

# HASBROUCK HEIGHTS

## MIDDLE SCHOOL

### Student/Parent Handbook



2022-2023 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 2022- 2023 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. Matthew Helfant     | Superintendent of Schools                    | helfantm@hhschools.org      |
| Mrs. Dina Messery       | School Business Administrator                | messeryd@hhschools.org      |
| Mrs. Linda Simmons      | High School Principal                        | simmons1@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      |
| Dr. Jared Fowler        | High School Vice Principal                   | fowlerjar@hhschools.org     |
| Mr. Frank D'Amico       | Middle School Vice Principal                 | damicofra@hhschools.org     |
| Mr. Vincenzo Barchini   | Director of Guidance and Testing             | barchiniv@hhschools.org     |
| Mrs. Dominique Vetrano  | Director of Curriculum and Instruction       | vetranodom@hhschools.org    |
| Mr. Michael Scuilla     | Director of Athletics and Physical Education | scuillam@hhschools.org      |
| Ms. Rachael Carletto    | Supervisor of Instruction & Program, K-5     | carlettorac@hhschools.org   |

## BOARD OF EDUCATION

**Mrs. Jillian Ferdinand- President**

**Mrs. Lori Cintron- Vice President**

Mrs. Nicole Campbell Russo

Mrs. Patricia Caruso

Mr. Christopher DeLorenzo

Mr. Robert Faussette

Mrs. Lisa Krommenhoek

Mr. Kevin Mullins

Mrs. Lauren Terranova

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**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

### 2022-2023 SCHOOL CALENDAR

#### Hasbrouck Heights Public Schools 2022-2023 School Calendar

| July 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        |    |    |    |    |    |    |

| August 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 |    |    |    |

| September 2022 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    |    |    |    |
|                |    |    |    |    | 1  | 2  |
| 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 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 |    |    |    |    |    |

| November 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 |    |    |    |

| December 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            |    |    |    |    |    |    |

August 31 New Staff Orientation  
 September 1 Staff Report Only (PD Day)  
 September 2 Schools Closed  
 September 5 Labor Day – Schools Closed  
 September 6 Staff Only Report  
 September 7 **First Day of School - (Students Only AM) In-Service for Staff PM**  
 October 5 Yom Kippur – Schools Closed  
 October 10 Columbus Day – Schools Closed  
 October 12 Single Session Day (Students Only)  
 November 8 Election Day – In-Service for Staff (No Students)  
 November 10-11 NJEA Convention – Schools Closed  
 November 23 Single Session Day  
 November 24-25 Thanksgiving Recess  
 December 23 Single Session Day  
 Dec. 26-30 Holiday Recess  
 January 2 New Year's Day (Observed-Schools Closed)  
 January 3 Schools Re-open  
 January 16 Dr. Martin Luther King Jr. Birthday – Schools Closed  
 February 20-24 Winter Recess  
 February 27 Schools Re-open  
 April 6 Single Session Day  
 April 7 Schools Closed  
 April 10-14 Spring Recess  
 April 17 Schools Re-Open  
 May 29 Memorial Day – Schools Closed  
 June 22-26 Single Session Days (Students only)  
 June 20 Middle School Graduation (Rain Date June 21)  
 June 22 High School Graduation (Rain Date June 23)  
 June 26 Last Day of School  
 June 27 Teacher Check-Out

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on June 26, 2023, the last day of school will be June 23, 2023, and Teacher Check-Out will be June 26, 2023. If two snow days are left unused, schools will be closed on June 26, 2023 and May 30, 2023. If three snow days are left unused, schools will be closed on June 26, 2023, May 30, 2023 and May 26, 2023. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 14, 2023.

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

|   |                      |
|---|----------------------|
| ☒ | = Staff Only Report  |
| ☑ | = Single Session Day |
| ■ | = Schools Closed     |

| January 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 |    |    |    |    |

| February 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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        |    |    |    |    |    |    |

Approved: January 27, 2022  
 Revised: February 17, 2022

# 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

2022-2023 SCHOOL YEAR

#### CLUB/ ADVISOR

Academic Challenge Club- Patrick Dennehy  
Art Club- Allison O'Brien  
Beta Club- James Muska / Jesse Coffey  
Book Club- Tina DiLascio  
Chess Club- Mike Binazeski  
Choir Club- Antoinette Lindquist  
Cross Country Club- Jesse Coffey  
Dance Club- Bette Shelly  
Foreign Language Club- TBD  
Gay/ Straight Alliance Club- Bette Shelly  
Geography Club- James Muska  
Golf Club- TBD  
Junior Police Academy- Michael Stillman  
Middle School Volleyball- Christine Warren  
Mock Trial Club- Michael Stillman  
Morning Sports- MS Staff  
Middle School Play- Antoinette Lindquist/ Angela Gallina  
Peer to Peer- Kim Caputo  
STEAM Club- Mike Binazeski  
Student Council- Kim Caputo  
Writing Club- TBD

#### **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.

#### **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.

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### **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.

### **Foreign Language Club- Advisor: TBD**

### **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: TBD**

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.

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### **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.

