

GARFIELD STEM MAGNET SCHOOL

Student Handbook 2020-2021

3501 6th Street NW, Albuquerque, NM 87107

garfield.aps.edu

| | |
|---------------------------------------|-----------------------------|
| Administration: | 344- 1647 |
| Attendance Line: | 344-1647 Ext. 54502 |
| Counseling Office: | 344 -1647 Ext. 54508 |
| Health Office: | 344- 1647 Ext. 54510 |
| Community Schools Coordinator: | 344-1647 Ext. 54531 |

This agenda belongs to:

Name _____ Grade _____

Advisory Teacher _____ Room _____

Schedule Semester 1

Period 1 _____ Rm. _____ / _____ Period 1 _____ Rm _____

Period 2 _____ Rm. _____ / _____ Period 2 _____ Rm _____

Period 3 _____ Rm. _____ / _____ Period 3 _____ Rm _____

Period 4 _____ Rm. _____ / _____ Period 4 _____ Rm _____

Period 5 _____ Rm. _____ / _____ Period 5 _____ Rm _____

Period 6 _____ Rm. _____ / _____ Period 6 _____ Rm _____

Advisory _____ After Period 6 every Wednesday

Schedule Semester 2

Period 1 _____ Rm. _____ / _____

Period 2 _____ Rm. _____ / _____

Period 3 _____ Rm. _____ / _____

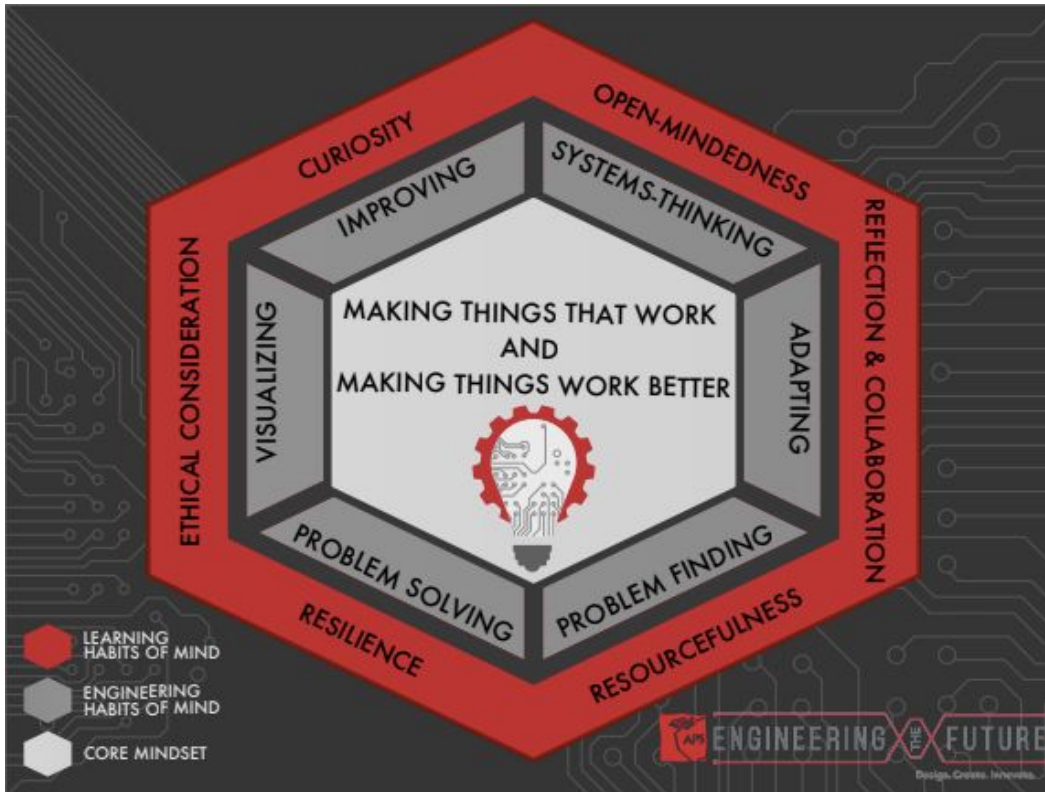
Period 4 _____ Rm. _____ / _____

Period 5 _____ Rm. _____ / _____

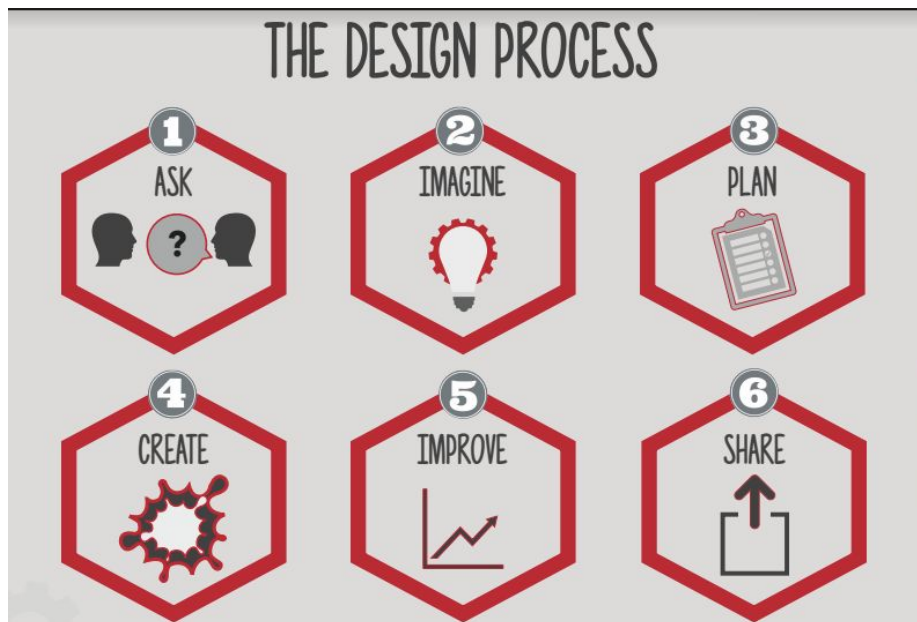
Period 6 _____ Rm. _____ / _____

Advisory _____ After Period 6 every Wednesday





Students at Garfield STEM use the Learning Habits of Mind in all of their classes as they learn how to “Making Things Work and Make Things Work Better.”



Students at Garfield STEM use the Design Process in all of their classes as they learn how to think and solve problems in creative and collaborative ways.

Organizing Your Garfield STEM Binder

| School Supply List | Binder Organization |
|---|---|
| <input type="checkbox"/> 3-ring Binder with 3” rings (not smaller) | 1. Student Agenda |
| <input type="checkbox"/> 5 – 6 colored tab subject dividers | 2. Zipper supply pouch |
| <input type="checkbox"/> Zipper pouch to store supplies | 3. Divider tab for each class, in the order of schedule |
| <input type="checkbox"/> 2 or more pens (blue/black & red) | 4. Keep notebooks loose in back of binder, not on rings 5. Wolf Card: new one each month |
| <input type="checkbox"/> 4 or more pencils (mechanical or wooden) | Each Binder Section |
| <input type="checkbox"/> 1 or more highlighter | ✓ labeled divider |
| <input type="checkbox"/> pencil sharpener & erasers | ✓ class notes |
| <input type="checkbox"/> 4 composition notebooks (no spirals) | ✓ hand-outs |
| <input type="checkbox"/> notebook paper (college or wide) | ✓ graded work |



Sample Cornell Notes

| | |
|--|--|
| Class Notes If there was no class lecture this week, write a paragraph about what you learned and/or questions about what you didn't understand. Topic: <u>Literary Elements</u> | Name: <u>Student A</u> Class: <u>English 8</u> Period: <u>3</u> Date: <u>1/10/03</u> |
| Questions/Main Ideas: | Notes: |
| Define irony. | Irony is a contradiction between what is expected and reality. |
| What is characterization? | Characterization is the way an author describes a character. |
| Some ways to understand a character | <ul style="list-style-type: none"> • physical description • dialogue • actions / behavior • opinions of other characters • thoughts |
| What is conflict? | The problem of the story or book |
| Types of conflict | man vs. man man vs. machine man vs. society man vs. self man vs. nature man vs. unknown |
