine eligibility and progress. ELL students receive daily instruction to better understand, speak, read, and write English, and to assist all ELLs to achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet. Our High Intensity program for grades 6-12 allows for students to be grouped based on similar ELP levels. At the elementary level, K-5, our Sheltered Instruction (SIOP) program allows general education teachers to provide multiple visual cues and other supports in the classroom in addition to an ESL teacher seeing them daily. Newcomer programs are provided for students who qualify. We also monitor English Language Learners for a minimum of 2 years after they have exited the program to ensure they are achieving success.

### **DEPARTMENT OF SPECIAL SERVICES**

The Child Study Team is comprised of School Psychologists, School Social Workers, Learning Disability Teacher Consultants, and Speech & Language Specialists. These team members utilize standardized testing assessments to determine if a student may have a learning disability in one or more areas such as cognitive, academic, language, behavior, or articulation.

Students having extreme academic, emotional, or social problems may be referred to the team for testing and evaluation. The IEP Team then evaluates students to determine if they have a learning disability and in what area(s) they may be deficient which is



impacting their functioning in the classroom setting according to NJAC Title 6A, Chapter 14. Results are then discussed at an IEP Team Meeting which is made up of Child Study Team members, principal, teacher(s), and parents.

Parents are strongly advised to cooperate with the recommendations of the IEP Team in order to provide the child with the opportunity to learn in an environment conducive to his/her needs.

### **STUDENTS RIDING A SCHOOL BUS**

Riding the school bus is a privilege accorded by the Garfield School District. Busing to school is based on NJAC Title 6A and/or a student's disability according to NJAC, Title 61 Chapter 14. This privilege can be denied by any student whenever it is determined that their activities present a safety hazard to other riders, or when the bus driver determines that his/her attention must be diverted from the safe operation of the bus to the control of the students. The Child Study Team Director will determine the final decision for bus privilege. The district is in the process of informing parents of their child's bus route through Parent Portal.

### **FIELD TRIPS**

Pupils are taken on field trips ONLY WITH A WRITTEN PERMISSION OF A PARENT OR GUARDIAN. When a trip is planned, permission slips are sent home to inform the parents of the date of the trip. These slips must be returned to the school with the required signature. For the safety of all children involved, disruptive students will not be able to attend at the discretion of the principal.

### **TEXTBOOKS/WORKBOOKS**

All textbooks and workbooks are property of the Garfield Public Schools and are on loan to students for use during the school year. The students are responsible for keeping all books in good condition so that they are suitable for future use.

The following points are applicable to text/workbooks:

1. All books must be covered with heavy paper bags, plastic, or other durable material suitable for covering. NO SELF-ADHESIVE BOOK COVERS ARE PERMITTED.
2. The student's name and grade or homeroom number must be recorded in the book.
3. DAMAGES to text and workbooks due to student negligence will result in book fines on the evaluation of the teacher or principal.
4. The student must pay for all lost/damaged text or workbooks. This cost will be determined by the principal.

### **LOST AND FOUND**

Inquiries for lost items should be made in the Main Office. It is the responsibility of parents to stress the value of honesty to children to increase the chance of lost items being returned and to make certain that the children do not bring valuable jewelry and sums of money into the school. When possible, your child's belongings should be labeled.

### **FIRE DRILLS AND EMERGENCY EVACUATION DRILLS**

Fire drills/Emergency drills are conducted regularly throughout the school year to ensure the safety of the students and the school personnel. Classes leave the building at the sound of the alarm through exits designated by the principal. Teachers are instructed to conduct a roll call after all students have exited from the building. Any student not in class at the time of the drill for any reason will exit the building with the nearest class. That teacher will then notify the proper authority figure.

### **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 40CFR 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 40CFR 763.84 (c) and 763.93 (e) (10).

### **Notice of Affirmative Action Policy**

It is the policy of the Garfield School District not to discriminate on the basis of race, creed, religion, sex, ancestry, national origin, social or economic status or handicap in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and NJAC 6:41-1,1 et seq.

