

# HASBROUCK HEIGHTS

## MIDDLE SCHOOL

### Student/Parent Handbook



2024-2025 School Year

**“WHERE TRADITION AND  
INNOVATION TAKE FLIGHT!”**

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## PRINCIPAL'S LETTER

It is with great pleasure that I take this opportunity to welcome you to Hasbrouck Heights Middle School. HHMS is a special place for students to learn and grow and we are extremely proud of the programs that we offer our students. We encourage you to make the most of your time with us!

This Handbook has been developed to help you and your parents learn as much as possible about our school services, procedures, and policies. It is a quick reference guide that you will find extremely useful throughout the 2024- 2025 school year. It is the responsibility of the student and their parents/guardians to read this Handbook thoroughly and in its entirety, so that you can gain a clear understanding of the expectations, procedures, and policies that we have in place here at Hasbrouck Heights Middle School.

Whether you are joining the Hasbrouck Heights school community for the first time or have been with us for a number of years, we encourage you to become an active participant in our schools. In addition to an excellent academic program, we offer various activities and clubs that will assist our students in becoming well-rounded, self-reliant young adults. We truly care about each and every one of our students and are committed to developing them in all aspects of their lives.

We look forward to the upcoming year with great excitement and hope that all our students will enjoy a successful and rewarding school year. For more information, please visit our district web site at [www.hhschools.org](http://www.hhschools.org)

Very truly yours,

*Mr. Joseph Mastropietro*  
*Middle School Principal*

# “SAFETY, RESPONSIBILITY, RESPECT!”



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## DISTRICT ADMINISTRATION

<u>Administrator</u>	<u>Title</u>	<u>Email Address</u>
Dr. Jillian Torrento	Superintendent of Schools	torrentojil@hhschools.org
Mr. Robert Brown	Interim School Business Administrator	brownrob@hhschools.org
Mr. Vincenzo Barchini	High School Principal	barchiniv@hhschools.org
Mr. Joseph Mastropietro	Middle School Principal	mastropietroj@hhschools.org
Mr. Joseph Colangelo	Lincoln School Principal	colangeloj@hhschools.org
Mr. Michael Sickels	Euclid School Principal	sickelsm@hhschools.org
Mr. Christopher Garcia	High School Vice Principal	garciachr@hhschools.org
Mr. Frank D'Amico	Middle School Vice Principal	damicofra@hhschools.org
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org
Mrs. Ashley Calligy	Supervisor of Guidance and Testing	calligyash@hhschools.org
Mrs. Dominique Vetrano	Director of Curriculum & Instruction	vetranodom@hhschools.org
Mr. Michael Scuilla	Director of Athletics	scuillam@hhschools.org
Mrs. Diana DaCosta	Supervisor of Instruction & Program	dacostadia@hhschools.org

## BOARD OF EDUCATION

**Mrs. Lori Cintron- President**

**Mrs. Lisa Krommenhoek- Vice President**

Mrs. Nicole Campbell Russo

Mr. Christopher DeLorenzo

Mrs. Jillian Ferdinand

Mr. Kevin Mullins

Mrs. Kathleen Sausa

Mrs. Helen Tejeda-Ramos

Mrs. Lauren Terranova

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**“SAFETY, RESPONSIBILITY, RESPECT!”**

**SCHOOL COLORS: ORANGE AND BLACK!**

**SCHOOL MASCOT: “*Franklin*”, the JUNIOR AVIATOR!**



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## **MISSION STATEMENT**

The mission of the Hasbrouck Heights School District is to focus on student development within a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

## **VISION STATEMENT**

### **STUDENTS**

Hasbrouck Heights School District believes that learning is measured by the integrity and achievement of its students.

- Students will become independent and self-sufficient citizens, who will succeed and contribute responsibly in a global society.
- Students will be accountable for their work and behavior.
- Students will take pride in their school and community.
- Students will have mutual respect for the different learning styles, strengths, needs and challenges of others.
- Students will be actively engaged in the learning process through diversified classroom activities that challenge all learners.
- Students will be 21<sup>st</sup> century, college and career ready.

### **COMMUNITY STAKEHOLDERS**

The Hasbrouck Heights School District believes in the value of a diverse community and is actively involved in efforts to promote and create partnerships that celebrate the qualities and individuals that make our community unique.

- Parents/guardians are actively involved in all aspects of the educational process.
- Community service promotes effective partnerships with community stakeholders.
- District and local government connections are apparent through various collaborative efforts.
- The district establishes effective relationships with various educational institutions.

### **TECHNOLOGY**

The Hasbrouck Heights School District believes that technology plays an integral role in improving the quality of instruction and supports learning by providing students and staff with the tools necessary to affect the mission of the district.

- District enhances student learning through the use of technology tools.
- Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.
- Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.

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- Students will develop an understanding of the nature and impact of technology as they relate to the individual and a global society.

## **CURRICULUM**

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Student Learning Standards.

- The curriculum reflects the District's commitment to innovation, continuous improvement, and excellence.
- The teachers will maintain the curriculum to reflect changes in standards in order to meet the instructional needs of students.
- The curriculum provides students with the tools necessary to become 21<sup>st</sup> Century College and Career ready.
- The district will provide ongoing professional development to support the effectiveness of the curriculum and to strengthen instruction.
- The curriculum cultivates active student learning.

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 2024-2025 SCHOOL CALENDAR



#### HASBROUCK HEIGHTS PUBLIC SCHOOLS 2024-2025 School Calendar

First Day/ Last Day  
Staff Only  
Single Session Day  
School Closure

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4-5 District Closed – Independence Day

August 27 New Staff Orientation

August 28 & 29 Staff In-Service

September 2 Labor Day – Schools Closed

September 3 **First Day of School - (Students Only AM)**

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 4 **In-Service for Staff PM**

September 4 **Single Session Day (Students Only AM)**

September 4 **In-Service for Staff PM**

October 11 Yom Kippur – Schools Closed

October 14 Columbus Day – Schools Closed

October 16 Single Session Day (Students Only AM)

October 16 In-Service for Staff PM

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 5 Election Day - Schools Closed

November 7-8 NJEA Convention – (Schools Closed)

November 27 Single Session Day

November 28-29 Thanksgiving Recess

December 20 Single Session Day

Dec. 23-31 Holiday Recess

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 1 New Year's Day (Schools Closed)

January 2 Schools Reopen

January 20 Dr. Martin Luther King Jr. Birthday (Schools Closed)

February 17-21 Winter Recess

February 24 Schools Re-open

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 17 Single Session Day

April 18 Schools Closed

April 21-25 Spring Recess

April 28 Schools Reopen

May 26 Memorial Day – Schools Closed

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 19 **High School Graduation**

June 20-24 Single Session Days (Students only)

June 24 **Last Day of School**

June 25 **Teacher Check-Out**

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**UNUSED SNOW DAYS** will be used in the following order: May 23rd, May 27th, May 22nd. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 25, 2025.

