

Glenfield Middle School

Visual & Performing Arts

GLENFIELD COUGARS



STUDENT HANDBOOK & PLANNER 2021- 2022

This belongs to:

NAME _____

ADDRESS _____

CITY/TOWN/ZIP CODE _____

PHONE _____

HOMEROOM _____

LOCKER NUMBER _____

We are responsible for knowing and following the information in this Handbook. We have reviewed its contents.

Student signature and date

Parent/caregiver signature and date

There is a nominal charge for replacing this book.

GLENFIELD MISSION

We believe that every student can learn and achieve in a stress free, safe and secure environment, which is both nurturing and challenging.

At Glenfield we are committed to cultivating the gifts and talents of our young adolescent students with sensitivity to their development and intellectual needs. The school intends to empower each student with the skills and attitudes to succeed in a culturally diverse and changing world.

Welcome to Glenfield Middle School!

Best wishes for an excellent school year! Backpack. Pens and pencils. Books. A positive attitude. An open mind. *This Planner*. All are important for success in school. Our school staff is dedicated to educating all of our students to their full potential. The effective use of this Planner will be of great value in that endeavor. It will help you keep track of assignments, coordinate planning and serve as one way to communicate between your home and our school. Please read the material in the Planner with your family.

The Staff of Glenfield Middle School
Erika Pierce, Principal

ACADEMIC EXPECTATIONS

Be prepared every day with the following items:

- A positive attitude and a willingness to learn
- Notebooks and textbooks/reading materials
- Pens and pencils
- Folders and other materials as required by your individual teachers
- Homework

ACADEMIC PROGRESS

We take seriously our commitment to ensure that every child can learn. We assume that everyone comes to us with a lot of prior knowledge as well as areas where they can still learn a lot. Many students assume that if learning does not come easily then they “aren’t good at” a topic or subject. We pledge to fully support everyone who is willing to make an effort to learn in the true spirit of the Renaissance.

TESTS

Students will be given tests on a regular basis in all subject areas. Make-ups are given for excused absences. Excused absences require a note from a parent/caregiver or physician.

The board of education encourages the certificated staff, under the direction of the superintendent, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring student progress, including, but not limited to, mandated state, and federal tests, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parental or guardian interview, formal and informal evaluation techniques, use of cumulative student records, and medical examinations.

Students are expected to participate in all tests, including district-administered tests, unless otherwise indicated by the student’s Individual Education Plan (IEP).

HOMEWORK

Homework is usually given every night in major subject areas. Students are expected to spend approximately 30 minutes per major subject each night on homework. We assign homework to reinforce and practice learning and to support students’ development of work and study habits. It is frequently used as part of the next day’s learning.

Doing homework is a habit – establish good habits starting now. It is important to do homework on time and to turn it in! Homework assignments may be daily (assigned today, due tomorrow) or longer term. This Planner is useful in keeping track of all homework, especially long-term assignments and should be checked frequently by parents/caregivers. If a student is absent, homework is to be made up (student will be given the same number of days to make up the work as he/she/they were absent).

We expect students to read at least 30 minutes a night, even without a specific assignment. Students should always carry a book – fiction or nonfiction – with them.

GRADES & REPORT CARDS

- Students and parents can monitor their progress and see their grades on line through the student information system. Directions for access are on the district website.
- Report cards are available electronically four times a year.
- There are opportunities during the year for parent conferences. Parents are encouraged to request an appointment if they wish to discuss student progress with a particular teacher.

The percentage scale suggested for teacher use to determine letter grades on report cards is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Honor Rolls

Each quarter we recognize students who demonstrate academic achievement by placing them on an honor roll. Eligibility for High Honors is all A's with one B. Students are placed on the Honor Roll by earning grades of A's and B's with no more than one C.

NATIONAL JUNIOR HONOR SOCIETY

Students become eligible after their sixth grade year for membership in the National Junior Honor Society. Membership is based on academics, citizenship and service. Students are encouraged to become involved in a variety of activities in their community. Further requirements will be issued in the fall.