### **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.

### **Mock Trial Club- Advisor: Mr. Stillman**

Students will learn about our justice system and laws as they prepare a case for trial. Mock Trial members will assume the roles of lawyers, witnesses, and jurors when they enact a realistic trial to weigh the evidence and reach a verdict!

### **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: 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

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## Student/Parent Handbook

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.

### **Writing Club- Advisor: TBD**

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**

- **NEW!** The Middle School Entrance has been re-located from its previous location (formerly Door # 12 near Tennis Courts). The MS Entrance will now be located at Door # 15, which is physically located at the corner of Paterson Avenue and the Boulevard.  
**Important items to know regarding the NEW Middle School Entrance:**
  - ✓ **This is a STUDENT ENTRANCE ONLY.** All Visitors, Guests, Parents, and Guardians will need to report to Door # 1 located on the Boulevard (Main Entrance) for early student pick-ups, meetings with school staff, dropping off lunches/ school items at any time during the school day.
  - ✓ A Visitor Monitor will be available at Door # 1 each school day to assist you upon your arrival. The hours of operation are 7:15am-3:15pm Monday through Friday during the school year.
  - ✓ MS Students are expected to use the MS Entrance (Door # 15) to enter the school building each day any time after 7:25am. Students should NOT arrive any earlier than 7:25am as there will be no supervision for the students.
  - ✓ **Important: Students who are tardy to school after 9am must report to Door # 1 (Main Entrance) as the MS Entrance (Door # 15) will be closed after 9am.**
  - ✓ 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.

*HEIGHTS: Where tradition and innovation take flight!*

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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        |

### 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

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

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 **Thursday, September 29<sup>th</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.

### ➤ **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 (Forgetting homework does not constitute an emergency).

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

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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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

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 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.

# HASBROUCK HEIGHTS MIDDLE SCHOOL

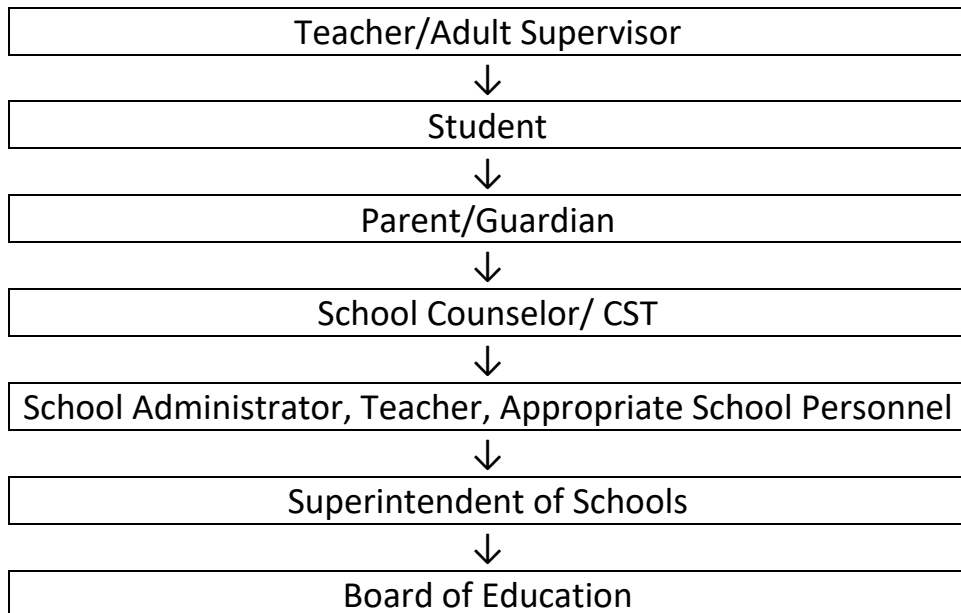
## Student/Parent Handbook

### Chain of Communication

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

#### Concern of 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.

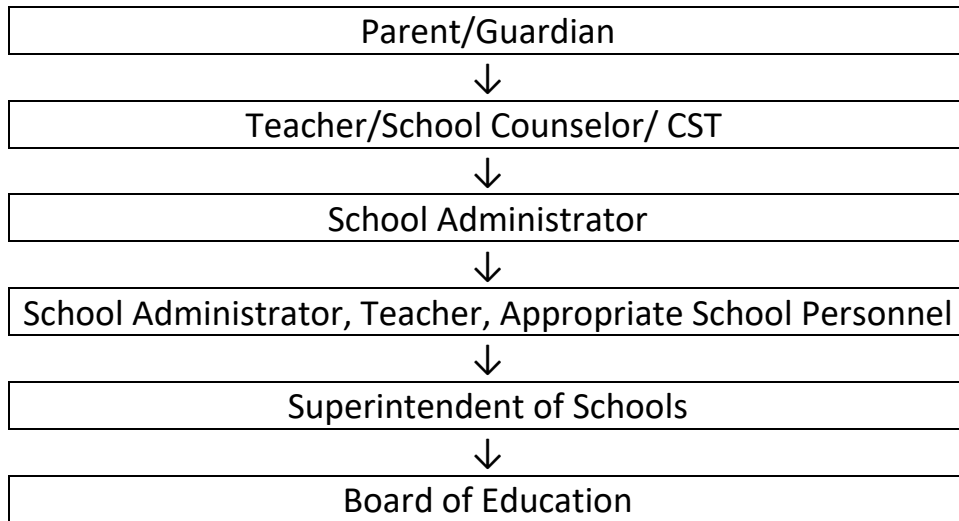


# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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 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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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.

