

***Rising Hawks***

# **Student - Family Handbook**

**2023 - 2024**



***Moving Plainfield Public Schools Forward***

**Table of Contents**

District Mission Statement .....	2
Welcome Letter from the Principal .....	3
Mission and Vision Statements .....	4
School Telephone Directory .....	5
Staff Roster .....	6-7
District Calendar .....	8
Bell Schedule .....	9
School-Wide Procedures & Expectations .....	10-13
Cell Phone Policy .....	14
Dress Code / Uniform Policy .....	15
Positive Behavior Support in Schools (PBSIS) .....	16
Student Code of Conduct & Discipline .....	17
Student Achievement & Grading .....	18
Parent/Guardian Communication .....	19
Accessing Genesis: Student Portal and Parent Portal .....	19
Emergency Closing & Delayed Opening .....	19
Extra-curricular Activities & Clubs .....	20

**District's Mission Statement**

The Plainfield Public Schools  
In partnership with its community  
Shall do whatever it takes for  
Every student to achieve  
High academic standards  
No alibis, No excuses  
No exceptions!

**District Leadership**

Rashon K. Hasan, Superintendent  
Mark A. Williams, Deputy Superintendent  
Cameron Cox, Business Administrator/Board Secretary  
Dr. Elizabeth Filippatos, Assistant Superintendent of Student Services  
Dr. Jean-Marie Gordon, Assistant Superintendent of Instructions and Programs  
Yvonne Breauxsaus, Assistant Superintendent of Equity and School Improvement  
Carletta Jones, Director of Human Resources  
N. Christopher Payne, Director of Information Technology  
Vashon Hill, Director of Marketing and Communications

**Board of Education**

Hanae M. Wyatt, President  
Sarah B. Virgo, Vice President  
Eric J. Andrews  
Josely M. Castro  
Azim A. Gray  
Pat Hembree  
ShonTe Smith  
Victor L. Webb, Jr.  
Jacqueline Workman

**District Goals**

- Goal 1:** Identify low graduation rate and increase to 80%, year two: 85% year and three: 90%
- Goal 2:** Implement methods for performance improvement so that all schools are "out of Status."
- Goal 3:** Improve school culture and climate
- Goal 4:** Improve Third Grade Academics
- Goal 5:** Properly report and reduce number of incidents

Welcome Letter from Principal Rodriguez-Calderon

MOVING PLAINFIELD PUBLIC SCHOOLS FORWARD

**Plainfield Public Schools****Hubbard Middle School**

Olivia Rodriguez-Calderon, Principal

Christian J. Valentin-Gladden, Assistant Principal | Joseph Day, Assistant Principal

661 West Eighth Street | Plainfield, NJ 07060

Phone: (908) 731-4320 | Fax: (908) 731-4315

Email: orodriguez@plainfield.k12.nj.us



Rising Hawks

August 14, 2023

Dear Parents/Guardians:

On behalf of the Hubbard Middle School's administration, faculty and staff, we are extremely excited to welcome your child back to the building for the start of the 2023-2024 School Year! Last year, we had a phenomenal year, and we look forward to making this year even better. As the returning Principal, it will be my responsibility to ensure that curriculum and instruction, data and assessment and social emotional learning needs are met in order to prepare our children for the 21st Century. Providing a sense of purpose for our scholars and understanding that this work cannot happen without the support of parents, students, teachers, staff, central office and the community is paramount to our mission. We look forward to seeing your child/ren on **Thursday, September 7, 2023 at 8:30am**. Let's continue to work together so that all of our students reach their maximum potential.

## Important Information:

- Uniforms are mandatory for all students: 6th grade-Black Polo Shirts; 7th grade-White Polo Shirts; 8th grade-Red Polo Shirts. All grades may wear Khaki or Black pants/shorts/skirts. Sneakers are highly recommended.
- Lunch applications must be completed and submitted online. Be sure to complete one lunch application per family (not per child). Scholar Accident Insurance can be retrieved at <https://www.bollingerschools.com>. This link will also be available on Hubbard's Main Website Page.
- Parents & Guardians, if you have not already done so, you must contact the school by September 15, 2023 to update your emergency information (current address, current working phone numbers, names of reliable emergency contacts and email addresses.)