| Two categories of conflict | 1) internal (inside character) 2) external (character vs. anything other than himself) |
| Summary: Authors use many different elements to create a story or write a book. Some elements include irony and characterization. Authors also focus their stories around a problem or conflict. There are internal and external conflicts. | |

Garfield STEM Bully Prevention Policy

The following procedure will implement this policy:

A. Definition: Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions.

Bullying results in the victim feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include either: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability. Bullying often takes place in a social context. Bystanders play a critical role in impacting bullying either positively or negatively.

B. Goal: The Albuquerque Public School District is committed to providing a safe, respectful and fear free environment for all members of the school community including students, staff, parents, community partners, and visitors.

The District understands that a safe, respectful, and fear-free climate that prohibits bullying is necessary for students to learn, achieve high academic standards and for the establishment of a positive educational environment. All participants in the District's educational community will support the expectation of a safe, respectful and fear-free school and work environment, and will model this in their own behaviors. It is expected that all District stakeholders including students, staff, parents, community partners, and visitors will experience a positive school atmosphere where all individuals are honored and respected. It is the responsibility of stakeholders to conduct themselves in a manner that promotes and supports this commitment.

Bullying Prohibition

Bullying is strictly prohibited by all members of the school community. Bullying is strictly prohibited by students on the way to or from school, at the school bus stop, during school-related or sanctioned activities, on school grounds, in school vehicles, with the use of school technology, or during the lunch period whether on or off campus. Those who encourage bullying are subject to corrective action.

PROCEDURE FOR REPORTING AN INCIDENT OF BULLYING BEHAVIOR

- Students may report incidents of bullying to the Counseling office or to any of their teachers. Students will be asked to fill out a yellow Student Harassment/Bully Incident Report Form.
- Parents are encouraged to report incidents of bullying by calling the school or by e-mailing the Principal at gutierrez_d@aps.edu.



**GARFIELD STEM Magnet School
Staff Phone Numbers**

ADMINISTRATION

| | | |
|---------------------|------------------|--------------------|
| Principal | Daniel Gutierrez | 344-1647 ext 54504 |
| Assistant Principal | Josh LaClaire | 344-1647 ext 54511 |

COMMUNITY SCHOOL

| | | |
|-------------|---------------|--------------------|
| Coordinator | Pamela Campos | 344-1647 ext 54531 |
|-------------|---------------|--------------------|

ATHLETICS

| | | |
|----------|-------------------|--------------------|
| Director | Andreas Steinmetz | 344-1647 ext 54522 |
|----------|-------------------|--------------------|

CLERICAL STAFF

| | | |
|------------|--------------------|---------------------|
| Secretary | Angel Barreras | 344-3157 ext. 54500 |
| Attendance | Roshawna Cheromiah | 344-1647 ext.54502 |

