



HASBROUCK HEIGHTS PUBLIC SCHOOLS



THE OFFICE OF THE MIDDLE SCHOOL VICE PRINCIPAL

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JOSEPH MASTROPIETRO
Middle School Principal

FRANK D'AMICO
Middle School Vice Principal

TO: Middle School Parents & Guardians
FROM: Mr. Frank D'Amico, Middle School Vice Principal
DATE: September 6th, 2024
SUBJECT: VP Letter to Parents- Policies, Procedures, & Expectations SY 24-25

Dear Middle School Parents/Guardians,

I would like to officially welcome you back to the 2024- 2025 school year at Hasbrouck Heights Middle School! I hope that you had a restful and enjoyable summer and are rejuvenated for another exciting school year. We are extremely excited to have everyone back and we are confident that our students will have both a meaningful and positive experience as Junior Aviators at HHMS!

Within this letter are important policies, procedures, and other information that must be followed throughout the school year. Most of the information included in this letter can also be found in our [Student/Parent Handbook- MS](#), so please be sure to read and review the Handbook with your child.

Attendance:

If a student is to be absent from school, it is the responsibility of the student's parent/guardian to notify the school. The process for notifying the school of the student's absence is:

1. The parent/guardian should call the Middle School Office at (201) 393 - 8170, no later than 8:00 am. Notification after 8:45am will be considered truant. If there is no answer, **please leave a message on the voicemail system.** If we do not receive any communication regarding your child's absence, a Security/ Truancy Officer will be sent to your home and the police may be notified.
2. The information provided should include the student's name, grade, reason for absence, and a callback phone number to reach the parent/ guardian. It is our top priority to ensure the safety of our students at all times. **PLEASE BE SURE TO CALL IN ALL ABSENCES!**
3. All Middle School students will enter the school building each day at the MS Entrance- Door # 15. **If your child is arriving late to school after 9:00am,** they should report directly to Door # 1 (Main Entrance to the High School) so they may be checked in for the school day.

In accordance with Board policy, students who are tardy will be subject to disciplinary action as outlined below:

1-3 Tardies: Excused
4th Tardy: Central Detention
7th Tardy: 2 Central Detentions
10th Tardy: Saturday School Detention

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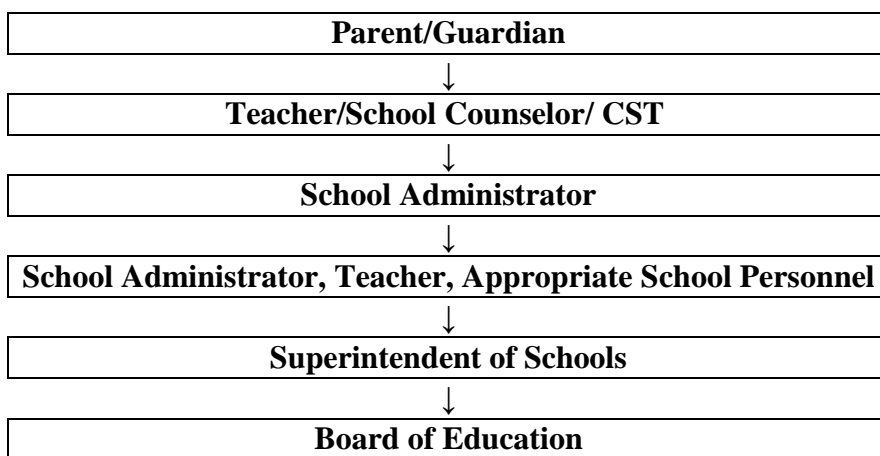
- 13th Tardy: Saturday School Detention & Action Plan Implemented
15th Tardy: Potential loss of course credit (if Action Plan not followed)

Chain of Communication:

School-related concerns involving a student are usually resolved by the Teacher or other staff member with supervisory responsibilities. In order to effectively and efficiently address school-related concerns in the best interest of the student, the following Chain of Communication will be followed. If the concern is not resolved, proceed to the next step in the Chain of Communication. The Principal or her/his designee reserves the right to intervene at any point of the Chain of Communication in the best interest of the student.

Concern of Student's/ Parent/ Guardian:

1. Parent/Guardian of the student addresses/communicates concern to the Teacher, School Counselor, or CST.
2. Parent/Guardian addresses/communicates concern to a School Administrator.
3. School Administrator facilitates communication between Parent/Guardian, Teacher, and appropriate school personnel (i.e. counselors, CST, etc.) in order to address/communicate concern.
4. Parent/Guardian addresses/communicates concern to the Superintendent of Schools.
5. Parent/Guardian addresses/communicates concern to the Board of Education.