Total Days for Students - 183  
Total Days for Teachers - 187

**Revised August 22, 2024**

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook



### MIDDLE SCHOOL/HIGH SCHOOL BELL SCHEDULE



#### HIGH SCHOOL

##### Grades 9-12

Period 0:	7:00- 7:50am
Period 1:	7:55- 8:39am
Homeroom:	8:39-8:46am
Period 2:	8:49-9:33am
Period 3:	9:36-10:20am
Period 4:	10:23-11:07am
Period 5:	11:10-11:54am
<b>Period 6:</b>	<b>11:57-1:05pm</b>
6A Class:	11:57-12:41am
Lunch B:	12:44- 1:05pm
Lunch A:	11:57-12:18pm
6B Class:	12:21-1:05pm
Period 7:	1:08- 1:52pm
Period 8:	1:55-2:39pm

#### SINGLE SESSION SCHEDULE

Period 1:	7:55- 8:33am
Period 2:	8:36-9:06am
Period 3:	9:09-9:39am
Period 4:	9:42-10:12am
Period 5:	10:15-10:45am
Period 6:	10:48-11:18am
Period 7:	11:21-11:51am
Period 8:	11:54-12:24pm

#### MIDDLE SCHOOL

##### Grades 6-8

None	
Period 1:	7:55-8:39am
Homeroom:	8:39-8:46am
Period 2:	8:49-9:33am (Gr. 6 Cycle)
Period 3:	9:36-10:20am (Gr. 7 Cycle)
<b>Period 4:</b>	<b>10:23-11:31am</b>
4A Class:	10:23-11:07am
Lunch B:	11:10-11:31am (Gr. 6/7)
Lunch A:	10:23-10:44am (Gr. 7/8)
4B Class:	10:47-11:31am
Period 5:	11:34-12:18pm (Gr. 8 Cycle)
Period 6:	12:21-1:05pm (Gr. 6 PE)
Period 7:	1:08- 1:52am (Gr. 7 PE)
Period 8:	1:55- 2:39pm (Gr. 8 PE)

#### SINGLE SESSION SCHEDULE

Period 1:	7:55- 8:33am
Period 2:	8:36-9:06am
Period 3:	9:09-9:39am
Period 4:	9:42-10:12am
Period 5:	10:15-10:45am
Period 6:	10:48-11:18am
Period 7:	11:21-11:51am
Period 8:	11:54-12:24pm

#### DELAYED OPENING SCHEDULE (MS & HS)

Period 1:	10:00am -10:20am
Period 4-8:	10:23am- 2:39pm → Follow regular full-day schedule

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL CLUBS AND ADVISORS

2024-2025 SCHOOL YEAR

#### CLUB/ ADVISOR

Academic Challenge Club- Patrick Dennehy  
Art Club- Allison O'Brien  
Beta Club (MS Honor Society) - James Muska / Jesse Coffey  
Board Game Club- Robin Shannon  
Book Club- Tina DiLascio  
Chess Club- Mike Binazeski  
Choir Club- Antoinette Lindquist  
Cross Country Club- Jesse Coffey  
Dance Club- Bette Shelly  
E-Sports Club Grade 6- James Muska  
E-Sports Club Grade 7 & 8- James Muska  
Gay/ Straight Alliance Club- Bette Shelly  
Geography Club- James Muska  
Green/ Environmental Club- Dave Rispoli  
Junior Police Academy- Michael Stillman  
Middle School Volleyball Club- Christine Warren  
Grade 8 Volleyball Club- Corinne Miller  
Morning Sports Club- MS Staff  
Middle School Play Club- Angela Gallina/ Lori Farquhar  
Peer to Peer Club- Kim Caputo  
Photography Club- Megan Falquez  
STEAM Club- Mike Binazeski  
Student Council Club- Kim Caputo  
Theater Design Club- Lori Farquhar  
Writing Club- Dana Regan

#### **Academic Challenge Club- Advisor: Mr. Patrick Dennehy**

The Academic Challenge club will provide middle school students the opportunity to challenge themselves academically, while showcasing their knowledge of various subject areas against other middle school students.

#### **Art Club- Advisor: Ms. Allison O'Brien**

The Art Club is designed to provide all middle school students the opportunity to explore their interests in art, painting, and project design. Students will have the opportunity to work with their peers to brainstorm ideas and work collaboratively in developing various art projects.

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### **Beta Club- Advisor: Mr. Muska & Ms. Coffey**

The Beta Club is a non-profit leadership-service organization whose purpose is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship. It is a student-centered organization that develops and nurtures students by providing opportunities for them to demonstrate the ideals of character, leadership, achievement and service in a global community.

### **Board Game Club- Advisor: Mrs. Robin Shannon**

The Board Game Club will provide students the opportunity to learn how to play traditional board games. This fun and interactive activity will emphasize teamwork, collaboration, and camaraderie with peers.

### **Book Club- Advisor: Mrs. DiLascio**

The MS Book Club will be open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students with a passion for Reading. Students will have the opportunity to read, discuss, and share their thoughts and ideas about their independent reading in a group setting with peers.

### **Chess Club- Advisor: Mr. Binazeski**

The Chess Club is designed to provide a forum for students to learn how to play the game of chess, as well as develop strategies to help them compete in tournaments against opponents in grades 6-8. Chess Club members will also be given an opportunity to compete against another local school during the school year.

### **Choir Club- Advisor: Mrs. Lindquist**

The Choir Club will be an exciting opportunity for students to showcase their talents and learn about the various components of singing in a choir. Choir students will be able to perform at our winter and spring concerts, as well as our MS/HS POPS concert throughout the year.

### **Cross Country Club- Advisor: Ms. Coffey**

The Cross-Country Club will be an athletic-based club that promotes aerobic exercise and team building. Students will have the opportunity to participate in various running activities, which will help promote aerobic and muscular endurance, as well as help students build lifelong skills related to exercise.

### **Dance Club- Advisor: Ms. Shelly**

The Dance Club will be an exciting opportunity for students to develop and showcase their skills related to movement, fitness, and dance.

### **E-Sports Club (Grade 6 Club and Grades 7-8 Club) - Advisor: Mr. Muska**

E-Sports helps students develop and improve critical skills such as teamwork, communication, strategy development, coordination, and creativity. The students will participate in E-sport

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## Student/Parent Handbook

gaming through safe and secure E-sports competitions.

### **Gay-Straight Alliance Club- Advisor: Ms. Shelly**

Students will have the opportunity to participate in an organization that brings together LGBTQ and Straight students in order to provide a safe place to socialize and talk about issues related to sexual orientation and gender identity. Students in the GSA will have a chance to advocate for equity and justice for all students.

### **Geography Club- Advisor: Mr. Muska**

The Geography Club will enable middle school students the opportunity to test their geographical literacy skills against other students in the middle school. Students will also have the chance to qualify for the annual Geography Bee, which is held each year in the spring.

