

# HASBROUCK HEIGHTS

## MIDDLE SCHOOL

### Student/Parent Handbook



2021-2022 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 2021- 2022 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!”



*HEIGHTS: Where tradition and innovation take flight!*

## **DISTRICT ADMINISTRATION**

### **Administrator**

Dr. Matthew Helfant  
Mrs. Dina Messery  
Mrs. Linda Simmons  
Mr. Joseph Mastropietro  
Mr. Michael Sickels  
Mr. Joseph Colangelo  
Mr. Vincenzo Barchini  
Mr. Frank D'Amico  
Mr. Michael Scuilla  
Mrs. Nicole De Bonis  
Mrs. Jacquelyn Mansfield

### **Title**

Superintendent of Schools  
School Business Administrator  
High School Principal  
Middle School Principal  
Euclid School Principal  
Lincoln School Principal  
HS Vice Principal  
MS Vice Principal  
Director of Athletics  
Director of Curriculum and Instruction  
Supervisor of Curriculum, K-5

### **Email Address**

helfantm@hhschools.org  
messeryd@hhschools.org  
simmons1@hhschools.org  
mastropietroj@hhschools.org  
sickelsm@hhschools.org  
colangeloj@hhschools.org  
barchiniv@hhschools.org  
damicofra@hhschools.org  
scuillam@hhschools.org  
debonisnic@hhschools.org  
mansfieldjac@hhschools.org

## **BOARD OF EDUCATION**

**Mrs. Jillian Ferdinand, President**

**Mrs. Lori Cintron, Vice President**

Mr. Alan Baker

Mrs. Patricia Caruso

Mr. Christopher DeLorenzo

Mr. Robert Faussette

Mrs. Lisa Krommenhoek

Mr. Kevin Mullins

Ms. Nicole Russo



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

**SCHOOL COLORS: ORANGE AND BLACK!**

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



*HHEIGHTS: Where tradition and innovation take flight!*

## **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.

- 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

### 2021-2022 SCHOOL CALENDAR

#### Hasbrouck Heights Public Schools 2021-2022 School Calendar

July 2021						
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 2021						
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 2021						
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		

October 2021						
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						

November 2021						
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				

December 2021						
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 1 New Staff Orientation  
 September 6 Labor Day – Schools Closed  
 September 7 Staff Only Report  
 September 8 **First Day of School - (Students Only AM) In-Service for Staff PM**  
 October 11 Columbus Day - In-Service for Staff (No Students)  
 November 2 Election Day – In-Service for Staff (No Students)  
 November 4-5 NJEA Convention – Schools Closed  
 November 24 Single Session Day  
 November 25-26 Thanksgiving Recess  
 December 23 Single Session Day  
 Dec. 24-31 Holiday Recess  
 January 3 Schools Re-Open  
 January 17 Dr. Martin Luther King Jr. Birthday - In-Service for Staff (No Students)  
 February 21-25 Winter Recess  
 February 28 Schools Re-open  
 April 14 Single Session Day  
 April 15 Schools Closed  
 April 18-22 Spring Recess  
 April 25 Schools Re-Open  
 May 30 Memorial Day – Schools Closed  
 June 22-23 Single Session Days (Students only)  
 June 24 **Single Session Day; Graduation, Grades 8, 12 Last Day of School; Teacher Check-Out**

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on May 27, 2022. If two snow days are left unused, schools will be closed on May 27, 2022 and May 31, 2022. If three snow days are left unused, schools will be closed on May 27, 2022, May 31, 2022 and June 1, 2022. **If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 22, 2022.**

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

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: January 21, 2021

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<del>17</del>	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
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					

March 2022						
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		

April 2022						
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

May 2022						
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 2022						
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		

# 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 MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL CLUBS AND ADVISORS

2021-2022 SCHOOL YEAR

#### CLUB

Academic Challenge Club  
Art Club  
Beta Club  
Book Club  
Chess Club  
Choir Club  
Cross Country Club  
Gay/ Straight Alliance Club  
Geography Club  
Golf Club  
Junior Police Academy  
Middle School Volleyball  
Mock Trial Club  
Morning Sports  
Middle School Play  
Peer to Peer  
STEAM Club  
Student Council  
Writing Club

#### ADVISOR

Catherine Cassidy  
Allison O'Brien  
James Muska  
Tina DiLascio  
Mike Binazeski  
Antoinette Gierut  
Jesse Coffey  
Bette Shelly  
James Muska  
Matthew Sicilian  
Michael Stillman  
Christine Warren  
Michael Stillman  
Vinnie Marchese  
**TBD**  
Kim Caputo  
Mike Binazeski  
Kim Caputo  
Mike Stillman

#### **Academic Challenge Club- Advisor: Ms. Cassidy**

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.