Code of Conduct/ HIB (Harassment, Intimidation, & Bullying):

The Board of Education adopts the Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules, which can be found by clicking here:

[Code of Conduct Regulation](#)

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Please take some time to review our BOE approved HIB policy: [Harassment, Intimidation, & Bullying Policy](#)

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The HIB Complaint Form for Families can be found on our [HIB Portal- District Website](#)

All Middle School parents/guardians should follow the *Chain of Communication* when reporting a concern that occurred in school involving their child. The teacher or staff member who was responsible for your child during the time of the incident(s) should be the first person contacted by the parent/guardian. The school counselor or the CST case manager should be the next point of contact prior to contacting the school's administrators.

School Counselors:

Mrs. Gesell: Grades 6, 7, & 8 (Last Names A-L) → Contact: gesellin@hhschools.org

Ms. O'Hagan: Grades 6, 7, & 8 (Last Names M-Z) → Contact: ohagank@hhschools.org

CST Case Managers:

Ms. Gallina: Grade 6 & 7 → Contact: gallinaang@hhschools.org

Ms. Johnson: Grade 8 → Contact: johnsond@hhschools.org

Cell Phones/ Social Media:

Cell phones are **NOT** permitted at the middle school during the school day (7:55am- 2:39pm). Students may bring a cell phone to school with them, however, the phone must be housed inside of their school locker. Phones should be turned off or silenced during the school day. Students who are caught with their cell phone out during the school day will have it confiscated and will receive disciplinary action in accordance with the Code of Conduct.

At HHMS, we recognize the fact that Social Media has become a common part of our students' personal lives. However, we also need to understand that unless there is a direct and significant impact on the orderly operation of the school OR the rights of our students, the school/district has no jurisdiction to 'police' students' social media use outside of school. Parents/guardians are encouraged to monitor/ limit their child's social media use to ensure that they are using it appropriately and responsibly. With that being said, if a student's social media post significantly disrupts the orderly operation of the school OR the rights of our students, the school/district may take action via the Code of Conduct or HIB policy set forth by the Board of Education.

Dress Code:

Student attire worn to school is expected to be neat and clean. Any clothing that is transparent, distracting, or disruptive to the school environment will not be permitted. Clothing shall cover the torso and shorts/skirts should extend to the mid-thigh of the legs. Visible undergarments and flip-flops/slides are not permitted.

The Principal or his/her designee is responsible for determining the appropriateness of a pupil's attire. If a pupil is determined to be in violation of the Board policy on dress and grooming, his/her parent(s) or legal guardian(s) will be called and the pupil will be sent home to change. If it is not feasible to send the pupil home, he/she will be in school and excluded from attending classes for the remainder of the session or until appropriate attire can be brought to the school.

For more specific information on student dress code, please click on the following link: [Dress Code Regulation](#)

Chromebooks:

Every student has been provided a school-issued Chromebook to be used for instructional purposes while in school and at home. All students are expected to bring their school-issued Chromebook to

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school fully charged each school day. In the event that a student forgets to bring their Chromebook to school, they will need to rent one from our Technology Department to be returned at the end of the school day. Please understand that the student is subject to disciplinary action as per the Code of Conduct Policy which will be applied as follows:

- 1st Offense: Warning from Technology Department
- 2nd Offense: Referral to Administration; Warning Issued
- 3rd Offense: Referral to Administration; Central Detention issued/ Parent Notified
- Subsequent Offense(s): Referral to Administration; Central Detention issued/ Parent Notified

Field Trips:

Please be aware that if a student accumulates an excessive number of disciplinary infractions **OR** absences/tardies, the student may lose the privilege of attending our scheduled field trips. Please take the time to review our field trip policy by clicking here: [Field Trip Policy](#)

At HHMS, we pride ourselves on creating an environment of respect, rapport, and collaboration all in an effort to maximize the learning experience for each and every student. Following the policies/procedures included in this letter (and our [Student/Parent Handbook- MS](#)), will help support us in achieving our goal of establishing the most positive educational environment for our students and staff.

If you have any questions, please do not hesitate to contact me directly. I look forward to a successful 2023-2024 school year!

GO JUNIOR AVIATORS!!!

Respectfully,

Frank D'Amico

Frank D'Amico
Vice Principal
Hasbrouck Heights Middle School



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