



## Bloomfield Middle School A Spotlight School

Main Office (973) 680-8620  
Fax (973) 338-6523



BMS website: <http://bms.bloomfield.k12.nj.us>

### Student Handbook 2017-2018

*Dear Students,*

*Welcome to Bloomfield Middle School, a New Jersey Schools to Watch Spotlight School!  
I am thrilled to welcome you to what will surely be an exciting year.*

*I strongly urge you and your families to review the policies and procedures outlined in  
this handbook.*

*I am eager to get to know you all and watch you grow into young adults. I am confident  
you will succeed if you put forth your best effort and ask for assistance when you need  
it. Best of luck in the 2017-2018 academic year!*

*Sincerely,*

**Alla Vayda-Manzo**

Principal  
ext. 2500  
[avayda@bloomfield.k12.nj.us](mailto:avayda@bloomfield.k12.nj.us)

**Annette Baker**

Assistant Principal  
ext. 2501  
[abaker@bloomfield.k12.nj.us](mailto:abaker@bloomfield.k12.nj.us)

**Jose Sarmiento**

Assistant Principal  
ext. 2502  
[jsarmiento@bloomfield.k12.nj.us](mailto:jsarmiento@bloomfield.k12.nj.us)



## **Mission Statement**

Bloomfield Middle School is committed to preparing students for a successful future by providing a safe learning environment that fosters academic success with 21<sup>st</sup> century skills, civic responsibility, individual self-worth, and mutual respect within our community.

## **Grading**

The grading system consists of letter grades. In equating daily/quarterly averages to these criteria, the percentage equivalents shall apply in every department, but this does not preclude normal distribution of grades (curving of test results) in a particular set of tests to ensure fairness to students as it applies to validity and reliability.

A+	95-100	D	60-69
A	90-94	F	Not Passing
B+	85-89	P	Passing
B	80-84	I	Incomplete
C+	75-79	X	Medical Excuse
C	70-74	A	Audit
		N	No Grade

## **Report Cards**

Progress in any class may be reviewed via the PowerSchool students and parent portal. A progress report may be sent at any time if there is a sudden change in performance.

## **Promotion**

**Students must successfully pass core subjects, physical education/health, world language, and encore (elective) classes for the year in order to participate in the end of the year promotion ceremony. Participation in promotion may be withheld based on discipline records. All participating students must purchase a gown and stole. Boys are expected to wear slacks, shirt and tie, and dress shoes under robes. Girls are expected to wear dresses or slacks/shirts, and appropriate shoes under robes.**

## **Honor Roll**

The names of students who are acknowledged for academic excellence will be submitted to the newspaper once per marking period, and they will be acknowledged at our Awards Ceremony at the end of the year.

High Honors List: Minimum 6 courses with grades from 90-100, no course lower than an 80.

Honors List: Minimum 4 courses with grades from 90-100, no course lower than an 80.

Bengal Pride: This initiative recognizes students who are academically high achievers and outstanding as well in citizenship and leadership. Each applicant has to earn straight A's on their report card. Students who earn 90-100 in ALL courses for the first three marking periods each year are eligible for the Bengal Pride award.

President's Award for Academic Excellence: Students must earn and maintain a 90-100 in ALL courses during all marking periods in both 7th and 8th grade. (7 consecutive marking periods from 7th to 8th grade).

Please see our website for a full list and description of our clubs, academic activities, and student incentive programs: <http://bms.bloomfield.k12.nj.us>

### **1:1 Chromebook Initiative**

For information regarding the 1:1 Chromebook initiative including manuals, policies, and procedures, please refer to <http://bms.bloomfield.k12.nj.us>

### **Retention and Summer School**

Students who fail three (3) core subjects will be retained. Eligibility to attend summer school occurs when a student has failed one (1) or two (2) core subjects and achieved at least a 50% grade in each subject. Students eligible for summer school must attend and pass in order to be moved on to the next grade level. None of the above listed students in the 8<sup>th</sup> grade will be permitted to participate in promotion ceremonies.

### **Guidance**

BMS students enjoy the benefit of guidance counseling throughout the school year. Students are called for conferences with their counselor on a rotating basis. They may also visit their guidance counselor when they feel the need by making an appointment or in an emergency by stopping in at the guidance office.