COUNSELING STAFF

| | | |
|-----------|-----|---------------------|
| Counselor | TBA | 344-1647 ext. 54508 |
|-----------|-----|---------------------|

NURSING STAFF

| | | |
|-------------|--------------------|---------------------|
| Nurse | Dawn Chavez-Branch | 344-1647 ext. 54510 |
| Health Aide | Heidi Carlton | 344-1647 ext. 54510 |

SPECIAL EDUCATION

| | | |
|--------------|--------------|---------------------|
| Head Teacher | Toni Seidler | 344-1647 ext. 54529 |
|--------------|--------------|---------------------|

Abbreviated Day Schedule

An **abbreviated day** occurs when snowy conditions make driving dangerous. Superintendent makes the decision. Announcements are made by the news media stations during the early morning to inform the public. Call the city's non-emergency number (311) for additional information.

During the abbreviated day school is scheduled to begin at 10:10 a.m., two hours later than normal; the buses run two hours behind their regular schedule. For example, if a bus stops at 7:50 a.m., it will stop at 9:50 a.m. on the abbreviated day. Dismissal time, 3:05 p.m. remains the same. Lunch and breakfast are served.

ACADEMIC AWARDS

In order to promote and recognize academic excellence, students will be honored regularly for a Grade Point Average (GPA) of 3.3 or higher on quarterly report cards. This includes recognition at a grade level Morning Meeting for Quarters 1 and 3 as well as an evening program for Semester 1 (Quarters 1 and 2) in February (date TBD).

Honor Roll is connected to College and Career Readiness by recognizing students in theoretical "scholarship" GPA tiers used by the University of New Mexico for incoming Freshmen. By highlighting what each GPA tier represents in scholarship dollars if they have that same GPA in their senior year of high school, students can imagine how their current academic commitment might pay off in the future.

ADDRESS AND TELEPHONE UPDATES

It is important that the school have up-to-date addresses and telephone numbers to use in case of an emergency. Please notify Attendance Clerk or use ParentVue to update any changes of address or phone number at home or work.

AFTER SCHOOL ACTIVITIES

We are excited to be able to offer a variety of programming at Garfield STEM after school. Our extended learning opportunities may include Art, Leadership, Sports, Civic Engagement, and Social settings. It is important that we share some information that will help you and your student determine the right after school options to fit your family's needs.

- All programs are voluntary for students. Many programs are paid for with GRANT money which require students to sign in so we can track participation. Students will check in and Activity Leaders will note



participation at the beginning of the activity.

- Please note that no one will call home if a student does not come to a program. There is no mandatory attendance in the out of school time activities. Attendance is encouraged for all participants in order to get the most out of each program.
- Clubs do NOT have substitute leaders. If a leader is absent, the club will be cancelled for the day. An announcement will be made and students can attend an alternate club if one is available or can use the office phone to call home and make arrangements for pick-up.
- Offerings are driven by participation and if participation falls below expectations, programs may be cancelled. We will give two weeks notice to those in the club or group when this is being considered. A notice will be posted on the Athletics and After School Activities page to let families know what is happening.
- Students can leave at any point in the after school program and should let the Activity Leader know they are leaving. Once they leave the campus for any reason, they cannot return to the club that evening.
- Students are treated as young adult professionals in keeping with our standards as a STEM school. Our expectation is that they will act accordingly.
- Students have 15 minutes to leave the campus when they are done for the day. If they are NOT in a club, they should be off campus no later than 3:20. If they are in a program, they should exit the premises no later than 15 minutes after their program lets out. Students can not "hang out" on campus. Students who refuse to sign in to a program will be referred to the counselor and families will be called. We strive to maintain a safe and fun environment for everyone
- Participation in each program is recorded separately. If you wish to find out if your student is attending regularly, you can speak to the Activity Leader of the club or request a report from Pamela Campos, the Community School Coordinator.

If you have any questions, please contact Pamela Campos at 344-1647 ext 54531 or pamela.campos@aps.edu

ARRIVAL AND DISMISSAL TIMES

There is no supervision on the school grounds until 7:45 a.m., or after 3:20 p.m. For safety reasons do not drop off your child before this time. Students arriving before the first bell must go to the Cafeteria or the courtyard next to the cafeteria. School is dismissed at 3:05 p.m. Students must leave campus by 3:20 p.m. unless they are participating in a staff supervised after school activity.

ATHLETICS

ATHLETIC DISCIPLINE POLICY

| OFFENSE | CONSEQUENCE |
|-------------------|---|
| Academic | Students must maintain an overall 2.0 GPA or better and may not have an F in any subject. |
| Behavioral | Students may be suspended from participating in the next game at the coach or administration's discretion. They may attend practice at the coach's discretion. |
| Coach Discretion | Any coach may apply appropriate disciplinary consequences at their own discretion for violations that occur during practices and games, in alignment with GMS policy. |
| Removal from Team | Students may be removed from the team at the coach or administration's discretion. |



ATTENDANCE POLICY—we expect your child to be at school, on time, for the full day, every school day. School is not optional. It is important! Make school a family priority.