It is also the Policy of the Garfield Board of Education to maintain a working and education environment that is free from sexual harassment.

Inquiries regarding compliance may be directed to:

#### ***Affirmative Action Officer Interim Superintendent of Schools***

Mr. Nicholas L. Perrapato  
34 Outwater Lane  
Garfield, NJ 07026  
973-340-5000

### **STUDENT DRUG AND ALCOHOL POLICY**

The Garfield Board of Education recognized its responsibility to provide a quality-learning environment where the health and welfare of staff and students are safeguarded. One condition, which jeopardizes such an environment, is the abuse of alcohol or other drugs. Seeking to fulfill its responsibility and comply with applicable New Jersey statutes and school law covering the various aspects of the problem, the Board of Education has adopted a chemical abuse policy.

An outline of the policy follows: (Entire policy available through the building principal upon request.)

#### **I. Curriculum and Instruction**

A. Drug and alcohol education mandated by the Dept. Of Education will be provided on the middle and high school level for a minimum of 10 hours.

B. Drug and alcohol education mandated by the Department of Education will be provided at the elementary level in accordance with each pupil's age, maturity, and grade level.

#### **II. Students Under the Influence**

- A. Principal and school nurse will be notified.
- B. In an emergency an ambulance will be called. The student is not to be left alone. Parents are notified. School physician, who will perform urine screening, and examine student(s).
- C. Reports must be submitted to the building principal within 24 hours. Again, we must ask all parents and guardians to cooperate with these rules in order to ensure the safety of the children.
- D. When diagnosis is positive, pupil cannot return to school unless enrolled in a treatment program.
- E. The district will make referrals to outside agencies. Treatment shall be at the expense of the pupil's parent or guardian.

The Student Assistance Program, through the student's Guidance Counselor, provides free, CONFIDENTIAL, professional assistance to the students and/or their families to help resolve these problems that affect their personal lives or school success.

The program provides the following:

- 1. Help those "in crisis" through supportive counseling and other intervention strategies.
- 2. Information, and/or appropriate referral to those who are concerned about their own, or about other's use of substances.
- 3. Support to those who choose not to use drugs and/or alcohol.
- 4. Education concerning various aspects of substance abuse, including decision-making

communication and other effective interpersonal skills.

**Confidentiality regulations will be adhered to.**

## **Garfield Elementary School Code of Conduct**

“The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.”

The Garfield Board of Education and the Administration have specific expectations and standards for the students of the PRE-SCHOOL, ELEMENTARY SCHOOLS, MIDDLE SCHOOL, and HIGH SCHOOL. To promote a proper atmosphere for learning, students are expected to conduct themselves in a manner that will not interfere with the learning of others as well as themselves. All students have the right to attend school in a safe and healthy setting. To ensure this, we expect all students and their parents to be familiar with our rules and regulations, which are contained in the Parent & Student Handbook issued to each student in September.

- All students are expected to be on time for school and prepared for their classes. The school has a zero-tolerance policy for acts of violence, drugs, and harassment. Our dress code is specific, and we expect cooperation from parents on this matter.
- All electronic devices are forbidden in school.
- All additional rules and regulations are contained in the Parent & Student Handbook.

The Garfield School District recognizes the need to provide a school environment in which all members of the educational community can contribute to the instruction and growth of the students entrusted to our care. The mission of the Garfield School District Universal Code of Conduct is to instill in all its members a set of expectations that

assure continued growth without disruption or interference. The following five principles will act as the foundation for all members of the school community to successfully perform their daily tasks and accomplish their goals. The Garfield School District has identified the five concepts of Responsibility, Honesty, Tolerance, Courtesy, and Respect as the core concepts necessary for all members of the school community to exemplify in order to create a high-quality educational environment.