SCHOOL CONTACTS

- Mrs. Erika Pierce, Principal 973-509-4173
epierce@montclair.k12.nj.us
- Mr. Vincent Pelli, Asst. Principal 973-509-4172
vpelli@montclair.k12.nj.us
- Mrs. Rebecca Weintraub, SAC/Guidance 973-509-4171 X4186
rweintraub@montclair.k12.nj.us
- Mr. Gerard Citro, SAC/Guidance 973-509-4171 X4187
gcitro@montclair.k12.nj.us
- Ms. Stevana Sims, SAC 973-509-4171 X5067
ssims@montclair.k12.nj.us
- Mrs. Liz Flack, Principal's Secretary 973-509-4173
lflack@montclair.k12.nj.us
- Mrs. Patricia Macaluso, Secretary 973-509-4172
pmacaluso@montclair.k12.nj.us
- Mrs. Debbie Rolandelli, Nurse 973-509-4174
drolandelli@montclair.k12.nj.us

DISTRICT CONTACTS

- Ms. Nina DeRosa Superintendent Assistant 973-509-4010
- Dr. David Goldblatt Interim Director of Pupil Services 973-509-4022
- Ms. Carla Perez Special Education Supervisor 973-509-4031
- Mr. Kevin Palmer Transportation Supervisor 973-509-4055
- Mr. Christopher Graber Director for Technology 973-509-5071
- Ms. Magdalena Fischer Genesis Supervisor 973-509-5767

If you need to contact House Leaders to arrange conferences or have questions, please e-mail:

- **Grade 6**
- House Anderson chanderson@montclair.k12.nj.us
- House Lofrano mlofrano@montclair.k12.nj.us
- **Grade 7**
- House Berman sberman@montclair.k12.nj.us
- House Gill dgill@montclair.k12.nj.us
- **Grade 8**
- House Titus stitus@montclair.k12.nj.us
- House Ramiccio pramiccio@montclair.k12.nj.us

RESTORATIVE JUSTICE DISTRICT

The Montclair Public Schools District is a Restorative Justice District, which means we seek to foster strong and positive relationships between all community members that is grounded in trust. Relationships and trust are at the core of accountability. In the school building staff and students engage in activities and conversation to bring them to a higher understanding of the impact that each decision makes. The goal of Restorative Justice is not to replace traditional school discipline or consequences. Rather, Restorative Justice allows the school to scaffold meaningful interventions utilizing the relationships and trust. Interventions such as counseling, mediation, mindfulness activities, alternate recess and other types of reflection will assist students in understanding their role and impact as a school community member. Ultimately, Restorative Justice will help them make better choices. We know we can count on your support when a restorative approach is utilized.



STUDENT CODE OF CONDUCT

Our goal is to keep students in school and learning whenever possible. We anticipate the cooperation of students and participation of their families in realizing this goal. Our Code of Conduct is intended to foster a safe and secure environment in which all members of the school community contribute to the scholarly achievement and emotional and social growth of our students. See Board Policy 5600 at <http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5600&search=5600&id=9ee47640ba314e5fa5c7139bb7be6a8b> and below:

Recognizing its responsibility not only to educate Montclair's pupils to their full academic potential but also to promote their development as good citizens, the board of education establishes the following code of conduct. This code is intended to foster a safe and secure environment in which all members of the school community contribute to the scholarly achievement and social growth of our pupils. It is especially intended to assist pupils themselves in developing self-discipline and appropriate behavior. This code extends to school-sponsored functions as well as functions at other schools and at sites where school-approved activities take place