### **Green/ Environment Club- Advisor: Mr. Rispoli**

The Green/Environmental Club will help raise awareness regarding environmental issues, such as protection, conservation, preservation, and restoration of our environment; while at the same time, promote measures that will bring meaningful change and improvements to our environment.

### **Junior Police Academy- Advisor: Mr. Stillman**

The Junior Police Academy takes place each summer shortly after graduation. It is a hands-on experience modeled after the real police academy and is open to all 8th grade students. This program is led by Mr. Stillman and the Hasbrouck Heights Police Department.

### **Middle School Play- Advisor: Mrs. Lindquist/ Ms. Gallina**

Membership is open to all students who share the club's goal of promoting awareness of theater and performing arts. Participation in the productions as an actor on stage is by audition only. The winter musical is for middle school students only. Drama Club is designed to develop the students' theatrical skills in theatre work. Drama provides opportunities for student actors to develop their artistic abilities and gain a working knowledge of the Theatre Arts as well as a greater appreciation for all the Arts.

### **Morning Gym- Advisor: MS Staff**

Morning Gym is for middle school students only and will take place in the Old Gym each morning. Students may use this time to get some morning exercise with friends, while playing a variety of different team sports activities throughout the school year.

### **Peer To Peer- Advisor: Mrs. Caputo**

Peer to Peer is a nationally recognized club, which began in the year 2000 by the Princeton Center for Leadership training. Since its inception, the club has morphed to take on many of the challenges that both students and schools face on a daily basis. Topics covered include, but are not limited to:

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## Student/Parent Handbook

bullying, cyber safety, positive peer relationships, and drug, alcohol, and smoking awareness.

### **Photography Club- Advisor: Mrs. Falquez**

The Photography Club will photograph school events and activities with the use of digital cameras. Students will capture moments such as sports games, plays, dances, and academic lessons/events throughout the school year. The club will bring students together to share their photos and ideas with their peers, as well as document and showcase their school experiences on social media and around the school community.

### **STEAM/Robotics Club- Advisor: Mr. Binazeski**

The Robotics Club meets each week to learn about various concepts related to science, engineering, technology, and math. Students will engage with each other in collaborative projects, such as designing a real-life robot. This robot will be used in competition against other schools throughout the school year. Students will also have the opportunity to learn how to code their own Drones as part of the STEAM experience!

### **Student Council- Advisor: Mrs. Caputo**

The Hasbrouck Heights Middle School Student Council is an active governmental organization. Two students from every homeroom, at each grade level are elected by their peers to represent the general student body. These student representatives are required to attend one meeting per month, meetings which generally last one hour. Additionally, the students are required to participate in the committees and fundraising efforts. Through collaboration and dedicated leadership, the Student Council provides a voice for the general student body in creating the best possible school environment at HHMS!

### **Theatre Design Club- Advisor: Mrs. Lori Farquhar**

The Theatre Design Club will assist in the production of the sets and designs for both the middle school and high school musicals. Students will learn a variety of skills and will be empowered to be creative and collaborative in their approach to set design.

### **Volleyball Club- Advisor: Ms. Warren**

The Volleyball Club will provide students in grades 6-8 the opportunity to learn the game of volleyball with their peers. Individual skills and strategies will be taught, while at the same time allowing the students the chance to showcase their talents in team competition.

### **Volleyball Club Grade 8 ONLY: Mrs. Miller**

The 8<sup>th</sup> grade Volleyball Club will focus on advanced skills and strategies in preparation for higher level competition at the high school level.

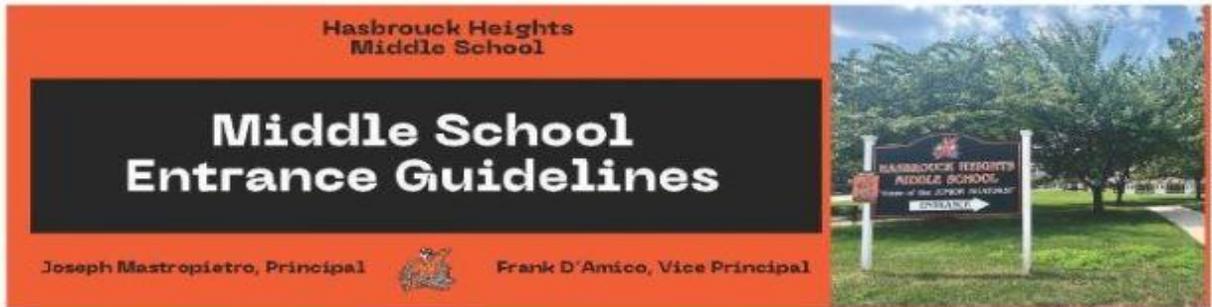
### **Writing Club- Advisor: Mrs. Dana Regan**

The MS Book Club will be open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students with a passion for creative writing. Students will have the opportunity to read, write, discuss, and share their thoughts and ideas about both their independent and collaborative writing skills.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL Student/Parent Handbook

## MIDDLE SCHOOL ENTRANCE



## Overview

<p>The Middle School Entrance is located at the corner of Paterson Ave. and the Boulevard.</p>	<p>All middle school students will enter the building through Door 15.</p>	<p>All 6th graders ONLY will exit the building through Door 12 at the end of each day.</p>	<p>All visitors must use Door 1, the main entrance.</p>
			

## Important Points to Remember

1. **MS Students will use the MS Entrance (Door 15)** to enter the school building each day beginning at 7:25 am. **Students should NOT arrive any earlier than 7:25 am** as there will be no supervision for the students.
2. Parents/guardians should be aware that the student drop-off is on Paterson Avenue just before the Boulevard by the Middle School Entrance sign.
3. Important: Typically, 7:45-7:55 is the busiest time for student drop-offs. To ensure that your student arrives to class on time, please make every effort to drop off prior to 7:45 am. Students who are tardy to school after Door 15 has been closed must report to Door 1 (Main Entrance).
4. **All visitors, guests, parents, & guardians will need to report to Door 1** (Main Entrance) located on the Boulevard for early student pick-ups, meetings with school staff, dropping off lunches/school items ANY time during the school day.
5. A Visitor Monitor will be available at **Door 1** each school day to assist you upon your arrival. The hours of operation are **7:15 am-3:15 pm Monday through Friday** throughout the school year.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL CONTACT INFORMATION:

**Main Office/ Attendance- Mrs. Mason (201) 393-8170**

Middle School Principal- Mr. Mastropietro	(201) 288-1218
Middle School Vice Principal- Mr. D'Amico	(201) 338-8815
Main Office Clerical Assistant- Mrs. Behr	(201) 393-8169
Main Office Fax #	(201) 288-2083
Guidance Counselor (A-L) Mrs. Gesell	(201) 393-8167
Guidance Counselor (M-Z) Mrs. O'Hagan	(201) 393-8156
Nurse- Mrs. Neumann	(201) 393-8160
Child Study Team	(201) 393-8150
Student Assistance Counselor- Mrs. Christianson	(201) 288-1426