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

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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **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: Ms. Gierut**

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.

### **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.

### **Golf Club- Advisor: Mr. Sicilian**

Students in Grade 8 will have the opportunity to learn the basic principles of Golf; including striking, driving, and putting, as well as the rules and etiquette of Golf.

### **Junior Police- 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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **Middle School Play- Advisor: TBD**

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: Mr. Marchese**

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

### **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!

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

The Volleyball Club will provide students 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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Writing Club- Advisor: Mr. Stillman

Students will have the opportunity to express themselves creatively through various types of writing. Students will collaborate with their peers, share ideas, tell stories, and engage in fun activities that both encourage and promote the art of writing!

### MIDDLE SCHOOL ENTRANCE

The Middle School Entrance is located on Paterson Avenue next to the Tennis courts. The Middle School Main Office is located on the second floor in the main hallway of the school. Hours of operation are 7:15am-3:15pm. A Visitor Monitor will be available at the Middle School Entrance to assist you upon your arrival.

- Parents/guardians should drop items off for your children between 9:00am and 10:00 a.m. This includes lunch, books, projects, etc. There are **Drop-Off Bins** located at the Middle School Entrance. All items should be placed in these bins and the Visitor Monitor will ensure delivery to each student.
- Interior gates will be used after school to deter movement throughout the building during off-hours. Please encourage your child to report to a supervised activity after school or exit the building promptly. Any student who is loitering in the school building unsupervised is subject to disciplinary action according to the Code of Conduct.

### MIDDLE SCHOOL CONTACT INFORMATION:

<b>Main Office/ Attendance- Mrs. Mason</b>	<b>(201) 393-8170</b>
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) 338-8169
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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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.
- **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 22<sup>nd</sup> at 6:30pm.**
- **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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### ➤ **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**

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.

\*Please note that lengthy assignments, exams, projects, and essays may take up to one week to post on Genesis.

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

\* **Genesis has replaced the formal "paper" mid-term progress report.**

### 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 (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.**

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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 8:30am (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 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

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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 on Paterson Avenue. The student must sign in and receive two late passes from the Hall Monitor. One of the passes should be immediately given to the Main Office and the other should be given to the classroom teacher for admittance to his/her class.

### **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:**

Lateness to class is excused only when a student has a pass from a staff member when arriving in 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.

### **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

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regarding the procedures at the start of the school year. Students are expected to cooperate with all of the rules and procedures outlined by the classroom teacher.

### Shelter-In-Place

Shelter-In-Place drills are 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 Shelter-In-Place.

### Backpacks

Middle School students are not permitted to carry their backpacks throughout the building during the school day. Students may bring a backpack with them to school; however, it must be kept inside of their locker for the duration of the school day. At the end of the school day, students may utilize their backpack to transport their belongings home. In order to exchange materials at their locker during the school day, the teachers at each grade level will provide designated times for students to visit their lockers. This creates a more structured environment for our students and staff, as well as promotes the necessary organizational skills needed to be successful in middle school.

### 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 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, 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 are not permitted. For more specific information on student dress code, please click on the following link: [Dress Code Regulation](#)

### Mask Wearing

Students are required to wear a mask inside of the school building, as per the 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 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**

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**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.

### 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 as a consequence.

### Hallway Behavior

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.
- Remain in your seat for the duration of the program, unless you have permission from a staff members. If a student must enter/exit, do so only between selections, not during a performance.

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- 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.

**70% Assessment:** 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 20% of the Assessment portion of the grade

**15% Class Participation:** A minimum of 5, and maximum of 15, class participation assignments per marking period must be graded in courses where classwork is weighted at 15%.

**15% Homework:** A minimum of 5, and a maximum of 15, homework assignments per marking period must be graded for effort or accuracy in courses where homework is weighted at 15%.

\***Class Participation** and ***Homework*** may be combined into one (1) category to reflect a 30% weighting. A minimum of 10 and a maximum of 30 class participation assignments per marking

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period must be graded in courses where class participation is weighted at 30%.\*

**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-** Buehler Science Center, Medieval Times
- **Grade 7:** Happiness is Camping Field Trip
- **Grade 8:** Happiness is Camping Field Trip

### 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

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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, complaint forms and the policy on HIB (#5512), please visit our district website [www.hhschools.org](http://www.hhschools.org).**

### SCHOOL SAFETY TEAM- MS/HS

Mr. Frank D'Amico  
Ms. Dawn Johnson  
Mrs. Mary Neumann  
Mrs. Barbara Christianson  
Mrs. Ashley Calligy