1. Pupils are expected to attend school every day on time unless they are ill and to be prepared each day to learn as well as to participate actively and positively in every class and other educational activity.
2. Pupils are expected to submit all missed work and assignments in a timely manner.
3. Pupils are expected to show respect toward all people, their persons, their property, and their right to differing opinions.
4. Pupils are expected to respect the physical property of the school and to protect its environment.
5. Pupils are expected to be academically honest, that is, neither to cheat nor to plagiarize.
6. Pupils are expected to be free of all use of alcohol and controlled substances.
7. Pupils are expected to follow the appropriate directives and requests of administrators, teachers, and staff.
8. Pupils are expected to dress appropriately for school, which means according to the norms established by the parents and staff of the school.
9. Pupils are expected to make a positive contribution to the overall atmosphere of the school through their cooperative spirit and willing participation.
10. Pupils are expected to dress appropriately when they represent the school in any club, activity or team event and this expectation will be communicated to them prior to the activity by the faculty advisor or coach according to the norms established by the parents and staff of the school.

The Montclair Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Montclair 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 school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

At Glenfield in particular:

1. A.M. Line Up: Students are not permitted in the building until 7:40 a.m. unless they have a note or pass. If students arrive early, they are to wait outside at the appropriate grade entrances.

- Seventh and eighth grade students report to the Glenfield Park entrance at 7:40 am.
- Sixth grade students report to the main front entrance at 7:40 am.
- At the given signal, students will line up and enter the building carefully and quietly.
- **All electronic devices must be turned off and hats and other outerwear are to be removed upon entrance.**
- In case of inclement weather, students will be admitted at 7:30 am and directed to the cafeteria (6th graders) or auditorium (7th/8th graders) until dismissal to homeroom.

2. P.M. Dismissal: The day ends at 2:09 p.m. Monday through Friday.

- Students who take the bus are to exit the building from the park or main entrance doors only. Busses will already be lined up. Be sure to board your designated bus assigned by the transportation department. It is a violation to board a different bus without prior permission from the transportation department (parents/caregivers will need to call the transportation department in advance).
- Students being picked up by parents or guardians are asked to meet their parents near the park area (parents please park and wait for your child near Glenfield Park). The entire front of the building is designated for bus arrival and pick up in the afternoon.
- Students who are walking home exit through the front entrance of the school and are expected to go directly home.

- Dismissal before the end of the school day disrupts learning for many students. We take learning seriously and ask that after school appointments be scheduled with our dismissal times in mind. Please understand that our office staff is very busy preparing for dismissal each afternoon and kindly request that parents/caregivers refrain from picking up their children before dismissal time unless there is an emergency.
- Any person picking up a Glenfield student must be on the list provided by the parent or guardian at the beginning of the year and must be at least 18 years old. The office must be contacted in advance in case of emergencies.
- Students will be held accountable for their belongings inclusive of lunch, homework or items such as musical instruments. In the case that a child has forgotten lunch and has not received one in the drop off container by 9:00am, he/she/they will be provided food available through our lunch program.

3. **Absences:** Chronic absenteeism can have a negative impact on a child's education. We encourage your child to attend school regularly, to afford them every opportunity to succeed.

Our school nurse or secretary will contact families of students who are absent for multiple days.

- Parents/caregivers should also call the school at 973-509-4171 to notify the office that their child will be absent. (Calling us does not preclude your receipt of the automatic call.)
- Students are required to make up the work missed while absent from school.
- A note signed by an adult is required when a student is tardy or absent. It informs us of the reason for absence or lateness. However, the note in itself does not automatically make the absence or tardiness excused. Refer to Board Policy 5200. **The district must report absences and tardiness to the state for each school.**
- Unexcused absences or excessive tardiness can result in after school or Saturday detention, in-school suspension, or removal from school pending a Board of Education hearing.

4. **Tardiness:** Students are expected to be in their homeroom classrooms, ready to learn by 7:50 a.m. **Students arriving after 7:50 a.m. will be considered tardy to school.** Tardiness is incompatible with our goal of providing a strong education. All students arriving after 7:50 a.m. must enter through the main entrance, sign in and get a late pass to be admitted to class.