### COMMUNICATION

Hasbrouck Heights Middle School staff recognizes that students in grades 6-8 are faced with various developmental, academic, physical, and social changes in their lives. In order to best provide a collaborative approach to assisting our students in becoming self-sufficient, independent learners, we believe that effective and frequent communication between home and school is a necessity. We ask that you please contact your child's teacher as a first means to resolve any issue that may occur. Guidance Counselors and members of our Child Study Team are also available as an initial contact for any issues that may arise. Parents will receive ongoing communication from the school through the following procedures:

- **Daily Homework Posting**  
All HHMS classroom teachers will post all homework, test, and project due dates on Genesis.
- **Official Staff Email Accounts**  
All HHMS staff members have an official email account ending in "@hhschools.org." Teachers are encouraged to respond to all emails in a timely manner. A complete list of staff email addresses is in this handbook and on the district website. Please contact all staff members directly via email. At that time, you may request a return phone call or a meeting.
- **Telephone**  
Please contact the **Middle School Office at 201-393-8170** with any questions or concerns regarding Hasbrouck Heights Middle School.
- **Google Classroom**  
Parents should work closely with their child to monitor their Google Classrooms that have been set up for each class. Quite often, the most pertinent and timely information about upcoming assignments and assessments is communicated directly through Google Classroom.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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### ➤ **Back to School Night**

Each fall, the Middle School invites parents to spend an evening at the school. The MS faculty will present an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities in order to best familiarize themselves with their child's daily routine. Middle School Back to School Night will be on **Wednesday, September 18<sup>th</sup> at 6:45pm.** Before *BTS Night*, we will also be hosting "*Parent Information Nights*" for our two overnight Field Trips for 7<sup>th</sup> and 8<sup>th</sup> grade parents. These presentations will begin at 6:00pm (prior to BTS Night).

### ➤ **Report Cards**

Report cards are issued four times throughout each school year, once for each of the four Marking Periods. See the ***MS Marking Period Dates*** section of this Handbook for more information regarding specific dates.

### ➤ **Live Grades**

All HHMS parents and guardians have access to live grades online, via Genesis. When a student receives a grade below a 65, an email is sent to the parent, guardian, and student. Once again, please note that Google Classroom should also be monitored on a regular basis, as a means of tracking your child's assignments.

### ➤ **Friday Folder (The JAFF!)**

Each Friday throughout the school year, a newsletter is emailed home with important information, reminders, and announcements that are relevant to Hasbrouck Heights Middle School. You may also access the Friday Folder at any time on our school website. **If you do not receive the Friday Folder, please contact the main office to update your email.**

### ➤ **Twitter**

Students, parents, and community members are encouraged to follow us on our Twitter page **@HHJrAviators**. The Junior Aviator Twitter page will contain information about upcoming events, as well as pictures and highlights from middle school events.

\*Homework completion for each week will be updated every Friday. Tests, quizzes, essays and other graded projects will be posted to Genesis after the teacher completes the grading process.

\* At the beginning of each school year, parents will receive directions, a username and password to access Genesis.

### Getting Messages to Students during the School Day

In order to maintain a safe, orderly, and productive school environment, the office staff will strive to minimize classroom interruptions.

1. Students are permitted to use the office telephone only in the event of an emergency

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## Student/Parent Handbook

(Forgetting homework does not constitute an emergency).

2. Students are responsible for checking in at the office to collect “dropped off” items.
3. Classrooms will not be interrupted to summon individual students to the office to collect items “forgotten” at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day. **Students will be disciplined according to the Code of Conduct, regardless of whether the communication is with a parent or guardian.**

### Attendance

All students are expected to make attendance in school a top priority. The teachers, administrators, and staff recognize their responsibility to provide a thorough and efficient education to all students. **Therefore, it is critical that every student and parent/guardian accepts responsibility for attendance at school, as required by state law.** Excellent attendance will positively impact student achievement!

### Absences

If a student will 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 should be followed as outlined below:

1. **The parent/guardian should call Mrs. Lisa Mason in 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.**
2. The information provided should include the student’s name, grade, 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!**

Students that are absent from school for any reason are responsible for the completion of assignments missed during their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence, provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences from school or from a class, excused or unexcused, deprives the student of the educational and classroom experiences deemed essential to learning. Excessive absences may result in retention at grade level or loss of credit/ removal from a course, in accordance with policies of the Board of Education. According to BOE policy, a student who accrues more than 15 Absences may be in danger of losing credit for their course. Students shall be subjected to the school district’s response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from class within the school day may subject a student to consequences that may include the denial of a student’s participation in co-curricular activities

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and/or athletic competition. Repeated absences from school interfere with the maintenance of good order and the continuity of classroom instruction. Such absences may result in the removal from a class or course of study.

### Tardiness

We believe that punctuality is an important element of school attendance. Pupils who are late to school or late to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and the other students.

Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

### **Late to School:**

#### **Students are considered late if they have not arrived in Period 1 by 7:55 am.**

Any student who reports to school after 7:55am must report to the Visitor Monitor located at the Middle School Entrance. The student will receive a late pass from the Visitor Monitor which will be handed to the teacher for admittance into class. Any MS students who are late after 9:00am MUST report to Door # 1 (Main Entrance on Boulevard).

### **Discipline Issued for Tardies to School:**

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

1-3 Tardies:	Excused
4 <sup>th</sup> Tardy:	Central Detention
7 <sup>th</sup> Tardy:	2 Central Detentions
10 <sup>th</sup> Tardy:	Saturday School Detention
13 <sup>th</sup> Tardy:	Saturday School Detention & Action Plan Implemented
15 <sup>th</sup> Tardy:	Potential loss of course credit (if Action Plan not followed)

### **Late to Class:**

If a student is less than three minutes late to class, the teacher has the authority to address the "time lost" as they see fit. If a student is late to class more than three minutes, it will be considered an unexcused tardy.