## Important Dates:

- Tuesday, August 29th from 12pm-4pm on the field on Stelle Ave: *Meet and Greet*: Meet your Administrative Team, teachers and staff. There will be free food, games, music, resources, and more.
- Tuesday, August 29th at 5pm in the Hubbard Cafeteria: 6th Grade Orientation
- Tuesday, August 29th at 6pm in the Hubbard Cafeteria: 7th & 8th Grade Orientation
- Thursday, September 7th at 8:30am: First Day of School for all scholars
- Wednesday, September 20th from 6pm-8pm: Back to School Night

Yours in Education,

Olivia Rodriguez-Calderon, Principal  
Hubbard Middle School  
orodriguez@plainfield.k12.nj.us

**School Vision and Mission*****VISION***

Hubbard Middle School empowers scholars to become culturally responsible, critical thinkers and change agents within the global community by being self-motivated, self-sufficient, and productive citizens.

***MISSION STATEMENT***

Hubbard's mission is to inspire all faculty and scholars to foster meaningful relationships where accountability, collaboration, equity, and respect are at the forefront of our journey towards excellence.

To fulfill this mission, the school will:

- ❖ Ensure that students and adults feel safe and ready to engage in teaching & learning;
- ❖ Create a clear, consistent behavior system for the whole school community;
- ❖ Communicate and involve all stakeholders in decisions that impact the well-being of our students;
- ❖ Keep track of the school's goals and plan for improvement;
- ❖ Ensure that academic learning time is protected and prioritized;
- ❖ Ensure that intervention for students is initiated at the earliest possible juncture.

**School Pledge**

*Students, staff, and parents/guardians will be invited to participate in the creation of a new school pledge. More information to be shared.*

**School Telephone Directory****Main Office: (908) 731-4320****|****Fax: (908) 731-4315**

	Extension		Extension
Mrs. Rodriguez-Calderon (Principal)	5126	Ms. Gray (School Social Worker)	5363
Mr. Valentin-Gladden (Assistant Principal)	5133	Ms. Thorne (School Social Worker)	5623
Mr. Day (Assistant Principal)	5128	Ms. Dragone (Professional School Counselor)	5129
Ms. Posada (Principal's Secretary)	5127	Ms. Freeman (Professional School Counselor)	5329
Ms. Sanchez (Attendance Secretary)	4312	Ms. J. Rodriguez (Professional School Counselor)	5131
Ms. Cadet (School Nurse)	4313	Mr. W. Rodriguez (Professional School Counselor)	5328
Ms. Beltran (Guidance Office Secretary)	5136	Plainfield Public Schools District Administrative Office  (908) 731-4200   Fax (908) 731-4336	
Cafeteria	4319		

## STAFF ROSTER 2023-2024

6th Grade Team			7th Grade Team			8th Grade Team		
Teacher	Subject	Room	Teacher	Subject	Room	Teacher	Subject	Room
W. Cheatham	Math	303	J. Hutchinson	Math	206	J. Anderson	SS	225
Y. Kerr	Sci	301	S. Jackson-McCracken	SS	203	D. Armstrong	Sci	228
D. McLaughlin	ELA   SS	302	C. Kirby	ELA	210	M. Belgira	ELA	222
B. Montanez	ELA	310	L. Klauber	Math	204	M. Ginn	Math	227
A. Oden	Math	308	N. Smith	Sci	202	E. Indyk	Math	230
K. Turner	ELA	307	K. Tarde	ELA	211	L. Ingalls	ELA	232
T. Vassell	Math	304				O. Onigbogi	Math	224
J. Johnson	SS	309				M. Washington-Harris	ELA	221