### **Garfield Educational Community Stakeholders:**

All students, parents, guardians, community members, teachers, paraprofessionals, support staff, guidance counselors, custodians, supervisors, principals, and administration

#### **Responsibility**

- All members of the Garfield Elementary School Community will:
- Understand the importance of working hard and following the rules of the school
- Recognize the importance of meeting the academic and behavioral expectations set out in the School’s Handbook
- Make decisions that help with their own academic and social growth
- Demonstrate the ability to make appropriate decisions for their own continual academic and social growth
- Make their school a better place
- Engage in activities that enhance the reputation of the individual and Garfield High School
- Work with others to resolve conflicts
- Collaborate with all relevant members of the Garfield Elementary School to all resolve all conflicts

#### **Honesty:**

- All members of the Garfield Elementary School Community will:
- Understand the importance of making and keeping safe relationships
  - Recognize the importance of creating and maintaining trustworthy relationships
  - Demonstrate the ability to tell the truth at all times, even when it is difficult

- Keep their word
- Commit to keeping their word

**Tolerance:**

All members of the Garfield Elementary School Community will:

- Treat other with fairness and respect
- Find ways to help others in every way
- Refuse to bully others
- Speak out against bullying
- Refuse to let others be bullied
- Help others feel safe at school
- Always have self-control, keep hands and feet to themselves, and speak positive words
- Recognize the inherent value of all members of the Garfield Elementary School Community regardless of their actual or perceived race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A 10:5.
- Defend all members of the Garfield Elementary School Community against discrimination based on their actual or perceived race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A 10:5.

**Courtesy:**

All members of the Garfield Elementary School Community will:

- Be polite by saying thank you, saying you are welcome, saying hello, saying goodbye, opening and holding the door, paying attention when someone is speaking to you, being on time to school, and offering help when you see it is needed.
- Demonstrate the practices of polite behavior including and not limited to saying thank you, saying you are welcome, saying hello, saying goodbye, opening and holding the door, paying attention when someone is speaking to you, being on time to meeting or class, and offer help when you see it is needed.

**Respect:**

All members of the Garfield Elementary School Community will:

- Understand the importance of the expectations for its students
- Respect each other
- Respect the property of the school
- Respect the property of others
- Respect them selves
- Act respectfully always including when speaking to others, as well as on all forms of social media
- Recognize the importance of the Garfield Elementary School's set of expectations for its students
- Recognize the basis and the nature of authority within the chain of command of Garfield Elementary Schools
- Recognize an individual student's right to privacy
- Demonstrate genuine care and concern for themselves and other students
- Demonstrate compassion for an individual's unique life experience, both negative and positive
- Participate in everyday practices that demonstrate an appreciation for the Garfield Elementary School facilities they utilize during their educational experience
- Practice restraint and consideration in all forms of communication including, but not limited to, spoken or written word and all forms of social media

## **Garfield Elementary District Uniform Policy**

### 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 students to achieve success in their future endeavors. Attire plays an important role in the workforce and learning how to properly dress is an area that schools must address as part of a student's education 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 the 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, students must wear a navy polo uniform shirt with a collar either long sleeves or short sleeves. 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 the designated uniform vendor. Shirts purchased from the vendor can be purchased with the Garfield Elementary Schools 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, students must wear khaki pants. A khaki skirt or skort may be worn by our female students that are two (2") inches above the knee. All students may wear khaki shorts, and capris between May 1st and October 1st. No jeans of any color, sweatpants, spandex or stretch pants are permitted. Low cut pants that lead to exposure of undergarments an exposed midriff are not permitted.

Uniform shirts with black, navy, or gray sweatpants will be permitted on days where the student has physical education.

### **Cold or Inclement Weather Clothing**

- Coats, heavy jackets, and hats must be placed in the designated coat room in the classroom prior to the start of the first period class. These articles may be worn during recess on cold days. 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 navy "light" jacket without a hood or logo;
  3. long sleeve solid-colored shirts can be worn under the uniform shirt;
  4. solid navy sweaters over the school uniform, no hoods or logos. A solid navy colored polar fleece, without a hood over the school uniform is permitted. 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 coat room prior to the start of first period.
- Sunglasses are not permitted to be worn indoors due to limited vision. -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.