- Students who repeatedly arrive at school after 7:50 a.m. will be considered chronically late. **Students will be issued an after-school (central) detention after five tardies in each quarter. Upon reaching ten tardies, a student will receive a Saturday detention. If the behavior continues, the student will be suspended and a parent conference will be held.**
- Students arriving late to a class without a pass will be marked tardy.
 - The teacher will issue a twenty- (20) minute lunch detention for the first infraction.
 - Subsequent tardies will result in a central detention.
 - Further disciplinary action will be taken if this behavior persists.

5. **Lockers:** Every student will be assigned a locker in which you may store outer clothing and school materials only. Students may use the lockers upon entry to the building, before and after lunch, and prior to dismissal (as the schedule permits). **Students should maintain a lock on their assigned locker.** Students need to carry their books and materials with them to their appropriate classes.

6. **Period Change:** Students are expected to observe the following rules during change of periods:

- Walk to the right in halls and on stairwells.
- Pass to next class within three minutes. Go directly to your classroom. Visiting other teachers, students, or counselors is not permitted without a pass.
- Use a quiet voice and appropriate language at all times.

7. **Out of Room Passes:** No student is allowed out of the room for ANY REASON without a Hall Pass.

8. **Care of School Property:**

- Students will be responsible for loss or damage of any school property, e.g., textbooks, musical instruments, etc.
- Textbooks must be covered at all times.

9. **Dress Code:** Because no dress code can be all-inclusive, the administration reserves the right to make the final decision on all attire. Different types of clothes are appropriate or inappropriate in different settings. Clothing appropriate for school must be safe for activities and support a positive learning environment. Clothing should not be worn which interferes with or disrupts the operation of the school. *This code applies equally to students of all genders.*

For example:

- Clothing should cover chests, and torsos. Skirts, shorts and pants should sit at the waist and should be thigh-length. Attire should conceal undergarments. **Again, the administration reserves the right to make the determination if clothing is excessively revealing.**
- Head coverings should be removed inside the building. Religious and medical exceptions must be on file.
- Clothing and/or accessories must not display/advertise that which could be considered by some to be lewd, offensive or insensitive.
- Earbuds and other types of headphones should be put away during the school day.
- Foot attire must be safe for active participation in all school activities; flip-flops, high heels and platform shoes are not appropriate at school for safety reasons. Shoes with wheels are prohibited.

- f) Sunglasses may not be worn anywhere in school.
- g) In instances where inappropriate attire is worn, parents may be contacted and asked to bring appropriate clothing to school or to escort their child home to change clothes. When other alternatives are not feasible, students may be held in the office until parent contact can be made. Time away from classes for this reason is considered unexcused.

10. In order for students to receive the best possible education and create a safe, secure atmosphere in which to learn, the following rules and prohibitions must be followed. Failure to do so may result in consequences listed as well as those outlined in Item 14 below:

- a) Appropriate language is required within our school or school vicinity and on all school-sponsored trips.
- b) We have a zero tolerance for violence, which includes horseplay. (There is no such thing as play fighting!)
- c) Weapons, including toy weapons, of every kind are prohibited. Any item intended to cause harm may be considered a weapon.
- d) Any student involved in stealing from other students, staff members or anyone else associated with our school will be responsible for returning the property.
- e) Any student involved in vandalizing school property will be responsible for paying for the repairs.
- f) Any student involved in setting off a false alarm may be referred to the Montclair Fire Marshall.
- g) Any student involved in cheating or plagiarizing, including signing someone else's name, may face academic consequences such as loss of credit, lowering of a grade, or reassignment to another course.
- h) No student will be allowed to eat or drink any food in the building during school hours except in the cafeteria during lunch periods, unless a staff member has granted the student permission to do so. Students found eating or drinking may have the items taken from them.
- i) No alcohol, drugs, tobacco products, vaporizers or any illegal substances may be brought or used anywhere in or around the school property or on school-sponsored trips.
- j) Bystanders who instigate, video record and/or post incidents to social media are subject to disciplinary action.