- APS students are allowed no more than five unexcused absences per semester, and no more than 10 unexcused absences per school year.
- The parent/guardian must notify the school when the child returns with a note to report the reason why the child was absent, the day(s) of absence(s). In addition, make sure the name of the child is included on the note and the parent/guardian's name and date, time, phone number.
- Excessive absences will be addressed per the APS Student Behavior Handbook 2020-2021.
- Absences may be excused for the following reasons, **with appropriate documentation:**
 - * Doctor's appointment
 - * Death in the family
 - * Religious commitment
 - * Illness
 - * Family Emergency
 - * Diagnostic testing
 - * School or College Visit
- In the event that the school has not received notification of absence by a parent for three (3) consecutive days, the school will make an attempt to contact parent/guardian.
- Excessive **excused** absences may result in further inquiry from the principal and request for additional documentation. Garfield has an Attendance Social Worker to assist families with attendance issues.
- Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations during periods of time when school is not in session.
- Students who are signed out before the end of the instructional day must have written documentation of the reason (as defined under excused absences) or be subject to the same consequences as tardy and/or absent.

It is the parent's/guardian's responsibility to notify the school when their child is absent. You can update attendance via ParentVue. If that's not possible, please send a note with your child upon their return to school indicating your child's name, the day(s) of absence, and the reason(s) of his/her absence, parent's or guardian's name and date, time, phone number. Your child will need to drop the note off in the attendance office. Parent permission is required if a student leaves school during the day; students must first report to the attendance office. Parents must pick up their child in the administration office. If someone other than a parent will pick up the child, you MUST list the person's name on the Emergency Release card.

We will request a picture I.D. before we release your student. Anyone not listed on this card will not be allowed to remove the student from school.

Students are not allowed to be checked out after 2:45.

Tardy students must be checked in by a parent/guardian--they cannot check themselves in.

Family trips or vacations during the school year are considered unexcused absences. See district handbook.

When assignments are requested, teachers should be given 24 hours notice to prepare the assignments. If the teacher is unable to provide the assignments prior to the trip, the work would be due in a period of time equal to the number of days absent or a time mutually agreed upon by the student and the teacher.

BICYCLES—we encourage your child to walk or ride a bike to school. There are safe routes and it is good for their health and wellness, as well as for the environment.

Park bicycles in the racks provided. Lock the bicycle frame to the rack with a chain lock. When you arrive or leave the school grounds, walk your bicycle through pedestrian traffic. The school does not assume liability for bicycles brought to school.



BINDERS

Garfield is committed to the academic success of our students. Planning and organization are part of being a successful student. Students will be issued a student agenda; however, students must bring to school a three-inch binder, dividers, notebook paper, pencil bag, pens and pencils, etc. Students are expected to bring these items everyday and to every class. Binder checks will take place regularly.

BUS TRANSPORTATION—if your child qualifies for bus service, encourage them to ride the bus instead of driving them to or from school.

Bus transportation is provided for students living more than 1.5 miles from school. Each student entitled to bus transportation must present an APS identification card, upon request; when boarding, students will be assigned seats on the bus, which may be changed at the discretion of the driver.

1. Students may not ride a bus to go home with a friend.
2. Students may not ride a bus unless they live in that busing area.
3. You must get off and on the bus at your designated bus stop.
4. Administration cannot make exceptions to these rules.

Any questions regarding these rules should be directed to APS Transportation at 880-3989.

Students have the privilege of riding the bus. A student, who fails to maintain appropriate conduct when on the bus, waiting for the bus, or walking to or from the bus may be suspended from riding the bus or may be subject to other disciplinary actions.

CELL PHONES/PERSONAL TECHNOLOGY DEVICES

Student possession of cell phones and other personal electronic devices on campus is permitted. These devices must be kept out of sight and powered off during the school day. Use of personal technology devices during the school day will result in the confiscation of the personal technology device. When a personal technology device is confiscated, it will be released to the parent/guardian in the main office. Consequences will be as follows:

- 1st offense: Verbal warning.
- 2nd offense: Confiscation for 1 day and released to student.
- 3rd offense: Confiscation for 1 day and released to parent/guardian.
- 4th offense: Cell phone restriction 2 days and admin/student/parent meeting.
- 5th offense: Cell phone restriction 1 week and admin/student/parent meeting.

Garfield STEM is not responsible for preventing theft, loss, damage, or vandalism to students' personal technology devices or other valuables. **Garfield STEM is not responsible for recovering lost or stolen student valuables.**

CLOSED CAMPUS

Garfield STEM is a closed campus during the school day. Students may not leave this campus during the school day. Please remember that this rule applies in the morning. Once a student steps onto the property, they may not leave except by sign-out in the Attendance Office. This includes after school. They may not go off campus to get food and then return to after-school programming or sports. This precaution is taken for the safety of your child.

CONFRONTING ANOTHER STUDENT IS PROHIBITED

If a student believes that he or she is the victim of malicious rumors or any other hostile action, the victim must report the problem to the Counselor. A student who confronts another student about a rumor or conflict will be considered the aggressor by school administration. Such confrontations are pointless and are often a tactic used by bullies to instigate fights.



CYBERBULLYING PROHIBITED

Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies or mobile phones. Here are some activities that may be considered cyberbullying: recording fights or other acts of aggression, sending crude or inappropriate texts, making inappropriate posts on a social media site, or forwarding inappropriate texts, posts, recordings, or images. If you are a victim of cyberbullying, save all the messages and do not respond to the bully. Report the incident using Student Harassment/Bully Incident Form, which is in the counseling office.

DISCIPLINE GUIDELINES—SEE 2020-2021 APS STUDENT BEHAVIOR HANDBOOK

Students will receive a discipline referral for any of the following activities: weapons possession, drugs or alcohol consumption or possession, fighting, threatening behavior or words (including online or through social media), and cursing at staff members. This is not an inclusive list of the behaviors that may generate a discipline referral to administration but these are the behaviors that will automatically generate a referral.