Contact information for Bloomfield Middle School guidance department:

Mr. Jeff Brutus, counselor  
ext. 2517  
[jbrututs@bloomfield.k12.nj.us](mailto:jbrututs@bloomfield.k12.nj.us)

Mrs. Pam Falco, counselor  
ext. 2515  
[pfalco@bloomfield.k12.nj.us](mailto:pfalco@bloomfield.k12.nj.us)

Mrs. Elizabeth Dunlea, LCSW, counselor  
ext. 2508  
[edunlea@bloomfield.k12.nj.us](mailto:edunlea@bloomfield.k12.nj.us)

Ms. Jody Sutula, counselor  
ext. 2516  
[jsutula@bloomfield.k12.nj.us](mailto:jsutula@bloomfield.k12.nj.us)

## **ATTENDANCE**

### **General**

Bloomfield Middle School staff is committed to students attending school every day and being present in every class. Our work is accomplished only when we all share the commitment to 100% attendance. Knowing that parents share our concerns about attendance, we will advise parents by telephone or letter at regular intervals if their child's attendance falls short of our expectations.

### **Absence**

A student is absent if recorded absent from his/her assigned classes. Parents should call the Main Office as early as possible in the morning (before 8:30 AM) to report the reasons for and the expected duration of the absence. If no call is received from the parent, the school will attempt to call the parent. As per New Jersey State regulations, state approved religious holidays and college visits are the only two cases approved for an excused absence.

**Note: Board of Education Policy Section 5200**

- pupils (absent) in excess of **10%** of the possible school days in session... **warning**.
- pupils (absent) in excess of **15%** of the possible days school in session... **grade retention or legal action** may result.

Students must present a note when returning from an absence to their homeroom teacher. This note must be SIGNED by a parent or guardian, and STATE THE REASON FOR and DATE OF ABSENCE.

**Checkout**

Appointments for students should be made outside of school hours. Early dismissal should be requested only when no other reasonable alternative is available. If a student must be excused from school early, a request in writing by the parent or guardian must be presented to the Main Office between 8:30 and 8:40 AM. This note must contain reasons for the request and telephone number to contact a parent for verification. If the request is approved, a written permit will be issued to the student. If the student returns to school he/she should check in at the Main Office. If the request is not approved, and should the student not appear in class, the absence will be considered and treated as a cut.

**Illness During the School Day**

Students who become ill during the school day must report to the Nurse's Office. If the nurse decides a student is too ill to remain in school, she will contact the student's parents/guardians and ask them to pick up the student.

**Medical Policies**

Medication is to be brought to the Health Office by the parent/guardian and will be kept in a locked cabinet at all times. This will eliminate the need for students to carry medication. Before the nurse administers any medication, the following information must be provided.

1. The signature of the physician who prescribed the medication, its purpose, dosage, times at which it is to be taken, possible side effects and termination date.
2. Parents/guardians must provide written authorization by completing a consent form.
3. Parents/guardians are required to supply the medication in the original container labeled by the pharmacy/physician. (Ask the pharmacy to give two bottles; one for home and one for school.)
4. Medical documentation must be submitted to the nurse for students to use crutches / appliances.

**Tardiness**

Tardiness to school and/or to class shall be treated within the guidelines of the regular disciplinary code of the school. Teachers shall initiate conferences in order to change the student's behavior. When such conferences fail to achieve the goal of prompt attendance, the teacher shall notify the administration. The administration may place the student under whatever appropriate restrictions necessary to improve the student's sense of responsibility. These may include detention, which may become progressively more frequent if the student does not change his/her behavior. Ultimately, suspension from school may result.

The school day begins at 8:35 AM. Students arriving after school begins must report to the Main Office with a note explaining the tardiness. Consequences will be assigned for frequent tardiness.

## SCHOOL OPERATIONS

### **Rules, Regulations, and Consequences for ID Badges**

*Pupils must have this card on their persons at all times. Pupils may be required to show ID at any time to a staff member. If a badge is lost and not found after the allocated number of days, a replacement badge will be ordered at the cost to the student. **Consequences for students not in possession of his/her ID badge may include warnings, detention, parent conferences, ISS, and/or OSS.***

### **Bus Requirements**

#### **Passes:**

1. Every student eligible for transportation will be issued a bus pass with his/her name and bus route imprinted on it.
2. Students must present a bus pass to board the bus.
3. Students exchanging bus passes will lose their transportation privileges.
4. Late bus passes will be issued to students having after school activities. If a student misses his/her bus, the parents are responsible for transportation from school.

#### **Conduct:**

Parents should frequently remind their children of appropriate behavior. Consequences of inappropriate behavior may include but are not limited to: student/parent warning, detention, ISS, OSS, and/or loss of transportation privileges to be determined by school administrators. Infractions will be reported by bus drivers, parents, school staff or other students. Incremental disciplinary action will be taken when the infraction is verified by a school administrator.

### **Electronic Devices**

Students are not permitted to have IPODS, laser-pointers, or other electronic devices in school unless they have been requested by a teacher for a particular assignment or project. In this case, they must be brought to the office for safekeeping, picked up for use just prior to the class when it is needed, and returned to the office after that class period. The school is not responsible for lost or damaged electronic devices.