### 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 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, or disruptive to the school environment will not be permitted. Clothing shall cover the torso and shorts/skirts should extend to the mid-thigh of the legs. Visible undergarments and flip-flops/ slides are not permitted.

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

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## Student/Parent Handbook

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 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.**

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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.
- 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

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## Student/Parent Handbook

**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, 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:

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

- **Grade 6-** Medieval Times
- **Grade 7:** Happiness is Camping Field Trip
- **Grade 8:** Washington DC 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 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. Vincenzo Barchini                         | Mr. Frank D’Amico         |
| Dr. Jared Fowler                              | Mrs. Barbara Christianson |
| Dr. Lisa Ciraco                               | Mrs. Mary Neumann         |
| Mrs. Ashley Calligy                           | Ms. Dawn Johnson          |
| Mrs. Lindsey Gesell                           | Mrs. Kerrie O’Hagan       |
| Mrs. Johanna Feria                            | Mrs. Rita Perdomo         |
| Mrs. Kim Parise- <b>Parent Representative</b> | Ms. Alisa Sellitto        |

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **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)

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL COURSE OFFERINGS for 2022-2023

#### **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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### 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

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.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### **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.

### **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.

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### 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.

### CHILD STUDY TEAM

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

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL STAFF 2022-2023

| <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            |
| Binazeski    | Michael            | binazeskim@hhschools.org         |
| Cafferty     | Beth               | caffertyb@hhschools.org          |
| Cassiere     | David              | cassiered@hhschools.org          |
| Christianson | Barb               | christiansonb@hhschools.org      |
| Cocozzo      | Zach               | cocozzozac@hhschools.org         |
| Coffey       | Jesse              | coffeyjes@hhschools.org          |
| Costello     | <del>Kristin</del> | <b>costellokri@hhschools.org</b> |
| DiMartino    | Kimberly           | dimartinokim@hhschools.org       |
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| Freund       | Kristopher         | freundkur@hhschools.org          |
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| Giaquinto    | Jamie              | giaquintojam@hhschools.org       |
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| Johnson      | Dawn               | johnsond@hhschools.org           |
| Keller       | Jennifer           | kellerjen@hhschools.org          |
| Lange        | Corey              | langecor@hhschools.org           |
| Lustmann     | Alan               | lustmannala@hhschools.org        |
| Mai          | Amanda             | maiama@hhschools.org             |
| Marchese     | Vincent            | marchesevin@hhschools.org        |
| McGinty      | Elizabeth          | mcgintye@hhschools.org           |
| Mansfield    | Sean               | mansfieldsea@hhschools.org       |
| Mason        | Lisa               | masonlis@hhschools.org           |
| Miller       | Corinne            | millerc@hhschools.org            |
| Minervini    | Amanda             | minerviniam@hhschools.org        |



# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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|          |          |                           |
|----------|----------|---------------------------|
| Moroney  | Carron   | moroneycar@hhschools.org  |
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| Sparacio | Matthew  | sparacimat@hhschools.org  |
| Stillman | Michael  | stillmanm@hhschools.org   |
| Sturm    | Rhonda   | sturmrho@hhschools.org    |
| Toy      | Kathleen | toyk@hhschools.org        |

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### IMPORTANT DATES for 2022- 2023 School Year

#### Marking Period Dates

Marking Period 1 start: September 7  
Marking Period 1 End: November 15  
Report Cards Issued: November 23

Marking Period 2 start: November 16  
Marking Period 2 end: January 31  
Report Cards Issued: February 8

Marking Period 3 start: February 1  
Marking Period 3 end: April 19  
Report Card Issued: April 28

Marking Period 4 start: April 20  
Marking Period 4 end: June 26  
Report Cards Issued: June 26

**MS Back to School Night:** Thursday, September 29<sup>th</sup> at 6:30pm

#### Cycle Dates:

Cycle 1 – September 7<sup>th</sup> to October 20<sup>th</sup>  
Cycle 2 – October 21<sup>st</sup> to December 8<sup>th</sup>  
Cycle 3 – December 9<sup>th</sup> to January 30<sup>th</sup>  
Cycle 4 – January 31<sup>st</sup> to March 20<sup>th</sup>  
Cycle 5 – March 21<sup>st</sup> to May 9<sup>th</sup>  
Cycle 6 – May 10<sup>th</sup> to June 26<sup>th</sup>

#### Cycle Rotation:

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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

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### MS TESTING

***Start Strong:*** September 15<sup>th</sup>, 2022 (ELA & Mathematics ALL Grades)

**September 16<sup>th</sup>, 2022 (Science, Grade 6 ONLY)**

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 2022, December 2022, & March 2023

*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 12<sup>th</sup>, 2022

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):** May 2023

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 2023

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