Multi Grade Levels			Special Education Team			ESL   Bilingual Team		
Teacher	Subject	Room	Teacher	Subject	Room	Teacher	Subject	Room
B. Bingert	SS	136	P. Bedi	ELA-R	305	N. Ceballos	ELA-S	112
S. Kumar	Sci	226	S. Chakraborty	Math-LLD	207	Y. Collado	Math	110
T. Prabhudesai	Sci	TR 3	S. Clarke	ELA-R	229	M. Douglas	ESL	-
N. Songhai	Sci	223	C. Fretz	Sci-LD	208	E. Hernandez	Math	TR 2
R. Thompson	SS	-	J. Lewis	SS-LLD	208	P. Kataria	ESL	209
B. White	Math	TR 4	C. Lopez-Reyes	MD	142	A. Lassila	SS	205
Physical Education   Health			M. Masi-Lerner	Math-R	201	C. Londono	Math	145
W. Gonzalez	PE	GYM	I. Nau	Math-R	306	J. Thompson	ESL	TR 1
L. Kaminsky	PE	GYM	D. Papocchia	ELA-LD	147	P. Westry-Rodgers	ESL	108
E. Medina	PE	GYM	PE   Health Continued			M. Youssef	ESL	138
B. Orlando	PE	GYM	K. Santiago	PE	GYM	Vacant	ESL	-


Electives			Student Support Team Administration   Counselors   Social Workers   SBYS   Secretarial   Instructional Coaches			
Teacher	Subject	Room	Staff	Role	Staff	Role
S. Brown	Finance	133	H. Cadet	Nurse	O. Rodriguez-Calderon	Principal
K. Bruno	Art	143	B. Dragone	PSC	C. Valentin-Gladden	Assistant Principal
T. Cress	Media	140	G. Freeman	PSC	J. Day	Assistant Principal
C. Dalton	Band	134	J. Rodriguez	PSC	D. Posada	Principal Secretary
F. Iradi	Tech	140-B	W. Rodriguez	PSC	A. Sanchez	Attendance Secretary
J. LaPine	Vocal	151	T. Gray	SSW	S. Beltran	Guidance Secretary
M. Mercedes	Dance	132	S. Thorne	SSW	F. Lee	Math Coach
J. Wittenbauer	AVID	-	A. Oliveira	SBYS - CM	A. Simoes	ELA Coach

Child Study Team		Teacher Assistants   Paraprofessionals	
Staff	Role		
M. Grant	CST Case Manager	J. Burke (SE)	J. Harrison (SE)
S. Kanan	CST Case Manager	J. Cano (PE)	C. Henderson (SE)
G. Onyebeke	CST Case Manager	H. Corchado (ESL)	S. Holmes (SE)
M. Yianolatos	Speech	N. Drakeford (SE)	A. Petitfrere (SE)
R. Mehta	O/T	S. Gatica (SE)	J. Saravia (SE)
		S. Gonzalez-Lopez (ESL)	E. Vasquez (ESL)

Security		Custodial	
M. Thomas	Lead Security Officer	D. Albert	Head Custodian
A. McCray	Security Officer	W. Toca	Head Custodian S2
K. Murphy	Security Officer	C. Brooks	Custodian
D. Jordan	Security Officer	G. Lopez	Custodian
Technology Support		S. Dost	Custodian
D. Grimes	Technology Coordinator	R. Banks	Custodian

Revised : August 14, 2023

Moving Plainfield Public Schools Forward



# PLAINFIELD PUBLIC SCHOOLS

## 10-MONTH CALENDAR

### 2023-2024 School Calendar

APPROVED

June 20, 2023  
BOE Business Meeting

M	T	W	Th.	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th.	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

	Professional Development
	Students Return/Last Day for Students
	Schools Closed
	Early Dismissal – K-12 Students
	Early Dismissal – Parent/Teacher Conferences
	Single Session

M	T	W	Th.	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	Th.	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th.	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

M	T	W	Th.	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

M	T	W	Th.	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th.	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	Th.	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	Th.	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**182 – Student Days • 187 – Teacher Days**  
**Calendar Includes: 2 Emergency Days**

**Plainfield Public Schools**

• 1200 Myrtle Avenue •

Plainfield, NJ 07063 • (908) 731-4200 • [www.plainfieldnj12.org](http://www.plainfieldnj12.org)