Garfield STEM also uses RESTORATIVE JUSTICE PRACTICES. Restorative justice practices are based on respect, responsibility, relationship building and relationship repairing. Restorative justice practices give priority to repairing harm done to individuals and school communities, and providing student accountability by assuming responsibility and taking action to repair the harm they caused. It aims to keep students in school and to create a safe environment where learning can flourish. All APS schools use progressive discipline practices for student misbehavior. Progressive discipline includes more restrictive or more serious consequences for repeated misbehavior or behaviors displaying more serious risk to self or others. Disciplinary consequences will be appropriate for a student's age and ability level. Progressive discipline may include restorative practices as part of the continuum of consequences. Garfield STEM may use restorative justice practices that are not included in the district matrix for student infractions such as: • Student mediation • School community service • Verbal or written apologies.

DISMISSAL

Students are dismissed for the day at 3:05 p.m. Students who are not in an after-school program are expected to leave campus by 3:20 p.m. Students who are found hanging around the school after 3:20, will be brought to the office to call home. Students are encouraged to go to after school activities/sports.

DISRUPTION OF THE EDUCATIONAL PROCESS

Preventing bullying is important to having a safe, respectful, and fear-free climate. Incidents of Bullying/harassment should be reported to the school administration. Consequences will be administered for cases of bullying, fighting, harassment, and other forms of disrupting the educational-process.

The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules.

- Minimum mandatory consequences have been established and must be expected for any violation. SEE THE APS STUDENT BEHAVIOR HANDBOOK PROVIDED TO EVERY FAMILY UPON REGISTRATION.
- Schools must make a good faith effort to notify the parents or legal guardians of the student involved in any circumstance where the school's disciplinary response will exceed administrator/student contact.
- Administrative response to unacceptable behavior may vary as each principal selects the consequence from a spectrum of actions.
- **Administrators may impose consequences beyond those identified as minimum mandatory.**

DRESS CODE

Students are expected to follow the APS guidelines for dress code in the APS Student Handbook.

Garfield is college and career focused so Garfield STEM shirts, UNM, APS High Schools, other colleges and universities are encouraged.

Shoes must be closed toed for safety in our science labs.

Lightly torn or distressed jeans below the knees are generally okay.



Fridays will be spirit days and/or dress down days. Administration will communicate to families and students what the theme and expectations will be for these days. For example, we may have superhero shirt day or crazy socks day.

Shirts, hoodies, or jackets are unacceptable if they have the following:

- Displays or promotions of any drug, including alcohol or tobacco, sexual activity, profanity, or violence.
- Disrespect and/or bigotry towards any group are not acceptable.
- Images disrespectful to women, dice, bottles, cans, money, dollar signs, bandanas, weapons, or blood are not acceptable.
- Gang-related attire.
- Excessively tight or revealing clothes, sheer, mesh-like, short shorts, (shorts must be as long as fingertips reach with arms extended while standing up straight)
- Bare midriff, sleeveless shirts, low-cut and/or off the shoulder blouses, tank tops or spaghetti strap tops
- Spiked jewelry, pins, chains, belts with more than 2 inches excess.
- “Sagging” or the wearing of pants/shorts below the waist and/or in a manner that allows underwear or bare skin to show, and “bagging” or the wearing of excessively baggy pants/shorts with low hanging crotches are prohibited. Pant leg must not be greater than 6 inches when pant leg is extended from the side of the knee.
- Ripped or torn jeans if they are torn above the knees. Pajamas and sleepwear are not allowed.
- Overalls/coveralls must be worn with the suspenders fastened and over the shoulders.
- Hats/caps, hoods, and sunglasses are not to be worn inside the school building.

The apparel of professional sports teams is permitted at Garfield Middle School, as long as there are no concerns about gang affiliation from Garfield admin or security.

We are not a uniform school.

DROP OFF AND PICK UP

The southwest side of the school off of Matthew Street is the student drop off and pick up area. The front (east side) of the school is considered a fire line. No drop off or pick up is allowed on the east side of the school. Please use our parent and visitor parking on the north side of the building when visiting our campus during school hours.

EIGHTH GRADE PROMOTION

Students who are promoted to the ninth grade have the privilege of walking the promotion line, receiving the certificate of eighth grade completion, and participating in any planned eighth grade activities. If a student has serious behavioral, disciplinary, or attendance concerns they may be suspended from any 8th grade activities planned for the 4th quarter.

ENFORCEMENT OF RULES

The following provisions of the Garfield STEMI Handbook are in force:

- During regular school hours;
- During transportation of students;
- At times and places where appropriate school administration and staff have jurisdiction, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other school related activities;
- On the way to, or going home from school or school related activities.

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student’s misconduct away from school, during a school activity, has a detrimental effect on the other students, staff or on the orderly educational process.



FIRE/EMERGENCY DRILL

You never know whether the occasion is a drill or a real emergency. It is essential that you remain absolutely quiet and follow instructions exactly. Students will be drilled to practice appropriate fire, evacuation, and lockdown procedures. In the case of an actual emergency like a Shelter-In-Place or Active Shooter, administration will contact families via the school website and/or School Messenger as directed by district/police officials.

Setting off a false alarm is against the Criminal Code of Albuquerque and is punishable by a fine of \$300.00, or 90 days in jail or both.