### Signing Out During the School Day

Any middle school student that needs to sign out from school during the school day for any reason (e.g. doctor's appointment, going home sick, etc.) must adhere to the following procedure:

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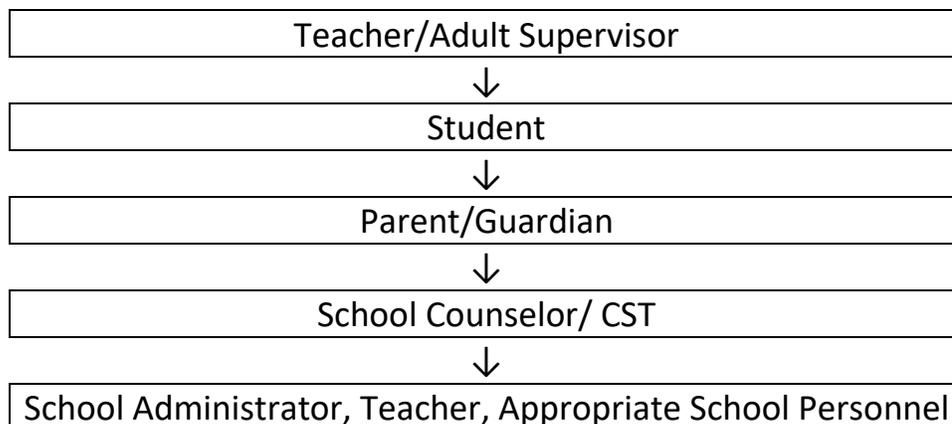
- Parent/Guardian notifies MS Main Office via phone call or email.
- Parent/Guardian provides exact time of pick-up for appointment.
- Parent/Guardian arrives at Door # 1 (Main Entrance on Boulevard).
- Visitor Monitor contacts MS Main Office.
- Main Office Secretary calls the student from class to report directly to the MS Main Office.
- Student gets sign-out slip from MS Secretary and reports to Visitor Monitor Desk at Door #1.
- Parent/Guardian and Visitor Monitor signs the slip to permit the student to exit the building.

### 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 address school-related concerns effectively and efficiently 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 Teacher/ Staff Member:

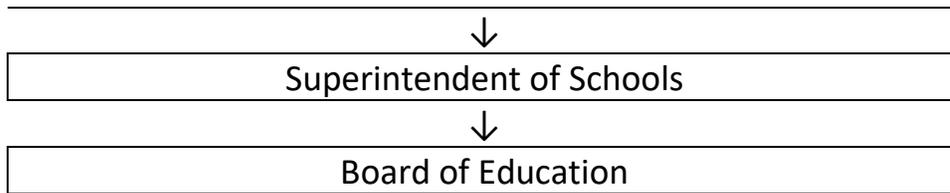
1. Teacher/Staff Member addresses/ communicates concern with student(s) involved.
2. Teacher/Staff Member addresses/communicates concern with the parent/guardian.
3. Teacher/Staff Member addresses/communicates concern with a School Counselor/CST staff member.
4. School Counselor/ CST staff member addresses/communicates concern with Student, Parent/Guardian, and Teacher/Staff Member.
5. School Administrator addresses/communicates concern and facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., Counselors, CST, etc.).
6. School Administrator addresses/communicates concern to the Superintendent of Schools.
7. The Superintendent of Schools communicates concern to the Board of Education.



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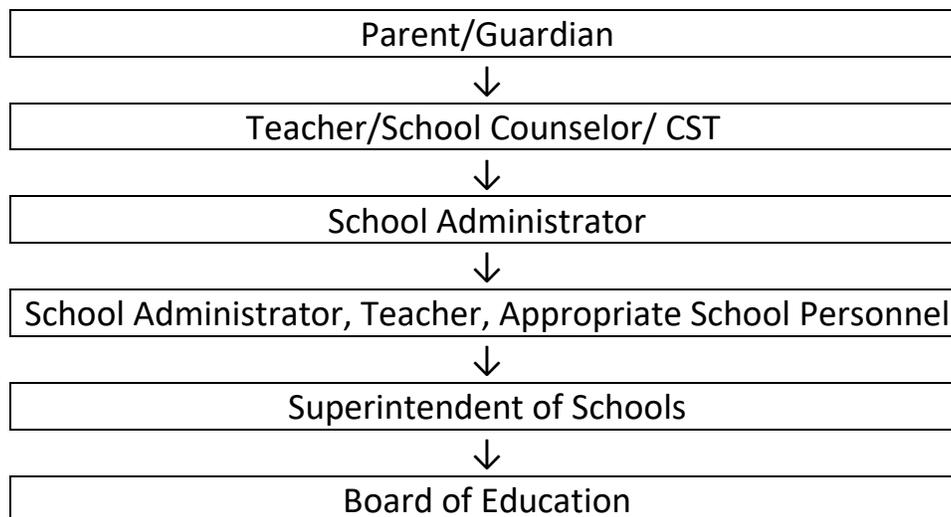
## Student/Parent Handbook



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### Concern of Parent/Guardian of Student:

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.



### Fire Drills

Fire drills will be conducted at least one time each month during the school year. At the sound of the fire alarm, all students are to exit the building according to the directions posted in each classroom, or at the direction of the teacher/staff member in charge. Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden. Disciplinary action will be taken to any student in violation.

### Lock Down Drills

Lockdown Drills are conducted once each month and are designed to secure the school buildings efficiently and effectively. Students will be given clear directions by their classroom teacher regarding the procedures at the start of the school year. Students are expected to cooperate with

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all of the rules and procedures outlined by the classroom teacher.

### Medical HOLD

A Medical HOLD drill is designed to restrict movement throughout the school building for any particular reason. Most often, this type of drill is called when there is a medical emergency within the school building. No visitors to the school building will be permitted during a Medical HOLD.

### Shelter-In-Place

A Shelter in Place drill will be called any time there is a need to keep all students and staff sheltered inside of the school building. No visitors to the school building will be permitted during a Shelter in Place.

### Cell Phones

Cell phones are **NOT** permitted at the middle school. 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 be disciplined according to the Code of Conduct. For more information on the middle school code of conduct, please click here: [Code of Conduct](#)

### Dress Code

Student attire that is worn to school is expected to be neat and clean. Any clothing that is transparent, distracting, unsafe 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.

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook



### HASBROUCK HEIGHTS MIDDLE SCHOOL



### PERMITTED FOOTWEAR OPTIONS

As specified by [Board of Education policy](#) and the [Student Handbook](#), and in the interest of student safety, only shoes or sneakers are permitted to be worn in school. Crocs, slides, slippers, or similar footwear are NOT to be worn to school.

**DO WEAR**

- . Sneakers\*
- . Shoes
- . Boots

**\*Sneakers MUST be worn during physical education classes.**

**DON'T WEAR**

**Slides, Crocs, or slippers as they present a safety hazard and are against regulations.**



Image for illustrative purposes only.

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. The pupil must report to the Principal or his/her designee at the beginning of the next session prior to readmission. Any time lost due to the violation of this policy will count as an unexcused absence. For more specific information on student dress code, please click on the following link: [Dress Code Regulation](#)

### Mask Wearing

Masks are optional while inside of the school building, as per the current guidance from the Department of Education. Guidance and protocols related to Covid-19 are constantly changing, so please stay in communication with the school regarding mask wearing for students. Also, please review our Code of Conduct Regulation regarding mask-wearing by clicking on the following link: [Code of Conduct](#)

### School Lockers

Lockers are designed only for the storage of books, backpacks, school supplies, and outerwear. All

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students are urged to take proper precaution with their possessions. Make sure lockers are closed and locked at all times. **Only school-issued locks will be used on lockers at Hasbrouck Heights Middle School.** Personal belongings should not be left where others may have the opportunity to take them. Please keep the lockers clean and free from odor-causing items. Students who tamper with other students' lockers will be subject to disciplinary action. Locker inspections will occur during the school year.