9/1	All Employees Return – Staff Convocation						
9/1, 9/5 – 9/6	Professional Development						
9/4	Schools/District Closed – Labor Day						
9/7	First Day for Students						
9/25	Schools/District Closed – Yom Kippur						
<b>BACK-TO-SCHOOL NIGHT</b> Elementary – 9/19 • Middle – 9/20 • High School – 9/21							
10/2	Early Dismissal – Professional Development						
10/9	Schools Closed – Indigenous Peoples' Day						
11/7	Schools Closed – Election Day						
11/9 & 11/10	Schools Closed – NJEA Conference						
11/13	Early Dismissal – Professional Development						
11/22 – 11/24	Schools Closed – Thanksgiving Recess						
11/28-11/30	Early Dismissal – Parent/Teacher Conferences						
<b>Winter 2023-2024</b>							
12/4	Early Dismissal – Professional Development						
12/22	Early Dismissal – K-12						
12/25 – 1/2	Schools Closed – Winter Recess						
1/8	Early Dismissal – Professional Development						
1/15	Schools Closed – Dr. Martin Luther King, Jr. Day						
2/5	Early Dismissal – Professional Development						
02/06 – 02/08	Early Dismissal – Parent/Teacher Conferences						
2/19	Schools Closed – President's Day						
3/4	Early Dismissal – Professional Development						
<b>Spring 2024</b>							
3/29, 4/1 – 4/5	Schools Closed – Good Friday / Spring Recess						
4/10	Schools Closed – Eid Al-Fitr						
4/15	Early Dismissal – Professional Development						
5/6	Early Dismissal – Professional Development						
5/27	Schools Closed – Memorial Day						
6/4	Schools Closed – Primary Election Day						
6/19	Schools Closed – Juneteenth						
6/24-6/26	Early Dismissal – K-12						
6/27	Last Day for Students and Staff						
<b>Mid-Marking Period (Progress Reports) Closing Dates</b>							
1 <sup>st</sup> MP	10/11	2 <sup>nd</sup> MP	12/22	3 <sup>rd</sup> MP	03/07	4 <sup>th</sup> MP	05/17
<b>Marking Period Ending Dates</b>							
1 <sup>st</sup> MP	11/16	2 <sup>nd</sup> MP	02/02	3 <sup>rd</sup> MP	04/16	4 <sup>th</sup> MP	06/17
<b>Evening Parent/Teacher Conference Dates</b>							
Elementary School		Middle School		High School			
11/28	02/06	11/29	02/07	11/30	02/08		



# Hubbard Middle School

## 2023-2024



### Regular Bell Schedule

A DAY	B DAY	START TIME	END TIME
HR / BLOCK 1	HR / BLOCK5	8:30 AM	10:00 AM
BLOCK 2	BLOCK 6	10:03 AM	11:23 AM
LUNCH	LUNCH	11:26 AM	12:06 PM
HR / FLEX	HR/ FLEX	12:09 PM	12:49 PM
BLOCK 3	BLOCK 7	12:52 PM	2:12 PM
BLOCK 4	BLOCK 8	2:15 PM	3:35 PM

### Early Dismissal Bell Schedule

A DAY	B DAY	START TIME	END TIME
HR / BLOCK 1	HR / BLOCK5	8:30 AM	9:20 AM
BLOCK 2	BLOCK 6	9:23 AM	10:08 AM
LUNCH	LUNCH	10:11 AM	10:46 AM
HR / FLEX	HR / FLEX	10:49 AM	11:24 AM
BLOCK 3	BLOCK 7	11:27 AM	12:12 PM
BLOCK 4	BLOCK 8	12:15 PM	1:00 PM

### Delayed Opening Bell Schedule

A DAY	B DAY	START TIME	END TIME
HR / BLOCK 1	HR / BLOCK5	10:00 AM	11:09 AM
BLOCK 2	BLOCK 6	11:12 AM	12:09 PM
LUNCH	LUNCH	12:12 PM	12:52 PM
HR / FLEX	HR / FLEX	12:55 PM	1:35 PM
BLOCK 3	BLOCK 7	1:38 PM	2:35 PM
BLOCK 4	BLOCK 8	2:38 PM	3:35 PM

Breakfast is served daily, 8:00 AM – 8:25 AM. Breakfast will not be served on Delayed Opening days.