### **HARASSMENT, INTIMIDATION & BULLYING**

**District Anti-Bullying Coordinator**

Ms. Jessica Ribaud-Piskuloski

Please refer to the District Anti-Bullying page that can be found on our District site. Each school has an Anti-Bullying Specialist that is listed on each School's homepage. Please contact them or the District Anti-Bullying Coordinator with questions or concerns. Please make sure that you review the Harassment, Intimidation & Bullying policy.

## **TECHNOLOGY NETWORK AND COMPUTING POLICY**

### **GARFIELD BOARD OF EDUCATION**

Garfield, New Jersey 07026

File Code: 6142.11

The Garfield Public Schools are responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making these accessible for educational purpose to authorized and legitimate users. This responsibility includes informing users; both registered and unregistered, of expected standards of conduct and the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action, including but not limited to temporary revocation of user accounts and computer use regardless of the success or failure of the attempt. Permanent revocations and/or other disciplinary actions may be taken by an administrator. The users of the network and computer equipment are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws may result in litigation against the offender by the proper authorities. If such an event should occur, the administration will fully comply with the authorities to provide any information necessary for the litigation process.

### **Section 1: General Computing**

Once a user receives a User-ID to be used to access the network and computer systems, the user is solely responsible for all actions taken while that User-ID owner

1. Applying for a User-ID under false pretenses.
2. Sharing your User-ID with another person. (If you share your User-ID with another person(s), you and that person(s) will be responsible for any abuse that may occur.)
3. Deleting, examining, copying, or modifying files and/or data belonging to other users without prior consent of the owner.
4. Attempting to evade or change resource quotas.
5. Using facilities and/or services for unauthorized commercial purposes.
6. Any unauthorized, deliberate action which damages or disrupts a computing system or network, alters its normal performance, or causes a malfunction regardless of system location or time duration.

### **Section 2: Electronic Mail**

Electronic mail ("E-Mail") is an electronic message sent by or to a user in correspondence with another person having E-Mail access. Messages received by the system are retained on the system until deleted by the recipient. A canceled account will not receive its mail. Users are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended regularly by the user. When a user sends electronic mail (E-Mail) his/her name and User-ID are included in each mail message. The user is responsible for all electronic mail from his/her User-ID. Therefore, the following are prohibited:

1. Forging or attempting to forge electronic mail messages.
2. Attempting to read, delete, copy, modify or view without permission, other user's E-Mail.
3. Attempting to send E-Mail, which advocates illegal acts, violence, and/or unlawful discrimination.

4. Attempting to send unsolicited junk mail, material for commercial activities, product advertisement, political lobbying or chain letters.
5. On line discussions among majority of Board Members on topics that require public discussion in conformity with the Open Public Meetings Act.
6. Using personal addresses, phone numbers, social security numbers or any other personal information regarding staff members, students or other Board Members.

### **Section 3: Network and Computing System Security**

A user of the network is allowed to access only authorized networks of the computer systems attached to those networks, therefore, the following are prohibited:

- 1 Using systems and/or networks in an attempt to gain unauthorized access to remote systems
- 2 Using systems or networks to connect to other systems evading the physical limitations of the local or remote system.
3. Decrypting system or user passwords.
4. Copying system files.
5. Duplicating copyrighted materials, such as third-party software, without the expressed written permission of the owner, or the proper license.
6. Attempting to “crash” network systems and programs.
7. Attempting to secure a higher level of privilege on network systems.
8. Willfully introducing computer “viruses”, disruptive, or destructive programs into the network or into external networks.
9. Installing or removing any and all software.
10. Installing or removing any hardware.

The Garfield network and computing systems are expected to be used exclusively for education-related functions and applications. As the system administrators have access to all files, including E-Mail files, **users should have no expectation of privacy** with respect to said files or E-Mail. The system administrators will not normally inspect the contents of files or E-Mail sent by one user to an identified addressee unless required to do so by law or policies of the Garfield School District, or to investigate complaints regarding files or E-Mail which is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Moreover, Administrators are obligated to cooperate fully with local, state, or federal officials in any investigation concerning or related to E-Mail transmitted on, or misuses of the network and computing systems.