11. Cell Phones & Other Electronic Devices, including (but not limited to), iPods, iPads, tablets, computers, and video game devices.

Subject to the provisions of the Montclair Public School Board of Education Policies, cell phones and other electronic devices, must be turned off and kept out of sight unless a teacher or administrator permits their use. If a student uses a cell phone during the school day, including lunch/recess periods, without permission, the phone will be taken to the office. After one warning, a parent/caregiver may be asked to recover the device by signing for it.

The Montclair Public Schools shall never be responsible for personal electronic devices (including computers) either during school time, before school, or at school sponsored activities or events.

The use of cell phones, recording devices, cameras, or any other electronic devices is never allowed in the locker room or bathroom.

If a student needs to call home for any reason, which may include illness or other need, he/she/they must report to the main office or school nurse and use the school phone (Parents and Caregivers, please do not text or call your child's cell phone during the school day).

The inappropriate use of cell phones, recording devices, cameras, or any other electronic equipment that has not been authorized, may be deemed an act of HIB (see next section) and subject to disciplinary consequences, confiscation and/or search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

Electronic Devices and Sports Equipment

Other electronic devices and sports equipment such as pocket games, skateboards, hockey/lacrosse sticks, basketballs, footballs, etc. should not be brought to school.

If brought, these items may be taken and held in the office until a parent/caregiver can come to school and pick up the item. A detention may be assigned for violation of this policy.

12. Missing Property: The school is not responsible for lost or stolen items. Students are always on their honor to have only their property. While the school will attempt to locate personal property, families are encouraged to contact the proper authorities. We maintain a Lost and Found which students/family members are always welcome to check.

13. Stolen items: The school is not responsible for lost or stolen items. Students are always on their honor to have only their property. While the school will attempt to locate personal property, families are encouraged to contact the proper authorities. We maintain a Lost and Found where students or family members are always welcome to claim items.

14. Fire and Other Emergency Drill Regulations:

We are required by law to hold a fire drill and a non-fire emergency drill once a month.

- a) When the fire bell rings, or as directed by an adult, students will exit or promptly follow the directions given.
- b) Students will walk in a calm and orderly manner.
- c) Talking is strictly prohibited.

d) During emergency management procedures, students will follow staff's specific instructions.

15. Lunch and Recess:

We encourage all students to eat and socialize during lunch/recess. There may be times when student contact makes socialization inappropriate. Students who break school and class rules may be asked to sit away from classmates at lunch or participate in a separate **ALTERNATIVE** recess activity. We have outdoor recess whenever possible in all seasons.

16. Alternative Recess:

Alternative recess is the assignment of different activities, movement or down time due to a student's inability to participate in "whole group" recess. Alternative recess will be supervised by a certified or designated school person.

17. Ordering Food to School:

Ordering food to school is prohibited unless granted special permission from the Principal. If food is delivered, without permission to the school, the office has been instructed to keep the food and contact the parent. The student will not be given the food. If no contact with a parent can be made, the food will be disposed. Students without food will always be fed with school lunch.

18. Consequences:

Administrative action taken as a result of violation of school rules may include:

- a) Conference with student, teacher, and or administrator
- b) Parent/guardian contact and/or conference
- c) Counseling or other suitable intervention
- d) School-based detention
- e) Saturday detention
- f) In- or Out-of-School Suspension
- g) Referral to the Child Study Team for possible evaluation of impediments to learning and appropriate behavior.
- h) Referral to DCP&P or the Montclair Police Department
- i) Expulsion



HARASSMENT, INTIMIDATION OR BULLYING (HIB)

The Montclair Board of Education expects individuals to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying against any individual person as well as any protected class of persons under the law. Like other disruptive or violent behaviors, this conduct interferes with an individual's ability to learn and a school's ability to educate its pupils in a safe environment.

The Montclair Board of Education prohibits acts of harassment, intimidation or bullying against any person whether it is in person or from a distance through the use of any school owned or non-school owned technology.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, including but not limited to: race, color, religion, ethnicity, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place in all places where such pupils are within the jurisdiction of the board and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her/their person or damage to his/her/their property; or
2. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause disruption in, or interference with, the orderly operation of the school.