Students must arrive to school on time. Students who arrive after 8:40 AM will be marked Tardy.

Students will NOT be released from school after 2:30 PM without prior approval from school administration.

### School-Wide Procedures & Expectations

#### Arrival Procedures:

- ❖ Doors open at 8:30 A.M.
- ❖ Students are to line up by their designated grade level entry point. Doors are marked with students' grade-level. Students must enter through their respective grade-level door.
- ❖ In the event of inclement weather, security will direct students into either the cafeteria or school gymnasium. Students who wish to have breakfast must arrive between **8:00 AM - 8:25 AM** to allow them time to eat. Breakfast will take place in the cafeteria, using the blacktop entrance.
- ❖ Designate a meeting point for you and your students to make pick-up and drop-off easier. **Do not** park in the bus zone, refrain from double parking and do not stop in the middle of the road to let your child out of the car.

#### Dismissal Procedures:

- ❖ Students will be dismissed at 3:35 P.M.
- ❖ Designate a meeting point for you and your child to make pick-up and drop-off easier.
- ❖ Students will **not** be able to be dismissed after 2:30 PM without prior approval of the Principal or Assistant Principals or in the event of an emergency.
- ❖ **For the safety of our students**, students will only be released to the parents/guardians on record. Prior approval is required from the parent/guardian for students to be released to any other individual(s) listed in the District data system (Genesis). Please note, students will NOT be released to anyone under the age of 18 and who is not listed in the District Data system (Genesis).
- ❖ **For your safety and the safety of all of our students do not:**
  - park in the bus zone(s),
  - double park,
  - stop in the middle of the road to let your child out of the car,
  - Block crosswalks

**Attendance:**

- ❖ The success of Hubbard Middle School students is based, first and foremost, on coming to school. **Regular attendance is crucial to student success.** Punctuality is also important so as not to disrupt the learning environment of other students already at school. Finally, in order to take full advantage of the academic program, students should remain at school for the full day.
- ❖ If your child misses school for any reason, it counts as an absence, unless the student is attending a school-sponsored trip away from the school's campus. This includes absences for illness, religious observance or suspensions. Please use the published school calendar as a guide to plan medical appointments, and family outings and trips on days when there is no school for students, or at other times outside of school hours.
- ❖ **If your child is chronically absent (absent 18 or more school days), there may be a referral to the Division of Child protection and Permanency (Formerly DYFS).**
- ❖ If your child is going to be absent from school, please contact our attendance hotline: **(908) 731-4320 ext. 4312**

**Expectations:*****School-Wide:***

- ❖ Respect yourself, others, and school property always.
- ❖ Arrive at school each day on time and prepared to learn.
  - ❖ School Uniform and ID should be always worn.
- ❖ Keep personal electronic (i.e. cell phones) devices off and away.
  - ❖ All outerwear is to be stored in the lockers.

***Auditorium:***

- ❖ • Enter and exit quietly, in an orderly fashion, with your teacher.
  - ❖ Remain seated during performances.
  - ❖ Be a quiet listener and observer.
  - ❖ Use appropriate audience responses.

***Cafeteria:***

- ❖ Arrive on time.
- ❖ Ask permission to leave your seat.
  - ❖ Line up in single file
- ❖ ID is always worn around your neck.
  - ❖ Clean up your area.
- ❖ • Remain in your designated area until dismissal.

***Classroom:***

- ❖ Arrive to class on time and enter quietly.
  - ❖ Be prepared and ready to learn.
- ❖ • Follow the routines and rituals established by your teacher.

***Hallway/Stairwell:***

- ❖ Hall pass must be visible
- ❖ Keep moving and WALK to the right.
  - ❖ Go directly to your destination.
- ❖ Go to your locker at the designated times.

**ID Cards:**

Students will be issued a student identification card at the start of the school year. Students must wear their IDs each day and it must be visible. If a student loses their ID they must notify security and pay a \$5.00 replacement fee.

**Lunch Etiquette and Rules:**

Plainfield Public Schools offers a well-balanced menu of hot food, assorted salads, desserts, beverages, and milk. These foods are available at low cost to all students. Free, reduced-price, and regular lunch are available. The New Jersey Department of Education has issued a school lunch policy that states, in part:

- ❖ Every student is required to file an application for free and reduced-price meals under the National School Lunch Program.
- ❖ Eligibility will be determined based on income criteria as established by the US Department of Agriculture.