FRAGRANT LIQUIDS

Fragrant liquids such as perfumes, colognes, body sprays, or any highly fragrant liquids are prohibited at school. Fragrant liquids found at school will be confiscated for parent pick up. These items are sometimes used to create a disruption and are problematic for individuals who suffer from allergies. Students in possession of fragrant liquids are subject to school disciplinary consequences.

GANG RELATED ACTIVITY

Gang related activity can be intimidating to students, faculty, and staff; moreover, is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, hand signs or other signals to others, intimidation of others, gang fights, recruiting and/or initiation rituals, wearing gang attire or "colors". A "gang can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal."

HOMEWORK

The teaching staff at Garfield STEM will regularly give homework assignments to reinforce, further explain, or provide more practice in the classroom skills being taught. Homework in the academic areas will be given several times per week and should not exceed twenty minutes per class per night. Parental support and involvement are vital in motivating students to develop good homework habits. The administration of Garfield STEM will support all efforts of teachers who make homework a key element of their teaching strategy.

When students are absent for **three or more days** due to illness, parents may call the attendance office to make a homework request. The student may also contact the teachers directly when he/she returns to school. The student will have the opportunity to complete the work in a period of time equal to the number of days absent unless the student and the teacher have mutually agreed upon other arrangements. To request homework: call the attendance office before 2:00 p.m. Assignments will not be ready until 3:00 p.m. the following day.

HEALTH ROOM

If a student becomes ill or injured at school, he/she may get a pass from the teacher to report to the health room in the main hall. If the health aide or nurse determines that the student needs further treatment or should be sent home, the nurse or nurse aide will contact the parents. Students are never excused to go home unless the school contacts a parent or guardian and the student is picked up and signed out by a parent or guardian. In case of serious illness or injury and when the school is unable to reach a parent or guardian, 911 will be called.

ID CARDS

Students are provided with an identification card at registration. This card is to be carried with students at all times. Students can wear their IDs on lanyards or carry them in their binder. Students will need this card to get lunch, for entrance to school activities, to check out library books, and to ride the school bus (if you live over 1.5 miles from school). Lost, stolen, or missing ID cards can be replaced for \$5.00 by request through your student's Advisory Teacher.

IMMUNIZATION

New Mexico law requires that students be immunized before registering in school. Proof of immunization must be presented before students will be permitted to attend classes. Seventh and eighth graders are required to have a tetanus/pertussis immunization if they have not had a booster in the last five years.



INSURANCE

The laws of the State of New Mexico are such that a school district cannot assume liability for costs incurred in students' accidents. For this reason, the board of Education makes a student accident insurance policy available to all regularly enrolled students in the Albuquerque Public Schools. The coverage will usually meet all the reasonable charges pertaining to a student accident. It is available at a nominal cost. Insurance applications will be available at registration and in the counseling office throughout the school year. Enrollment application and premium payments must be sent **DIRECTLY** to the insurance company by the parents.

INTRAMURALS & CLUBS

A wide variety of activities and clubs are available throughout the school year for both boys and girls. Intramural sports activities vary through the year. Clubs are also available. Our after-school programs include many activities. We also have dances and activity days throughout the school year, generally at least once every nine weeks. If a student is in any after school program, the sponsor reserves the right to set rules for those students to follow. If those guidelines are violated, the sponsor may prohibit the student from participating.

LIGHTERS

Lighters are prohibited at Garfield STEM. Lighters found will be confiscated and will not be returned. Students found in possession of a lighter will receive school disciplinary consequences.

LOCKERS and BACKPACKS

Students will be issued lockers in their Advisory class. We have more than enough lockers for every student to have his/her own. Students must supply their own combination locks. Locker assignments and combinations are recorded and kept on file with the Advisory teacher. Each student is responsible for the contents of his/her locker. Lockers remain the property of the Board of Education and the school reserves the right to hold periodic locker checks without the consent or knowledge of the student. It is the responsibility of each student to keep the inside and outside of the locker clean and free of graffiti. Food is not to be stored in lockers. *Backpacks are not allowed in the classrooms.* Backpacks must be kept in the locker during the school day. Students should get all their books before school starts for all morning classes and return books before lunch. After lunch, the students should go to their lockers to get all their books and supplies for their afternoon classes. This eliminates students' excuses for being tardy. At the end of the school day, students may return to their lockers to get backpacks to take necessary books home in their backpacks. **Students should not share lockers.**

LOST AND FOUND

If a student finds an article belonging to someone else, it should be brought to the office. Large items are kept in the office. The principal's secretary keeps small items like jewelry, glasses and keys in a secure room. If you lose something, check for it in one of those places.

LUNCHES

The lunch period is thirty minutes long. The cafeteria provides a well-balanced meal. Breakfast and lunch at Garfield STEM are free for students. Caffeinated products are not allowed in school. This includes energy drinks.

MARKERS/PAINT/GLUE

Students are not permitted to be in possession of markers, paint, or glue at Garfield STEM. This prohibition includes items such as Sharpies, magic markers, paint, paint pens, bottles of ink, aerosol cans of any kind, glue of any kind, household chemicals, and latex or rubber gloves. These items will be confiscated and will not be returned. Students will receive disciplinary consequences for being in possession of these items.

MONEY

Money generates many problems in a school setting. Students are not permitted to be in possession of more than \$10.00 in cash. If a student is found in possession of more than \$10.00 cash, the money will be confiscated for parent pick up. A few school sponsored activities such as P.E. uniforms, pictures, yearbooks, or field trips, do require more than \$10.00 cash. If your student must bring more than \$10.00, for a school-sponsored purpose, the money should be in a sealed envelope.