Cyber-Bullying is the use of electronic information and/or communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms and threaded discussions, Internet postings, images, and websites, that:

1. Deliberately threatens, harasses, intimidates, belittles or bullies an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

Detailed information about HIB may be obtained from Ms. Stevana Sims, our HIB officer, at 973-509-4171 X5067 ssims@montclair.k12.nj.us . In addition you may also contact Mr. Marcos Vargas our Acting District Mental Health/Anti Bullying Coordinator at 973-509-4035.

DETENTION

Detentions are scheduled after school or during recess depending on the circumstances. **All detentions will be held at the discretion of the principal.** In the elementary and middle grades, parents must be notified prior to the detention being served. In some cases, detention will be held on Saturdays, 8:30 - 11:30 a.m. in the Large Group Instruction (LGI) room in the high school.

SUSPENSION

“Suspension” is the temporary denial of the student’s right to attend school. The Principal may suspend any student. Whenever possible, we will use in-school suspension to ensure that learning continues. Each suspension shall be reported to the student’s parent(s) and the Superintendent of Schools who shall report the suspension to the Board of Education at its next regular meeting. Suspensions may be short term (ten days or less), or long term (more than ten days).

EXPULSION

“Expulsion” is the denial of the student’s right to attend public school and may be imposed only by the Board of Education. A student may appeal an expulsion decision of the Board of Education to the Commissioner of Education and State Board of Education as indicated above for suspension.

A prerequisite to a Board action for expulsion, states that the student must be referred to the district’s child study team for a preliminary determination of need for special education. The purpose of this evaluation is to determine whether the student’s misbehavior arises out of a handicapping condition.

Students not eligible for special education services, who exhibit patterns of behavior that are generally disruptive to the educational process, should be considered for an alternative school program. Arrangements other than the conventional school must provide chronically disruptive students with the special support and assistance they need to develop more responsible patterns of behavior.

Exclusion of Child Study Team Review (N.J.S.A.18A:46-16)

Montclair Board of Education
CONDUCT / DISCIPLINE P-5600

Code of Conduct/Disciplinary Process Grades 6 – 12

Our primary aim is to provide a thorough education for every student. Any student conduct that interferes with this aim is subject to behavioral interventions or consequences that target the *increase of positive decision-making*. Every effort will be made to avoid the use of consequences that contradict our primary aim. Inappropriate behavior that does not cause harm to individuals or property is covered in the Student Code of Conduct for Montclair middle schools and high school. The building principal in consultation with the Superintendent will determine all consequences in accordance with the Code of Conduct and this Regulation. **See also P-5600 at www.montclair.k12.nj.us.**

The following actions and sanctions are for severe offenses that fall within the typical range and occur within a single school year period. Exceptions to these shall occur when the severity of the offense is atypical. Offenses beyond the third in a school year will result in sanctions at least as severe as those specified for the third offense and may include others up to and including alternate school placement and/or expulsion. At any point, students who demonstrate the need for additional counseling and/or services may be required to undergo further counseling and/or assessments not specifically mentioned in the following progressive discipline table. Such referrals should not be considered discipline but rather proactive student-centered services. A hearing is not disciplinary action in itself; it is a forum in which to decide whether some recommended disciplinary action should be taken.

Any instance of assault or physical contact with staff member shall require immediate suspension. This action might result in an expulsion hearing with the board of education.

Severe actions and recommended disciplinary processes are listed below. Any infraction not specifically listed but judged to be very disruptive of the learning environment shall be subject to suspension as determined by the principal or the superintendent. In all instances where actions by students are potential violations of the law, the appropriate authorities shall be notified immediately. The school administration may recommend suspension for more than ten days when they determine that the severity of the individual offense warrants a long-term suspension from school. A board determination must be made after ten days if the suspension is to be continued.