To access the free online [Lunch Application](https://tinyurl.com/2mx75zn2), please click this link:  
<https://tinyurl.com/2mx75zn2>

**Student Lunch Rules:**

1. Students should report to the cafeteria only at the assigned lunch period.
2. I.D. cards must be visibly worn around the neck and must be presented when requested by cafeteria assistants, security officers and/or the faculty.
3. Students must take a tray for food and must dispose of trays in trash barrels after eating. Nothing is to be left on the tables.
4. Students are responsible for keeping their area clean. Items that fall should be picked up and disposed of properly.
5. All food and beverages must be consumed in the cafeteria.
6. Students must use designated doors for entrance and exit. Food is not to be taken out of the cafeteria.
7. No funds may be solicited for any purpose except for the sale of tickets to school sponsored and/or district approved activities.
8. Students should remain in their seats until they are dismissed by the administrator in charge.
9. Card games are prohibited in the school cafeteria.
10. Students are expected to always behave appropriately.
11. Students are prohibited from ordering food from outside restaurants or online platforms. Students can bring food from home – (brown bag, lunch box, etc.)

\*\*Students found to be in violation of the above regulations will be subject to administrative disciplinary action.\*\*

**Lockers:**

Each student will be assigned a hall locker and a gymnasium locker. Lockers are supplied for the convenience of students and protection of their property. The Board of Education and school authorities can assume no responsibility for the loss of any article by a student. For the best security, the combination issued to you should be kept confidential and should not be shared with anyone.

Students are urged to be extra careful with personal property. Money or jewelry should never be left in lockers. Students are permitted to go to lockers prior to the start of the school day; the beginning and end of the student's lunch period; and at the end of the student's school day.

Lockers are the property of the Board of Education. School Officials have the right to inspect lockers without notice. Locker inspection may be held at least once each semester and at other times when deemed necessary. No item or instrument which is unlawful or against school policy is to be housed in lockers.

**IMPORTANT** - Do not share your locker with anyone. The lockers (hall and gymnasium) assigned to you are for your individual use only.

**School Property:**

Each student is provided with an I-Pad and/or Chromebook to use. Their electronic device should be used for school-related assignments only. Any mis-use of their electronic device may result in consequences. Your child is expected to keep their school-issued device with them at all times during the school day (with expectations of P.E. class, field trips, assemblies, etc.). It is the responsibility of each student to care for their device and if your child damages their device, parents/guardians may be liable for repair or replacement. If your child experiences any issues with their device, they should notify their teacher(s) immediately.

Your child may be provided with textbooks, workbooks, musical instruments, calculators, etc. Any district resources or devices that are issued are property of the Plainfield Board of Education. Your child is to return any materials in the event they transfer to another school and/or district. Additionally, they are responsible for any lost materials, resources, or devices.

### **Cell Phone Policy**

To support an environment conducive to learning and free of distractions, the following cell phone procedure has been adopted:

- ❖ Cell phones are to be out of sight and silenced during school hours. Parents are asked to contact the school at (908) 731-4320 in cases of emergencies during school hours.
- ❖ Each classroom will have a cell-phone “drop-off” station, where students will drop their cell phones off at the start of each class period and retrieve their cell phones at the end of each class period.

Students who do not adhere to this policy will have their cell phones confiscated by a teacher or administrator. In most cases, cell phones will be returned at the end of the school day. However, if this infraction becomes frequent, a parent/guardian may be called in to have a meeting in order to retrieve the cell phone.

We ask that all parents/guardians monitor their child’s phone usage. Studies have found that too much phone usage can lead to various mental health issues. Additionally, Cyberbullying has increased - cases of bullying often stem from social media, texting, and/or email.

***Hubbard Middle School teachers, administrators, and staff are not responsible for lost, stolen, and/or damaged cell phones.***

### School Uniform Policy

School uniforms must be worn each school day. Below you will find the appropriate colors and uniforms that can be purchased for your child.