The Hasbrouck Heights School District respects student privacy and provides students with the use of a locker in which they may store clothing, school materials, and other personal property. Although each student is responsible for maintaining the locker assigned to him/her, all lockers are and shall remain the property of the school district. Students may not use multiple lockers for storage. Lockers may not be used as a depository for substances or objects which are illegal or which constitute a threat to the health, safety, and welfare of the occupants of the school buildings. Accordingly, the BOE authorizes the school Principal or his/her designee to search lockers and their contents at any time on blanket or random basis, without notice, and without parental guardianship or pupil consent, and without reasonable suspicion of the presence of contraband.

### Cafeteria/Lunchroom

Lunch period is an opportunity to relax and interact with friends. Students are expected to clean up after themselves, behave appropriately, and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this regard. Leaving trash on the table or throwing trash on the floor is unacceptable. Students who display inappropriate behavior during lunch or who do not clean up after themselves may have restricted lunchroom access (lunch detention) as a consequence.

### Hallway Expectations

Students are expected to keep to the right while traveling in the hallways, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class. Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the lockers until the teacher arrives and/or permits student entrance. **Students are NOT permitted to open any exterior door for anyone at any time while passing in the hallways.**

### Gum Chewing

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems with costly repair. **Therefore, gum chewing is not permitted.**

### Assemblies & Performances

Students are expected to:

- Enter and exit in a quiet and orderly manner.
- No talking or physical contact during the performance.

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- Remain in your seat for the duration of the program, unless you have permission from a staff member. If a student must enter/exit, do so only between selections, not during a performance.
- Treat the speakers in a respectful manner and offer appropriate applause.

### Academic Integrity

One of our main goals each school year is to provide an atmosphere where academic honesty is valued. Students who engage in cheating and plagiarism are using someone else's work, claiming it as their own, for their own benefit. Cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, research paper, or homework. Plagiarism is also considered cheating. A student who plagiarizes someone else's work will be disciplined according to BOE policy.

### Grading Scale

The Middle & High School will use the following grading scale:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	55-64 (For first three marking periods)
	<64 (For marking period 4)

Grades for each marking period are to be determined on the basis of attainment (progress), preparation, and participation. The following weights are to be given to each of the specific elements of grading.

**80% Assessments (Attainment):** Formative and Summative assessments and/or assignments include written and/or oral quizzes, tests, lab write-ups, reports, projects, papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use, at a minimum, four (4) assessments per marking period.
- No one (1) assessment can count for more than 25% of the Assessment portion of the grade

**10% Class Participation (Participation):** Includes factors such as displaying a positive interest in the classroom/ presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.

**10% Homework (Preparation):** Includes all homework, bringing all necessary materials to class,

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being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

\***Class Participation** and **Homework** may be combined into one (1) category to reflect a 20% weighting.

**Procedures:** At the midpoint in each marking period, students should have completed a number of formative and summative assessment which will be accurately recorded in Genesis to reflect each student's proficiency and essential understanding of the New Jersey Student Learning Standards.

- If a student is absent for a summative or formative assessment, the assessment should NOT be "made-up" during the following class period/instructional time. Before/After school is when assessments should be made up. Students will have up to three (3) school days (or longer as per the teacher and/or Principal) to complete missed work or assignments.
- Participation includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.
- Preparation includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

### Homework

Homework will be assigned on a regular basis, with the goal being to practice skills and reinforce concepts learned while in class. Homework will be graded on the following percentage system:

- 100% for completion or good effort;
- 75% for partial or average effort;
- 50% for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completion;
- 0% for no homework or nearly no homework.

**Important to Note:** Teachers may assign one (1) homework assignment per week to be graded for accuracy. Teachers must make students aware of which homework assignment will be graded. Grading for the completed work will abide by the following grading scale: 55-100.

### **FIELD TRIPS**

Hasbrouck Heights Middle School offers a variety of educational field trips for all students in grades 6, 7, & 8. Here is a complete list of field trips that our students will have the opportunity to participate in during their time at HHMS:

- **Grade 6-** Medieval Times
- **Grade 7:** Happiness is Camping Field Trip
- **Grade 8:** Washington DC Trip
- 

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### HARASSMENT, INTIMIDATION AND BULLYING

1. Report all HIB’s verbally to Vice Principal (Principal Designee) –staff member has two days to write report.
2. Vice Principal informs parents of all students involved on the day it occurs.
3. Investigation must begin within 1 day of the incident-investigation must be completed within ten school days.
4. Investigation must be given to the Superintendent within two days of completion.
5. Results must be provided to the School Board by the time of the next Board meeting.
6. Within five days of the Board of Education meeting the parents are sent a letter regarding the outcome of the investigation.
7. Parents can request a hearing in Executive Session after receiving all information and the hearing must be held within ten days of the request.
8. The Board of Education’s decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the Board’s decision.
9. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” P.L. 1945, c.169 (C.10:5-1 et seq.).

For additional information OR to file a HIB complaint, visit our HIB portal located on the district’s website by clicking here: [Anti-Bullying Portal](#)

### SCHOOL SAFETY TEAM- Middle School

Mr. Joseph Mastropietro	Mr. Frank D’Amico
Mrs. Kathy Toy	Mrs. Barbara Christianson
Mrs. Lindsey Gesell	Ms. Kerrie O’Hagan
Mrs. Ashley Calligy	Ms. Dawn Johnson
Mrs. Rita Perdomo	Mrs. Mary Neumann
Ms. Angela Gallina	Mr. George Amores- Parent Representative

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### BEHAVIORAL ASSESSMENT & CARE TEAM



HASBROUCK HEIGHTS PUBLIC SCHOOLS  
379 BOULEVARD  
HASBROUCK HEIGHTS, NJ 07604  
[HHSCHOOLS.ORG](http://HHSCHOOLS.ORG)



#### ANNOUNCING THE CREATION OF OUR BEHAVIORAL ASSESSMENT AND CARE TEAMS



The Hasbrouck Heights Behavioral Assessment and Care teams have been created in accordance with [N.J.S.A. 18A:17-43.4](#).



Our Behavioral Assessment and Care teams are focused on making sure students receive appropriate support versus being discipline-centered.



All of our team members are specially trained to deal with the sensitive nature of their cases.

#### THIS IS JUST AN INTRODUCTION -

The Hasbrouck Heights School District will be providing more information on our Behavioral Assessment and Care Teams. In the meantime, please use the links below to gain more insight into our latest effort to assist your children and our continuing efforts to keep them safe.