Severe Action	1st Occurrence	2nd Occurrence	3rd Occurrence
Fighting	Mandatory counseling Suspension up to 3 days	Mandatory conference with parents/guardians Suspension up to 5 days	Suspension up to 10 days Hearing with superintendent and/or board
Suspected use of a controlled substance	Chemical assessment per district regulations Mandatory counseling and program established by SAC Suspension up to 5 days	Chemical assessment per district regulations Mandatory conference with parents/guardians Mandatory counseling and program established by SAC Suspension up to 10 days	Mandatory treatment program Mandatory suspension up to 10 days Mandatory re-admittance conference with superintendent Possible alternate setting
Sale or distribution of a controlled substance	Referral to proper authorities Mandatory hearing with superintendent Suspension up to 10 days	Referral to proper authorities Mandatory expulsion hearing with board of education	Not applicable
Destruction of property	Mandatory conference with parents/guardians Restitution for damage Mandatory counseling Suspension up to 5 days	Restitution for damage Hearing with the superintendent	Suspension pending outcome of hearing with superintendent and/or board of education
Possession of a weapon (other than a firearm)	Surrender of weapon with confiscation by authorities as appropriate Mandatory family conference Threat assessment Referral for counseling HIB consideration as appropriate Immediate suspension up to 10 days, pending outcome of investigation	Surrender of weapon with confiscation by authorities as appropriate Alternate setting Suspension pending hearing with superintendent and/or board	Determined by district legal counsel Expulsion hearing
Possession of a firearm	Surrender of weapon with confiscation by authorities as appropriate Mandatory family conference Threat assessment Referral for counseling HIB consideration as appropriate Immediate suspension up to 10 days, pending outcome of investigation	Surrender of weapon with confiscation by authorities as appropriate Alternate setting Suspension pending hearing with superintendent and/or board	Determined by district legal counsel Expulsion hearing
Endangering life	Referral to appropriate authorities Suspension pending hearing with superintendent and/or board	Referral to appropriate authorities Alternate setting Expulsion hearing	Not applicable

Revised July 2015

SCHOOL BUS PROCEDURES

A student's behavior on school buses merits special consideration. A student may be excluded from the school bus for disciplinary reasons by the Principal or Assistant Principal. It shall be the student's parent/guardian's responsibility to provide transportation to and from school during the period of exclusion.

Second Offense:

The student will be excluded from the bus for a period of five school days and his/her/their parents shall provide transportation to and from school during that period. Absence from school due to transportation problems during this period will be unexcused.

Driver's Responsibility: According to state law, the driver shall be in full charge of the school bus at all times and shall be responsible for order. He/she/they shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the Principal or Assistant Principal.

Disciplinary Action for Students Deemed Unmanageable:

Third Offense:

The student will be excluded from the bus for a period of thirty school days and his/her/their parents shall provide transportation to and from school during that period. Absence from school during this period due to transportation problems will be unexcused. Any further infraction will be subject to an additional thirty school day suspension of bus privileges. Suspension may be carried from year to year.

First Offense:

The student will be reported to the administration. The student's parents will be informed of the problem as well as what procedure will be followed if a second or third offense occurs during the school year.



Visitors to Glenfield Middle School

It is the policy of the Montclair Public School district that all visitors are buzzed into the building and first report to the office before going anywhere in the building. Doors are locked throughout the school day, and all visitors must ring the front door bell to gain access.

All visitors must adhere to the following rules for the safety of the children.