Parents of students who are not in the appropriate school uniform will be contacted by school staff and/or administration and parents/guardians will be required to bring the appropriate school uniform to the school building so that the student can change.  
**Excessive school uniform violations may result in disciplinary actions.**

### **PBSIS Expectations**

The **Positive Behavior Support in Schools** (PBSIS) is an intervention initiative intended to improve the climate of schools using a system-wide positive behavioral interventions to discourage disruptive behaviors.

Students will be able to earn rewards and prizes based on their positive behavior.. Rewards and prizes include, but are not limited to: school spirit t-shirts, school supplies, backpacks, invitations to special events (parties, trips, specialized assemblies), etc.

**\* Be Prepared \* Be Productive \* Be Proud \***

<p style="text-align: center;"><b><u>Restroom</u></b></p> <ul style="list-style-type: none"> <li>• Use the bathroom during designated times</li> <li>• Have a hall pass</li> <li>• Flush toilet after use</li> <li>• Wash hands</li> <li>• Dispose of all trash appropriately and keep bathroom clean</li> <li>• Return directly to class</li> </ul>	<p style="text-align: center;"><b><u>Classroom</u></b></p> <ul style="list-style-type: none"> <li>• Arrive on Time &amp; prepared to learn</li> <li>• Use respectful language</li> <li>• Complete Assigned work</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Strive to do your best</li> </ul>
<p style="text-align: center;"><b><u>Hallway &amp; Stairwell</u></b></p> <ul style="list-style-type: none"> <li>• Display ID at all times</li> <li>• Walk quietly to the right</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Go to your locker during homeroom and before &amp; after lunch</li> <li>• Arrive quickly to your destination</li> </ul>	<p style="text-align: center;"><b><u>Cafeteria</u></b></p> <ul style="list-style-type: none"> <li>• Display ID and have lunch money ready</li> <li>• Follow directions</li> <li>• Remain in one area and use inside voices</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Keep cafeteria clean and leave food/drink inside</li> </ul>
<p style="text-align: center;"><b><u>Recess</u></b></p> <ul style="list-style-type: none"> <li>• Stay inside the fence</li> <li>• Follow adult directions</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Play in the designated areas</li> <li>• Line up in an orderly fashion when the directed</li> </ul>	

### **Student Code of Conduct**

The Plainfield Public School District believes that students need an environment that is safe and positive for learning. Therefore, positive discipline is fundamental in all educational endeavors. It is the foundational concept for the teaching/learning process and the basic consideration for the proper supervision of all students. No single responsibility for all school district personnel can be considered more important.

The following are to be considered as *guidelines* and may be *modified* depending on specific circumstances. Obviously, all possible inappropriate behaviors cannot be listed. Repeated, serious behavioral offenses may result in more severe punishments or penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis. Community service may be assigned to a student in lieu of a consequence at the discretion of the Administrator.

To access the [Plainfield Public Schools Student Code of Conduct](https://tinyurl.com/5698949d) you may click on the blue hyperlink. You can also go to: <https://tinyurl.com/5698949d>

\*Not all infractions and consequences are mentioned in the Code of Conduct. The Plainfield Board of Education has the right to impose penalties, consequences, and/or restitution for infractions that disrupt the nexus and overall operation of the school.

### **Student Achievement & Grading**

#### **Report Cards & Grading Systems:**

The school uses the following numerical grading system to report academic achievement in grades 6 through 8:

A+	97–100	B+	87–89	C+	77–79	D	65–69
A	93–96	B	83-86	C	73-76	F	Below 65
A–	90-92	B –	80-82	C –	70-72		

Report cards will be available to view four times per year via Genesis Parent Portal. In order to give families the opportunity to view their child's work portfolio in detail and speak with their child's teachers about academic and behavioral progress, the school works with each parent to schedule face-to-face conferences for at least 2 report card issuance per year. Progress reports will be available via Genesis Parent Portal halfway through each grading period. Progress reports are a snapshot of your child's academic and/or behavioral progress in between marking periods.