### **Cell Phones**

Students may possess but are not permitted to use cellular telephones while school is in session. Cellular telephones may not be visible and must be turned off while the student is in the school building. Cellular telephones that are visible or turned on in violation of this policy shall be confiscated and the student will be subject to appropriate disciplinary action. The school is not responsible for lost or damaged cell phones.

### **Cafeteria**

All students have lunch in the cafeteria. No one is excused to go home for lunch. A student may buy his/her lunch or bring it from home. During the first week, students are assigned seats for the remainder of the year. The seats are recorded so that the teachers know who is assigned to each seat and who is responsible for cleanup. The teachers and aides who are in the cafeteria are to be obeyed at all times and are responsible primarily for seating and cleanup supervision. If a student fails to obey a staff member or misbehaves, a referral will be made to the administration. Students may be assigned lunch detention.

### **Closing and Delayed Opening of School**

If there is to be a delayed opening or schools are to be closed, please see our district website <http://www.bloomfield.k12.nj.us> for information. "Reverse 911" phone calls will also be made to those who have provided the district with current phone numbers. In the case of a delayed opening our school will open at 10:00am.

### **Dress and Grooming**

Compliance will be determined by the building administration in accordance with Board of Education policy.

### **Hall Passes**

Students are permitted to leave class only when they have a pass. Students are not to be issued passes during the first and last five minutes of class.

### **Lockers**

A hall locker for storage of coats, hats, books and supplies is assigned by the administration. It is the responsibility of each student to keep the locker clean. During physical education class another locker for storage of clothes is provided. Students are encouraged to bring in personal locks for gym locker room use only. ***Students should not keep money or valuables in any locker.*** Students should not share lockers. They should be kept locked at all times. Teachers are asked to issue passes for students who go to their lockers during the school day.

*Student lockers (hall and gym) are the property of the Board of Education and are on loan to the students. The administration retains the right to open and search school lockers with or without the knowledge or presence of the student or parent involved.*

***\*Note: The school will not be held responsible for missing articles.***

### **Homework**

Parents are encouraged to activate an online account with PowerSchool to access student grades. Directions can be found on the district website. Homework is expected to be turned in on time in class. To request homework for an extended absence, a parent may also call the Guidance Office. Please provide the student's name, grade level and anticipated dates of absence. The student's guidance counselor will then leave assignments in the Guidance Office. Voicemail extensions are in the guidance section of this handbook.

### **Affirmative Action Program**

Bloomfield Middle School provides equal opportunity to achieve maximum level of potential, through programs offered at the school unhindered by discriminatory attitudes or practices based on distinctions of race, color, religion, gender, ancestry, national origin, place of residence, handicap or social or economic background. The location of the affirmative action plans, policies, and procedures for the district are located at the Administration Building, 155 Broad Street, Bloomfield, NJ.

### **Sexual Harassment**

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district, or by another pupil.

### **Drug Free School Zones**

This policy had been developed for the benefit of the individual student, for the welfare of the student body in general, and with concern for our society. The Board shall, therefore, set forth policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools. These practices shall be consistent with the School Zone Enforcement Code (N.J.A.C.6:3-6:1-6:6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 188/1.

**Emergency Evacuations and Drills will be conducted as per BOE Policy and New Jersey law.**

## **BEHAVIOR AND DISCIPLINE**

We, the members of the Bloomfield School Community, students, parents and educators, believe that every child must be given full opportunity consistent with the safety and well being of other students and faculty to acquire a positive personal code of behavior through instruction, example, and experience. We believe that discipline should be developmentally appropriate. It should be fair and respect the self-esteem of children. Behavior that is disruptive or inappropriate to the well-being of an individual or group in a school requires disciplinary measures to help foster the development of self-discipline on the part of the student.

### **Levels of Discipline**

Disciplinary consequences, when appropriate, are given incrementally, and inappropriate and/or disruptive behavior will result in one or more of the following consequences:

- ❖ Verbal warning
- ❖ Parent/teacher conference
- ❖ Conference with the building administrator or designee
- ❖ Lunch Detention
- ❖ General Detention- Students assigned detention for violation of the discipline code are to report to the designated location at 3:30pm. The detention period is from 3:30pm to 4:30pm. Students should bring study materials with them. Students arriving after 3:30pm are late. Any student who arrives after 3:30 PM will be considered "absent" from detention. Only for an extreme emergency will a student be excused from general detention. In this case, a phone conference between an administrator and parent to reschedule the student detention will be made.
- ❖ Exclusion from extracurricular activities/social probation- Students who are suspended from school will be placed on social probation which prohibits a student from participating in and attending certain school related functions such as field trips, evening performances, dances, etc. This penalty is assigned by the principal for a period from 1-180 days. The length of time will be determined by the principal.
- ❖ In-school suspension - **ISS** will require that students attend school during regular school hours. Work will be assigned by the student's regular teachers and he/she will be in a supervised study area. Should a student be removed from ISS for inappropriate behavior, that student will be sent home immediately and also be suspended out of school the next school day. He/she will be required to make-up the initial ISS day.
- ❖ Out of school suspension - **OSS** is a serious consequence that will be administered for serious breaches of conduct. Public school law NJSA 18A: 37 (amended) fully addresses the reasons for OSS.