### **GARFIELD TECHNOLOGY PARENT/STUDENT AGREEMENT**

#### ***Student Agreement for HP Probook X360 use:***

1. I will take care of my HP Probook X360.
2. I will never leave the HP Probook X360 unattended.
3. I will never loan out my HP Probook X360 to other individuals.
4. I will know where my HP Probook X360 is at all times.
5. I will charge my HP Probook X360's battery for school each day.
6. I will keep food and beverages away from my HP Probook X360 since they may cause damage to the device.
7. I will not disassemble or have disassembled any part of my HP Probook X360 or attempt any repairs by myself or a third party.
8. I will be responsible for all damage or loss caused by neglect or abuse.
9. I will use my HP Probook X360 in ways that are appropriate, that meet Garfield School District expectations, and that are educational.

10. I will not place decorations (such as stickers, markers, etc.) on the HP Probook X360.
11. I will not deface the serial number or HP Probook X360 label on the HP Probook X360.
12. I will not download any violent or inappropriate games only educationally appropriate.
13. I understand that my HP Probook X360 is subject to inspection at any time without notice and remains the property of Garfield School District.
14. I will follow the policies outlined in the HP Probook X360 Policy, Procedures, and Information Handbook and the Acceptable Use of Computer Networks/Computers and Resources Policy while at school, as well as outside the school day.
15. I understand that my use of the HP Probook X360 is subject to all applicable District policies and regulations, as well as any applicable provisions of the Student Handbook and any individual building policies and procedures.
16. I agree to return the District HP Probook X360 and power cords in good working condition.
17. I will be a proactive digital citizen when using my HP Probook X360.
18. I agree that I will not take the laptop out of the **country**.

***Student/Parent Agreement for HP Probook X360 use:***

1. We understand that any **Physical Damage** to the device such as missing keys; cracked screens; damaged outer covering; will be subject to fees not to exceed the current cost of the device.
2. We understand that if we lose or misplace the device, we will be charged a fee not to exceed the current cost of the device
3. We understand that the **charger** is the student's responsibility, and a lost charger will be subject to a fee not exceeding the replacement cost.
4. We understand our responsibilities with respect to the care and maintenance of the HP Probook X360.
5. We understand that students in grades K-12 will take HP Probook X360s home in the evenings for school-related use and understand that students must have their laptop charged and ready for school every day. (Chargers must stay home)
6. We understand that any problems or damage must be reported to the school in accordance with school procedures.
7. We understand that Garfield School District reserve the right to conduct unannounced inspections of HP Probook X360s. Students have no rights of confidentiality when using this device. Contents of email, information regarding internet usage, and network communications may be reviewed at the sole discretion of the District.
8. We understand that the use of HP Probook X360s will be governed by all terms and conditions of Garfield School District policies and regulations, including but not limited to, the Acceptable Use of Computer Networks/Computers and Resources Policy 2361.
9. While the Garfield School District purchased insurance for the device, in the event the laptop is lost or stolen, you may be asked to incur the cost of the laptop.
10. Inappropriate content will not be allowed on the laptop. The presence of inappropriate material, including but not limited to pornographic material; inappropriate language; weapon-related content; alcohol, drug, and/or gang-related symbols or pictures, will result in disciplinary action and possible loss of laptop privileges.
11. Students may at no time download material that violates the terms outlined in the Acceptable Use of Computers Agreement, or Students Rights, the School Handbook, and district policies



12. Students who graduate early, withdraw, or terminate enrollment in the Garfield School District for any other reason must return their HP Probook X360 and peripherals on the date of termination. Failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
13. We are aware that the electronic device may record or collect information on the activity/activities or the use of the device if the device is equipped with a camera, global positioning system, or any other feature capable of recording or collecting information on any activity or use of the device. Garfield School District shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. (Anti-Big Brother Act S-2057)

**Garfield Public Schools  
2023-2024  
Schools Calendar**

July 2023						
S	M	Tu	W	Th	F	S
		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2023						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	Tu	W	Th	F	S
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**July 2023**  
4 Schools Closed