PARTIES

Please plan to celebrate birthdays before and after school. Flowers or balloons delivered to students during class time will be kept in the main office for the students to be picked up after school. Please do not bring birthday cakes to school.

PARENT VISITS TO CAMPUS

It is APS policy that all visitors to a school campus check in at the main office. Garfield STEM also requests that you enter only through the east doors, and sign the visitor log on the counter in the main office. Visitors will be issued a visitor pass and should wear it at all times while on campus. Parents are encouraged to call the school to set up a time to talk or conference with teachers. Group teacher conferences may be requested through the attendance office. Parents are not allowed to go directly to the teacher's room to directly address questions or concerns. Please request a meeting with the teacher, first.

EARLY PICK UP POLICY

Students are not allowed to be checked out after 2:45 unless in the case of an emergency. Either wait for your student when the bell rings at 3:05 or check them out prior to 2:45. This is to reduce congestion in the offices at the end of the day.

PICTURES

A professional photographer will take school pictures, special bulletins will be sent to notify parents of dates and cost. These students' pictures are also published in the school yearbook. Announcements will be made about ordering and paying for yearbooks.

POLICE REPORTS

Criminal activity, such as fighting, theft, threats, drug possession, and property damage, are reported to the APS Police. If a student is involved in criminal activity, a police report may be written and forwarded to the Juvenile Probation Office. If you have any questions about this process, please contact APS Police at 243-7712.

REQUEST FOR RECORDS

1. A student's entire cumulative folder will be sent to other public schools in Albuquerque upon request.
2. When a student moves out of APS, copies of the cumulative folder and other relevant information (test scores, health records, insert) will be sent to non-public schools and public school districts upon request, and the original folder will be placed in an inactive file.

SCHOOL TECHNOLOGY

There is no gum, food or drink allowed in the computer labs or around mobile labs.

Students should keep the area clean in the labs and around mobile labs.

When students leave the lab students should push in keyboards, straighten monitors, and push back their mice.

There is no playing around in the computer lab.

Students should be respectful of equipment, furniture and each other in and/or around computers.

Students always need to follow the Acceptable User Policy.

Chairs with wheels are not toys and should be used appropriately.

Students must sit in their assigned seat (as per teacher assignment).

Students must have an Acceptable Use Policy Signed.

Students should not walk around with laptops open (mobile labs).

When students are walking with laptops they should use two hands on the laptop at all times.

Students should report any problems with the computer, keyboard or mouse at the beginning of class.

TELEPHONE USAGE

Students will be allowed to use school phones for legitimate reasons, and they must ask permission of a staff member before using a phone. Students are not permitted to call a parent to come for them if they are not feeling well, until they clear the call through a supervising adult in the health room.



TEXTBOOKS

Textbooks are school property provided by the taxpayer for student use. Students are responsible for the textbooks that are issued to them.

The New Mexico legislature passed House Bill 93 during the 1989 session of the legislature, and Garfield Middle School must follow the law as cited below.

“A school district may hold the parent guardian or student responsible for the loss, damage or destruction of instructional material while the instructional material is in the possession of the student. A school district may withhold the grades, diploma, and transcripts of the student responsible for damage or loss of instructional material until the parent, guardian, or student has paid for the damage or loss.”

VALUABLES/PERSONAL PROPERTY/MONEY

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOSS OR DAMAGE TO VALUABLES BROUGHT TO SCHOOL.

BUYING AND SELLING

It is against school and district policy for students to buy or sell things at school except for fundraising at officially sponsored school activities. All items offered for sale will be confiscated for parent pick up. Caffeinated products are not allowed in school.

VISITORS

Student visitors **ARE NOT ALLOWED!** All other visitors should telephone before coming to the school. **Visitors must enter through the east doors, report directly to the attendance office, and sign in.** Parents are encouraged to visit the school and check in at the attendance office.

STUDENT VUE/PARENT VUE

Students and parents can check grades and attendance by going to Studentvue or Parentvue at <https://mystudentlogin.aps.edu/> . Students log on with their student ID number and password that they use at school. Parents can create an account by going to <http://mystudent.aps.edu/> or if you already have an account from a previous year you can use it. If you need help with Parentvue or Studentvue please contact Ms. Betzen at 344-1647 ext. 54540 or betzen@aps.edu.