Mr. Vincenzo Barchini  
Mrs. Lisa Ciraco  
Mrs. Kerrie O'Hagan  
Mrs. Lindsey Gesell  
Mrs. Maria DeGuzman

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

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### MIDDLE SCHOOL COURSE OFFERINGS for 2021-2022

#### **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  
Math Topics 6  
Math Topics 6 Honors  
Math 7  
Math 7 Honors  
Math Topics 7  
Math Topics 7 Honors

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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  
World Language 6, 7, 8  
Concert Band 6, 7, 8  
Music Appreciation 6, 7, 8  
Personal Finance 6, 7, 8  
Research Seminar 6, 7, 8  
Supplemental Reading  
STEAM 6, 7, 8  
ESL 6, 7, 8

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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### GUIDANCE DEPARTMENT SERVICES

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights Middle School has a complete staff of certified 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 counselors' # 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 guidance counselor of any difficulties their child may be experiencing so that the student receives the necessary help that they may need.

#### Director of Guidance

Mr. Vincenzo Barchini

(201) 393-8163

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

#### Guidance Counselors

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

Mrs. Kerrie O'Hagan: Grades 6, 7, & 8- Last Names M-Z

#### 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

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

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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.

### **Affirmative Action Officer**

Mr. Joseph Colangelo  
[colangeloj@hhschools.org](mailto:colangeloj@hhschools.org)

### **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 should reach out to their guidance counselor to arrange extra help with the National Honor Society.

### **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

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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.

### CHILD STUDY TEAM

<b>Mrs. Camille Cabezas</b>	<b>Interim Director of Special Services</b>	<b>cabezascam@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</b>  <b>Grades 6 &amp; 7</b>	<b>School Social Worker</b>	<a href="mailto:gallinaang@hhschools.org"><b>gallinaang@hhschools.org</b></a>  <b>(201) 393-8368</b>
<b>Ms. Dawn Johnson</b>  <b>Grade 8</b>	<b>School Social Worker</b>	<b>johnsond@hhschools.org</b>  <b>(201) 393-8368</b>
<b>Mrs. Denise Miniatis</b>	<b>School Behaviorist</b>	<b>miniatisden@hhschools.org</b>

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### MIDDLE SCHOOL STAFF 2021-2022

<b>LAST</b>	<b>FIRST</b>	<b>E-MAIL ADDRESS</b>
Abbatiello	Maria	abbatiellom@hhschools.org
Ascolese	Joseph	ascolesej@hhschools.org
Behr	Cathy	behrcat@hhschools.org
Bellissimo	Kimberly	bellissimokim@hhschools.org
Binazeski	Michael	binazeskim@hhschools.org
Cassiere	David	cassiered@hhschools.org
Christianson	Barb	christiansonb@hhschools.org
Cocozzo	Zach	cocozzozac@hhschools.org
Coffey	Jesse	coffeyjes@hhschools.org
Costello	<b>Kristin</b>	<b>costellokri@hhschools.org</b>
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Minervini	Amanda	minerviniama@hhschools.org

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Moroney	Carron	moroneycar@hhschools.org
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O'Brien	Angela	obriena@hhschools.org
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Sicilian	Matthew	sicilianm@hhschools.org
Sparacio	Matthew	sparacimat@hhschools.org
Stillman	Michael	stillmanm@hhschools.org
Sturm	Rhonda	sturmrho@hhschools.org
Toy	Kathleen	toyk@hhschools.org

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### IMPORTANT DATES for 2021- 2022 School Year

#### **Marking Period Dates**

Marking Period 1 start: September 8  
Marking Period 1 End: November 12  
Report Cards Issued: November 19

Marking Period 2 start: November 15  
Marking Period 2 end: January 28  
Report Cards Issued: February 4th

Marking Period 3 start: January 31  
Marking Period 3 end: April 8  
Report Card Issued: April 14

Marking Period 4 start: April 11  
Marking Period 4 end: June 24  
Report Cards Issued: June 24

#### **MS Back to School Night:**

**September 22<sup>nd</sup>, 2021 at 6:30pm**

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### MS TESTING

#### ***Start Strong: Week of September 20<sup>th</sup>, 2021***

The design of this assessment is based on the most critical content standards from the previous year of learning, which will help to efficiently identify the areas where more support is needed in the context of the grade-level standards.

#### ***Link It Assessments (Grades 6-8): September 2021, December 2021, & March 2022***

*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 13<sup>th</sup>, 2021***

This is a practice test to help students prepare for the SAT test. This test is made up of Critical Reading, Writing, and Mathematics.

#### ***NJSLA Assessment in Language Arts and Mathematics (Grades 6-8): April/ May 2022***

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 6 ONLY): May 2022***

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

*HEIGHTS: Where tradition and innovation take flight!*