**August 2023**  
22-24 New Teacher Orientation

**September 2023**  
4 Labor Day No School  
5 Professional Development Day No Students  
6 First Day Students  
6-8 One Session Days

**October 2023**  
6 One Session Day Students Only  
9 Columbus Day No Students/Staff PD

**November 2023**  
7 Election Day No Students / Staff PD  
9-10 Schools Closed  
22 One Session Day  
23-24 Schools Closed

**December 2023**  
22 One Session Day  
25-29 Schools Closed

**January 2024**  
1 New Years Day Schools Closed  
15 Martin Luther King Day Schools Closed

**February 2024**  
19-23 Heritage Week Schools Closed

**March 2024**  
15 One Session Day Students Only  
28 One Session Day  
29 Good Friday Schools Closed

**April 2024**  
15-19 Spring Break Schools Closed

**May 2024**  
27 Memorial Day Schools Closed

**June 2024**  
12-18 One Session Days Students Only  
18 Last Day for Staff and Students

No School  
 One Session Day

180 Student Days 183 Staff Days  
Emergency Closing Days will be added to the end of the school year.  
Adopted February 1, 2023 - Resolution# 17.2

January 2024						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2024						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2024						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2024						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Trimester Ends -**

1<sup>st</sup> Marking Period - Dec. 1, 2023  
2<sup>nd</sup> Marking Period - Mar. 8, 2024  
3<sup>rd</sup> Marking Period - Jun. 12, 2024

**Report Cards -**

1<sup>st</sup> Marking Period - Dec. 7, 2023  
2<sup>nd</sup> Marking Period - Mar. 15, 2024  
3<sup>rd</sup> Marking Period - Jun. 18, 2024

**PARENT CONFERENCES – ELEMENTARY**

**(one-session days for Students 1:00pm pick up)**

December 5<sup>th</sup> - 6:00 PM -8:00 PM

December 6<sup>th</sup> - 1:05 PM -3:15 PM

December 7<sup>th</sup> - 1:05 PM -3:15 PM

**APPOINTMENT ONLY PARENT CONFERENCES – ELEMENTARY –**

**(one-session days for Students 1:00pm pick up)**

February 1, 2024 - 1:05 PM - 3:15PM **(AT-RISK STUDENTS ONLY)**

**BACK TO SCHOOL NIGHT - (one session day)**

Wednesday, September 13, 2023

**NJSLA SPRING TESTING Elementary**

The week of May 6<sup>th</sup> Science (only 5<sup>th</sup> grades)

The week of May 13<sup>th</sup> ELA and Math (grades 3-5)

**Additional Elementary Important Date:**

**One Session Day for Back to School Night Elementary:  
September 13, 2023**

**One Session Day for Parent/Teacher Conferences: December 5<sup>th</sup>, December 6<sup>th</sup>, December 7<sup>th</sup> and February 1<sup>st</sup>**

## GARFIELD PUBLIC SCHOOLS

34 OUTWATER LANE,  
GARFIELD, NEW JERSEY 07026-2693  
NICHOLAS L. PERRAPATO  
INTERIM SUPERINTENDENT

973-340-5000 Ext 2300  
FAX 973-340-4620  
WWW.GBOE.ORG

### September 2023

Dear Parents/Guardians & Students:

At anytime you can access the Elementary Parent Handbook on [www.gboe.org](http://www.gboe.org) under the parent tab. Please sign below and return this form to your child's homeroom teacher no later than Friday, September 8, 2023.

We (Parent and Child) have read and understand the contents of the Garfield Elementary Parent Handbook. We are also aware that we need to log on the child's parent portal site to complete more paperwork.

Thank you in advance for your participation.

Child's Name (Please Print): \_\_\_\_\_

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

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

Homeroom Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

\* You can also review on [www.GBOE.org](http://www.GBOE.org) the *Garfield Elementary School Code of Conduct, Uniform Policy, Technology Policy, Bullying Policy* as well as the linked *Health & PE Program Presentation*.