#### **Homework:**

Each student has daily homework assignments in Literacy and Mathematics and each student is required to do independent reading. Homework is planned for our students to be able to complete it independently or with very little assistance. Homework is checked daily and completion is recorded. This factors into a student's grade.

#### **Testing:**

In addition to regular subject content quizzes and assessment, your child will take district and state standardized tests. Here are examples of assessments that will be administered this school year:

- ❖ New Jersey Student Learning Assessment (ELA, Math, & Science)
- ❖ ALEKS
- ❖ Linkit Benchmark Assessments
- ❖ HMM Unit Assessments & Reading Growth Assessment
- ❖ Literably
- ❖ ACCESS / WIDA

\* Click hyperlink to access the District Testing Information: [PPDS Testing Information Website](https://www.plainfieldnj12.org/district_offices/equity_school_improvement) or go to:  
[https://www.plainfieldnj12.org/district\\_offices/equity\\_school\\_improvement](https://www.plainfieldnj12.org/district_offices/equity_school_improvement)

### **Parent/Guardians Communication**

Our students' success relies on a positive and collaborative partnership with the school and families.

Effective communication between the home and school is vital for maximum student attendance and achievement. The Hubbard Middle School faculty and staff will initiate direct communication to parents or guardians/ relative to their child(ren)'s status in school. Standard forms of communications will include telephone messages, Genesis/Parent Portal, conferences, written notices, and reports.

Parents and guardians are required to update school information i.e., new address, phone number, emergency contact information. Maintaining your information accurate will increase the ability of the school to keep you informed.

#### **Messaging:**

Web based voice messaging system that allows us to notify/contact parents with tardy, absence, discipline and communicating testing or report card distribution dates. From weather-related announcements and schedule changes to warnings of extreme emergencies or crisis situations. We will also notify parents of positive student achievements.

#### **Genesis Parent Portal / Student Portal:**

You will be able to log into Genesis/Student profile at any time to view your child's information (i.e., grades, attendance, assignments, teacher comments/notes, conduct etc.)

- ❖ Click the Hyperlink: [Genesis Parent Portal](https://parents.plainfieldnj12.org/) or <https://parents.plainfieldnj12.org/>
- ❖ Click the Hyperlink: [Genesis Student Portal](https://students.plainfieldnj12.org/) or <https://students.plainfieldnj12.org/>

#### **Emergency Closings / Delayed Openings:**

Plainfield Public Schools uses the following broadcast stations and outlets to announce school closings due to emergencies and/or inclement weather.

- ❖ Plainfield Public School District's Website: [www.plainfield.nj12.org](http://www.plainfield.nj12.org)
- ❖ Television Stations: WCBS-Channel 2; WABC-Channel 4; Fox 5-Channel 5; WABC-Channel 7
- ❖ Radio Stations: WOR-710 AM; WCTC-1450; am wmgz-98.3FM

When a delayed opening is announced, students report to school at 10 a.m. and teachers report at 9:30 a.m.

### **Clubs and Extracurricular Activities**

Our school provides a variety of extracurricular activities for those students who are interested. Students may work in as many activities as they wish, provided the club schedules do not coincide. Enrollment in some clubs is restricted in number because of safety requirements or limited facilities. Students who join any clubs or extracurricular activities must maintain a satisfactory grade point average and positive discipline/code of conduct file.

The variety and number of clubs varies from year-to-year as the interests of the students change. If there is enough student interest and a staff sponsor, a club may be started. If there are not enough active members in an existing club, the club will be disbanded.

#### **Clubs Offered:**

- ❖ Student Council
- ❖ School Musical Club
- ❖ National Junior Honor Society
- ❖ Art Club
- ❖ Homework Club
- ❖ Yearbook Club
- ❖ Newspaper Club
- ❖ Athletics
- ❖ Chess Club
- ❖ LASO (Latin American Student Organization)

Hubbard Middle School  
661 West Eighth Street, Plainfield, NJ 07060  
Phone (908) 731-4320  
Fax (908) 731-4315  
[Hubbard Middle School's Website Link](#)

Mrs. Olivia Rodriguez-Calderon, Principal

Mr. Christian J. Valentin-Gladden, Assistant Principal | Mr. Joseph Day, Assistant Principal