- ❖ Referral to outside agencies
- ❖ Expulsion

### **Student/Locker Searches to Secure Physical Evidence**

The principal or his/her designee may conduct a search of a student's personal belongings. If the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband, a search can be affected. All searches comply with the standards prescribed by the United States Court in *New Jersey v. T.L.O.* U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement.

## **STUDENT CODE OF CONDUCT**

The Bloomfield School District believes that in order for students to realize their full potential, pupils should know that their attitudes and acts affect both their own and their classmates' learning. Toward this end, each student should accept the responsibility of helping to foster a positive school environment. Public and private safety is a constitutional right. Students, parents, and school staff need to work toward this end ensuring that these rights are preserved in our school district.

### **STUDENT RIGHTS**

- ◆ Students have the right to a free public education.
- ◆ Students have the right to be treated equally under school policies and regulations.
- ◆ Students have the right to a safe environment in which to learn.

### **STUDENT RESPONSIBILITIES**

- ◆ Students have the responsibility to obey school policies and regulations and the school personnel who enforce them.
- ◆ Students have the responsibility to respectfully interact with all members of the school community.
- ◆ Students have the responsibility to respect school property as well as the property of others.
- ◆ Students have the responsibility to conduct themselves in a way that respects the health, safety and rights of others.

### **APPROPRIATE BEHAVIOR**

#### **Students will:**

- ◆ Enter and exit the building at designated times unless attending an authorized activity or with written teacher permission.
- ◆ Be prepared for the day's work with completed assignments as required.
- ◆ Exhibit self-discipline and show respect for teachers, staff members, parents, school volunteers, and fellow students.
- ◆ Use school property and equipment with care and safety.
- ◆ Demonstrate considerate and safe behavior in classrooms, hallways, lavatories, lunchrooms, the playground, and all other school facilities.
- ◆ Use respectful language at an appropriate volume level at all times.
- ◆ Wear clothing that is presentable and does not interfere with the educational process. Additionally, the attire should not cause damage to school property or present a safety hazard to oneself or others.
- ◆ Seek teacher, counselor or medical assistance when necessary.

- ◆ Demonstrate responsible and appropriate conduct while participating in or attending school sponsored events regardless of location.

### **INAPPROPRIATE BEHAVIORS**

#### **According to NJSA 18A:37-2, Students will not:**

- ◆ Use profanity or obscenity.
- ◆ Cause damage to school property.
- ◆ Be willfully and continuously disobedient.
- ◆ Be openly defiant and disrespectful.
- ◆ Place the physical well being of others in danger.

#### **Furthermore, students will not:**

- ◆ Fail to follow school and classroom rules.
- ◆ Bring electronic devices to school.
- ◆ Harass any student verbally, physically or emotionally; or extort, or cause willful destruction of another person's property.
- ◆ Commit any criminal act.
- ◆ Possess matches, lighters, alcohol, tobacco, drugs, or any related paraphernalia.
- ◆ Cut scheduled classes or leave the school grounds during the school day without appropriate authorization.
- ◆ Wear inappropriate clothing as determined by building administration in accordance with Board of Education policy.

### **CONSEQUENCES**

Each student is expected to accept the responsibilities and consequences of his/her inappropriate actions. Discipline should be developmentally appropriate. It should be fair and respect the self-esteem of the student. Behavior that is disruptive and/or inappropriate to the well-being of an individual or a group in a school requires disciplinary measures to help foster the development of self-discipline on the part of the student. As previously addressed, inappropriate and/or disruptive behavior will result in one or more of the following consequences:

- ◆ Verbal warning.
- ◆ Parent/teacher conference and/or detention.
- ◆ Conference with the building administrator or designee.
- ◆ Exclusion from extracurricular activities.
- ◆ In School Suspension.
- ◆ Out of School Suspension.
- ◆ Referral to outside agencies.
- ◆ Expulsion.



# BMS MEDIA CENTER

973-680-8620 x2596

---

## BMS Library Website

<https://sites.google.com/bloomfield.k12.nj.us/bmslibrary/home>

## Twitter

[@BMSLibrary07003](https://twitter.com/BMSLibrary07003)

## Resources

<https://edu.symboloo.com/mix/libraryresources124>