#### USEFUL LINKS

Upcoming NJDOE Office of School Preparedness and Emergency Planning virtual awareness webinar registration links: [September 18th from 10 a.m.-12 noon](#) or [General Awareness Recorded Session Request](#).  
[HHBOE first reading of the regulation and policy establishing Behavioral Assessment and Care teams.](#)



#### OUR TEAM

Each school shall have a Behavioral Assessment and Care Team. These teams shall consist, to the extent possible, of a school employee with expertise in student counseling, a teaching staff member, a school principal or other senior administrator, a school employee or resource officer who serves as a liaison to law enforcement, and the school safety specialist. Other individuals may be included as needed on a case-by-case basis.



#### BEHAVIORAL ASSESSMENT AND CARE IS

- A systematic process
- Fact-based & deductive
- NOT the same as profiling
- NOT adversarial
- NOT the same as the disciplinary process



#### OUR MISSION

On August 1, 2022, Governor Phil Murphy signed into legislation N.J.S.A. 18A:17-43.4, requiring the establishment of threat assessment teams in public, charter, and renaissance school projects. The purpose of a threat assessment team is to provide school teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk.

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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### **EMERGENCY CLOSING/DELAYED OPENING**

The Superintendent is authorized by the Board of Education to close schools, open late, or dismiss early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

In the event of an emergency, an automated phone call will be made via **Blackboard**, which is our emergency communication system. All timely communications will be made through our Blackboard system (phone, text, email).

### **Middle School Delayed Opening**

#### **In the event of a delayed opening, the following procedure shall be adhered to:**

1. Administrative staff reports at 9:00am
2. Administrative Assistant staff reports at 9:55am
3. Teaching staff reports at 9:55am
4. Students report at 10:00am

#### **Delayed Opening Schedule:**

10:00am-10:20am: Report to Period 1

10:23am- 2:39pm: Follow Regular Schedule (Periods 4- 8)

#### **Notifications**

1. Blackboard Messenger (phone, text, email)
2. District Website- [www.hhschools.org](http://www.hhschools.org)

### **CURRICULUM AND INSTRUCTION**

The Hasbrouck Heights School District will provide relevant, innovative and rigorous educational opportunities to students at all grade levels. The curriculum and instruction is aligned to the New Jersey Student Learning Standards (NJSLs).

- The curriculum reflects the district's commitment to innovation, continuous improvement, and excellence.
- The curriculum prepares students to think critically, master the challenges of life-long academic, cultural, social, economic and emotional and professional advancements as well as participate constructively as citizens in the global society.
- The curriculum provides students with the tools necessary to become 21<sup>st</sup> Century College and Career ready. Our instructional programming is designed to prepare all students to meet or exceed state and national educational standards.

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The Hasbrouck Heights curriculum can be found on our [district website](#). The [links](#) provide families with the opportunity to view the district curriculum. If you would like to meet about the standards or curriculum documents, please contact Mrs. Dominique Vetrano, Director of Curriculum, at [vetranodom@hhschools.org](mailto:vetranodom@hhschools.org) to schedule an appointment.

### **MIDDLE SCHOOL COURSE OFFERINGS for 2024-2025**

#### **Middle School Language Arts**

Reading 6  
Reading 6 Honors  
Writing 6  
Writing 6 Honors  
Reading 7  
Reading 7 Honors  
Writing 7  
Writing 7 Honors  
Reading 8  
Reading 8 Honors  
Writing 8  
Writing 8 Honors

#### **Middle School History**

Ancient Civilizations 6  
Ancient Civilizations 6 Honors  
American History 7  
American History 7 Honors  
American History 8  
American History 8 Honors

#### **Middle School Science**

Physical Science 6  
Physical Science 6 Honors  
Life Science 7  
Life Science 7 Honors  
Earth Science 8  
Earth Science 8 Honors

#### **Middle School Mathematics**

Math 6  
Math 6 Honors

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Math Topics 6  
Math Topics 6 Honors  
Math 7  
Math 7 Honors  
Math Topics 7

Math Topics 7 Honors

Math 8  
Math 8 Honors  
Math 8 Topics  
Math 8 Topics Honors  
Algebra I Honors

### **Middle School Physical Education/Health**

Grade 6  
Grade 7  
Grade 8

### **Electives/ Other Courses**

Art 6, 7, 8  
Concert Band 6, 7, 8  
Music Appreciation 6, 7, 8  
Personal Finance 6, 7, 8  
Spanish 6, 7, 8  
STEAM 6, 7, 8  
ESL 6, 7, 8

### **GUIDANCE DEPARTMENT SERVICES**

In an effort to meet the needs of our students and parents more fully, Hasbrouck Heights Middle School has a complete staff of certified School Counselors and a Student Assistance Counselor, all of whom are ready to assist students, as well as their families with any issue that may arise.

By providing services such as individual and group guidance, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral, our guidance department's # 1 goal is to help our students make positive and productive choices that will lead to success in all aspects of school, life, and beyond. Periodically, information highlighting certain activities and events will be mailed home via our Guidance Department Newsletter. Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify their child's School Counselor of any difficulties their child may be experiencing so that the student receives the necessary help that they may need.

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## Student/Parent Handbook

### **Supervisor of Guidance**

Mrs. Ashley Calligy

(201) 338-8812

[calligyash@hhschools.org](mailto:calligyash@hhschools.org)

### **School Counselors**

**Mrs. Lindsey Gesell:** Grades 6, 7, & 8- Last Names A- L

**Ms. Kerrie O’Hagan:** Grades 6, 7, & 8- Last Names M-Z

Our Guidance Team is committed to providing academic, social, emotional, and college/career readiness services to all students. In addition, our counseling team will continue to support the mission and vision of the district; with a focus on the development of well-rounded young adults by supporting student success, inspiring lifelong personal growth, and helping to shape young citizens that will make meaningful contributions to society.

### **The 504 Officer**

The 504 Officers for the High School and Middle School are Mrs. Mary Neumann (School Nurse) and Mrs. Barbara Christianson (SAC Counselor). Mrs. Neumann can be contacted at 201-393-8160 and Mrs. Christianson can be reached at (201) 288-1426.

### **Student Assistance Counselor- Mrs. Barbara Christianson**

The function of a Student Assistance Counselor (SAC) is to provide confidential assistance to students who are experiencing serious social or emotional difficulties. Our SAC, Mrs. Barbara Christianson, is always available to assist students. Mrs. Christianson can be reached at (201) 288-1426 or by calling the MS Main Office at (201) 393-8170.

### **The Intervention and Referral Services Committee (I &RS)**

The I&RS Committee is a team of teachers, administrators and counselors who work to create educational plans for struggling students who have been identified as such by their subject area teachers. The team works collaboratively to set up a plan that will target areas of academic support as well as behavior supports, as needed. The Committee provides feedback to teachers, coordinates academic counseling sessions for students, and prepares a personalized learning plan to monitor student success and growth. If you feel that your child would benefit from our *Intervention and Referral Services*, please contact your child’s School Counselor, Mrs. Gesell (last name A-L) or Ms. O’Hagan (last name M-Z).