BELL SCHEDULE**Garfield STEM Magnet Community School 2020-2021 Bell Schedule**

| | Monday | Tuesday | Thursday | Friday |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| <i>Passing 1</i> | 8:10 - 8:13am | 8:10 - 8:13am | 8:10 - 8:13am | 8:10 - 8:13am |
| <i>Period 1</i> | 8:13 - 9:18am | 8:13 - 9:18am | 8:13 - 9:18am | 8:13 - 9:18am |
| <i>Passing 2</i> | 9:18 - 9:22am | 9:18 - 9:22am | 9:18 - 9:22am | 9:18 - 9:22am |
| <i>Period 2</i> | 9:22 - 10:20am | 9:22 - 10:20am | 9:22 - 10:20am | 9:22 - 10:20am |
| <i>Passing 3</i> | 10:20 - 10:24am | 10:20 - 10:24am | 10:20 - 10:24am | 10:20 - 10:24am |
| <i>Period 3</i> | 10:24 - 11:22am | 10:24 - 11:22am | 10:24 - 11:22am | 10:24 - 11:22am |
| <i>Passing 4</i> | 11:22 - 11:26am | 11:22 - 11:26am | 11:22 - 11:26am | 11:22 - 11:26am |
| <i>A-lunch</i> | 11:26 - 11:56am | 11:26 - 11:56am | 11:26 - 11:56am | 11:26 - 11:56am |
| <i>A-lunch Passing</i> | 11:56am - 12:00pm | 11:56am - 12:00pm | 11:56am - 12:00pm | 11:56am - 12:00pm |
| <i>A-lunch Period 4</i> | 12:00 - 12:58pm | 12:00 - 12:58pm | 12:00 - 12:58pm | 12:00 - 12:58pm |
| <i>B-lunch Period 4</i> | 11:26am - 12:24pm | 11:26am - 12:24pm | 11:26am - 12:24pm | 11:26am - 12:24pm |
| <i>B-lunch Passing</i> | 12:24 - 12:28pm | 12:24 - 12:28pm | 12:24 - 12:28pm | 12:24 - 12:28pm |
| <i>B-lunch</i> | 12:28 - 12:58pm | 12:28 - 12:58pm | 12:28 - 12:58pm | 12:28 - 12:58pm |
| <i>Passing 5</i> | 12:58 - 1:02pm | 12:58 - 1:02pm | 12:58 - 1:02pm | 12:58 - 1:02pm |
| <i>Period 5</i> | 1:02 - 2:00pm | 1:02 - 2:00pm | 1:02 - 2:00pm | 1:02 - 2:00pm |
| <i>Passing 6</i> | 2:00 - 2:04pm | 2:00 - 2:04pm | 2:00 - 2:04pm | 2:00 - 2:04pm |
| <i>Period 6</i> | 2:04 - 3:05pm | 2:04 - 3:05pm | 2:04 - 3:05pm | 2:04 - 3:05pm |



Garfield STEM Magnet Community School 2020-2021 Bell Schedule - Advisory

| | Wednesday |
|-------------------------|-------------------|
| <i>Passing 1</i> | 8:10 - 8:13am |
| <i>Period 1</i> | 8:13 - 9:12am |
| <i>Passing 2</i> | 9:12 - 9:16am |
| <i>Period 2</i> | 9:16 - 10:09am |
| <i>Passing 3</i> | 10:09 - 10:13am |
| <i>Period 3</i> | 10:13 - 11:06am |
| <i>Passing 4</i> | 11:06 - 11:10am |
| <i>A-lunch</i> | 11:10 - 11:40am |
| <i>A-lunch Passing</i> | 11:40 - 11:44am |
| <i>A-lunch Period 4</i> | 11:44am - 12:37pm |
| <i>B-lunch Period 4</i> | 11:10am - 12:03pm |
| <i>B-lunch Passing</i> | 12:03 - 12:07pm |
| <i>B-lunch</i> | 12:07 - 12:37pm |
| <i>Passing 5</i> | 12:37 - 12:41pm |
| <i>Period 5</i> | 12:41 - 1:34pm |
| <i>Passing 6</i> | 1:34 - 1:38pm |
| <i>Period 6</i> | 1:38 - 2:31pm |
| <i>Passing 7</i> | 2:31 - 2:35pm |
| <i>Advisory</i> | 2:35 - 3:05pm |



**Garfield STEM Magnet Community School 2020-2021 Bell Schedule - Extended
Advisory/Assembly**

| | Wednesday |
|-------------------------|-------------------|
| <i>Passing 1</i> | 8:10 - 8:13am |
| <i>Period 1</i> | 8:13 - 9:07am |
| <i>Passing 2</i> | 9:07 - 9:11am |
| <i>Period 2</i> | 9:11 - 9:59am |
| <i>Passing 3</i> | 9:59 - 10:03am |
| <i>Period 3</i> | 10:03 - 10:51am |
| <i>Passing 4</i> | 10:51 - 10:55am |
| <i>A-lunch</i> | 10:55 - 11:25am |
| <i>A-lunch Passing</i> | 11:25 - 11:29am |
| <i>A-lunch Period 4</i> | 11:29am - 12:17pm |
| <i>B-lunch Period 4</i> | 10:55 - 11:43am |
| <i>B-lunch Passing</i> | 11:43 - 11:47am |
| <i>B-lunch</i> | 11:47am - 12:17pm |
| <i>Passing 5</i> | 12:17 - 12:21pm |
| <i>Period 5</i> | 12:21 - 1:09pm |
| <i>Passing 6</i> | 1:09 - 1:13pm |
| <i>Period 6</i> | 1:13 - 2:01pm |
| <i>Passing 7</i> | 2:01 - 2:05pm |
| <i>Advisory</i> | 2:05 - 3:05pm |



Garfield STEM Wolf Card

Students carry a Garfield “Pawsitive” card which will be a record of positive behaviors that students can be recognized for during the day. Recognition on this card may result in a variety of positive rewards on campus. These rewards will be determined by the grade level departments. This “Pawsitive” card will also have student passes on it. All passes to the bathroom, nurse, or other authorized travels around campus will be recorded on this card. Students will need to carry this heavy-stock card and will get a fresh one each month.

The Wolf Card is a discipline management tool implemented by the Garfield STEM staff. It is used to create uniformity in ensuring a safe classroom, to provide a learning environment conducive to comprehensive and personalized instructional programs, and to facilitate daily communication among parents and teachers.

Consequences for each of these violations are progressive in nature. The teachers and/or the administration address the violations. There is a fresh Wolf Card for each academic month that will be passed out in a student’s Advisory class. A special activity or treat will be the reward for a clean Wolf Card at the end of each determined grading period.