1. All visitors must ring the bell, and a secretary will greet you over the intercom. Please look into the camera and state your name, your child's name, and your intended purpose in the building.
2. Do not hold the door for another visitor. You are more than welcome to enter with your group, but do not hold the door for another person or group of people waiting behind you.
3. Immediately REPORT to the Main Office before going anywhere else in the building. When you enter, the Main Office is to your left.
4. Sign IN and OUT at the Main Office.
5. You must WEAR a visitor's badge for the duration of your visit.
6. All visitors must report to their designated location for their visit. Once this visit concludes visitors must sign-out in the Main Office and then leave the school building; you may NOT walk about the school.
7. Students will be held accountable for their belongings inclusive of lunch, homework or items such as musical instruments. In the case that a child has forgotten lunch, he/she/they will be provided food available through our lunch program.
8. The district will institute consistent security procedures that will limit access to the building during critical times of the day (in the am, lunch and pm). There will be drop off containers at each school. Further, individuals will not get access to the building unless there is a prescheduled meeting. Regrettably, unannounced visits by parents/guardians/community members will be restricted in order to secure the building properly.

***WE RESERVE THE RIGHT TO ASK FOR POSITIVE IDENTIFICATION.**

***FAILURE TO ADHERE TO OUR VISITOR PROTOCOL WILL RESULT IN MODIFIED VISITATION PRIVILEGES AND/OR TRESPASSING VIOLATIONS.**

*** Please note that the above information is subject to change due to changes in CDC Guidelines and COVID-related restrictions.

GLENFIELD MIDDLE SCHOOL SCHEDULE

Glenfield students have a Monday through Friday schedule (7:50-2:10).

2 DAY CYCLE: A-Day, B-Day

Glenfield Middle School will utilize a modified 2-day cycle schedule for 2021-2022. This means that elective periods for each grade, divided into two segments will be included in Glenfield student schedules. 6th graders will have their electives during periods 8 and 9. 7th graders will have their electives during periods 4 and 6. 8th graders will have their electives during periods 1 and 2.

STUDENT SCHEDULE

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Day 1 – A- Day									
Room #									
Day 2 – B – Day									
Room #									

Name: _____

House: _____

IMPORTANT DATES

Please check the District and Glenfield calendars on the Montclair Public Schools Website for the most current calendar information.

Glenfield Bell Schedule

Regular Day		Early Dismissal		Delayed Opening	
7:40-7:48	School Open/Lockers	7:40-7:48	School Open/Lockers	9:40-9:48	School Open/Lockers
7:50-7:54	Homeroom	7:50-7:54	Homeroom	9:50-9:54	Homeroom
7:54-8:34	Period 1	7:54-8:22	Period 1	9:54-10:19	Period 1
8:36-9:16	Period 2	8:24-8:52	Period 2	10:21-10:46	Period 2
9:18-9:58	Period 3	8:54-9:22	Period 3	10:48-11:13	Period 3
10:00-10:40	Period 4	9:24-9:52	Period 4	11:15-11:40	Period 4
10:42-11:22	Period 5	9:54-10:28	Period 5	11:42-12:12	Period 5
10:42-11:02	<i>Period 5A</i>	9:54-10:11	<i>Period 5A</i>	11:42-11:57	<i>Period 5A</i>
11:02-11:22	<i>Period 5B</i>	10:11-10:28	<i>Period 5B</i>	11:57-12:12	<i>Period 5B</i>
11:24-12:04	Period 6	10:30-11:04	Period 6	12:14-12:44	Period 6
11:24-11:44	<i>Period 6A</i>	10:30-10:47	<i>Period 6A</i>	12:14-12:29	<i>Period 6A</i>
11:44-12:04	<i>Period 6B</i>	10:47-11:04	<i>Period 6B</i>	12:29-12:44	<i>Period 6B</i>
12:06-12:46	Period 7	11:04-11:38	Period 7	12:46-1:16	Period 7
12:06-12:26	<i>Period 7A</i>	11:04-11:21	<i>Period 7A</i>	12:46-1:01	<i>Period 7A</i>
12:26-12:46	<i>Period 7B</i>	11:21-11:38	<i>Period 7B</i>	1:01-1:16	<i>Period 7B</i>
12:48-1:28	Period 8	11:38-12:06	Period 8	1:18-1:43	Period 8
1:30-2:10	Period 9	12:08-12:38	Period 9	1:45-2:10	Period 9