### **Affirmative Action Officer**

Mr. Joseph Colangelo

[colangeloj@hhschools.org](mailto:colangeloj@hhschools.org)

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### Extra Help

If a student requires extra help in a particular subject area, each teacher has at least one designated time for extra help each week. The **Extra Help Schedule** will be disseminated to all students and parents at the start of each school year from the Guidance Department with designated days/times that each MS teacher will hold their Extra Help sessions.

In addition, the High School National Honor Society is also available every week on **Tuesdays, Wednesdays, and Thursdays** throughout the school year to assist middle school students with academic work. Students/parents/ guardians should reach out to their child's School Counselor to arrange extra help with the National Honor Society students from the High School.

### Junior Aviator Character MVP Program

In an effort to promote positive interactions within the school, as well as good moral character, Hasbrouck Heights Middle School utilizes the **Junior Aviator Character MVP program**. MVP Cards are issued to students by a staff member when the student is caught in the act of "doing something good". These cards are signed by the staff member and a middle school administrator before it is sent home to be celebrated by the student's family! Once a student earns an MVP card, they are automatically invited to Junior Aviator Night, which is a fun-filled night held at the middle school where students can enjoy a variety of different activities with their classmates and peers.

### Heroes & Cool Kids Program

*Heroes & Cool Kids* is a program designed to teach important life skills related to Character Education. Professional athletes work collaboratively with school guidance counselors to train high school athletes to serve as mentors to middle school students. These high school leaders will then provide guidance to our 6<sup>th</sup> grade students during their transition to middle school. Topics discussed with students include, but are not limited to: being a good friend, making healthy choices, being an active participant in the school community, bullying, violence, and substance abuse prevention.

### Sidekicks Program

*Sidekicks* is a program designed to build positive and healthy relationships between middle school students and elementary school students. Eighth graders will be selected leaders, who will be trained in providing lessons in Character Education to both Euclid and Lincoln school students. General life skills and topics such as peer pressure, good manners, respect for others, and conflict resolution are among some of themes discussed in this program.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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### CHILD STUDY TEAM

<b>Dr. Matthew Helfant</b>	<b>Director of Special Services</b>	<b>helfantm@hhschools.org</b>  <b>(201) 639-6901</b>
<b>Mrs. Julie Canavatchel</b>	<b>Special Services Secretary</b>	<b>canavatcheljul@hhschools.org</b>  <b>(201) 393-8151</b>
<b>Mrs. Lucy Gomez</b>	<b>Special Services Secretary</b>	<b>gomezluc@hhschools.org</b>  <b>(201) 393-8150</b>
<b>Ms. Angela Gallina Case Manager Grades 6 &amp; 7</b>	<b>School Social Worker</b>	<b>gallinaang@hhschools.org</b>  <b>(201) 393-8361</b>
<b>Ms. Dawn Johnson Case Manager Grade 8</b>	<b>School Social Worker</b>	<b>gallos@hhschools.org</b>  <b>(201) 393-8368</b>

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL STAFF 2024-2025

<b>LAST</b>	<b>FIRST</b>	<b>E-MAIL ADDRESS</b>
Abbatiello	Maria	abbatiellom@hhschools.org
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## Student/Parent Handbook

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Sturm	Rhonda	sturmrho@hhschools.org
Toy	Kathleen	toyk@hhschools.org

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### IMPORTANT DATES for 2024- 2025 School Year

#### **Marking Period Dates**

Marking Period 1 start: September 3  
Marking Period 1 End: November 1  
Report Cards Issued: November 12

Marking Period 2 start: November 4  
Marking Period 2 end: January 23  
Report Cards Issued: January 31

Marking Period 3 start: January 24  
Marking Period 3 end: March 31  
Report Card Issued: April 4

Marking Period 4 start: April 4  
Marking Period 4 end: June 24  
Report Cards Issued: June 24

**MS Back to School Night:** Wednesday, September 18<sup>th</sup> @ 6:45pm

#### **Cycle Dates (Art, Music, STEAM, Personal Finance, Research Seminar, Spanish):**

- Cycle 1 – September 3<sup>rd</sup> to October 16<sup>th</sup>
- Cycle 2 – October 17<sup>th</sup> to December 4<sup>th</sup>
- Cycle 3 – December 5<sup>th</sup> to January 28<sup>th</sup>
- Cycle 4 – January 29<sup>th</sup> to March 18<sup>th</sup>
- Cycle 5 – March 19<sup>th</sup> to May 7<sup>th</sup>
- Cycle 6 – May 8<sup>th</sup> to June 24<sup>th</sup>

#### **Cycle Rotation:**

Personal Finance →→→→ Spanish  
Spanish →→→→ Art  
Art →→→→ STEAM  
STEAM →→→→ Music  
Music →→→→ Research Seminar  
Research Seminar →→→→ Personal Finance

**\*\*Band students will meet every Tuesday and Thursday. \*\***

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### MS TESTING

#### ***Link It* Assessments (Grades 6-8): September 2024, December 2024, & March 2025**

*Link It* is a computer-based benchmark assessment that all middle school students will take in the areas of Mathematics and Language Arts three separate times throughout the school year. These assessments mirror the NJSLA assessment and are aligned to the New Jersey Student Learning Standards.

#### **PSAT (Grades 8 ONLY): October 16<sup>th</sup>, 2024**

This is a practice test to help students prepare for the SAT test. This test is made up of Critical Reading, Writing, and Mathematics. October 16<sup>th</sup> will be a Single-Session Day for students (12:24pm dismissal).

#### **NJSLA Assessment in Language Arts and Mathematics (Grades 6-8): May 2025**

This is a computer-based assessment that measures student growth and readiness for college and career. It tests the skills that the students have acquired during their current and previous years in Language Arts and Mathematics.

#### **NJSLA-Science (Grade 8 ONLY): May 2025**

This is a computer-based assessment that measures student proficiency with the New Jersey Student Learning Standards for Science, which examines their performance of scientific and engineering practices.

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL Student/Parent Handbook

## POLICIES AND REGULATIONS

For a complete list of Hasbrouck Heights Board of Education approved Policies and Regulations please visit our website or click here:

[Policies and Regulations](#)

## IMPORTANT POLICIES AND REGULATIONS TO BE READ BY STUDENTS AND PARENTS.

Grading System 2624

Homework 2330

Promotion/Retention 5410

Harassment, Intimidation, and Bullying 5512

Attendance 5200

Tardiness 5240

Graduation Requirements 5460

Dress Code 5511

Substance Abuse 5530

Discipline/Code of Conduct 5600

Field Trips 2340

Plagiarism 5701

Use of Electronic Communication and Recording Devices 5516

Search and Seizure- Pupil Lockers 5770

Community Service 5461

Reporting Potentially Missing or Abused Children 8462

Middle School Honors Criteria- 2624.2