



**Euclid School**  
*Home of the Eagles*  
 1 Burton Avenue  
 Hasbrouck Heights, NJ 07604

## HASBROUCK HEIGHTS ELEMENTARY SCHOOLS



**Lincoln School**  
*Home of the Leopards*  
 302 Burton Avenue  
 Hasbrouck Heights, NJ 07604

# Student Handbook

## 2022-2023

### DISTRICT ADMINISTRATION

**Administration**

Dr. Matthew Helfant  
 Mrs. Dina Messery  
 Mrs. Linda Simmons  
 Mr. Joseph Mastropietro  
 Mr. Michael Sickels  
 Mr. Joseph Colangelo  
 Mr. Michael Scuilla  
 Mr. Vincenzo Barchini  
 Mrs. Dominique Vetrano  
 Mrs. Danica Davidman  
 Dr. Jared Fowler  
 Mr. Frank D'Amico  
 Ms. Rachael Carletto

**Title**

Superintendent of Schools  
 School Business Administrator  
 High School Principal  
 Middle School Principal  
 Euclid School Principal  
 Lincoln School Principal  
 Director of Athletics  
 Director of Testing and Guidance  
 Director of Curriculum and Instruction  
 Director of Special Services  
 HS Vice Principal  
 MS Vice Principal  
 Supervisor of Instruction and Programming

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### BOARD OF EDUCATION

Mrs. Jillian Ferdinand, President	Mrs. Lori Cintron, Vice President
Ms. Nicole Cambell Russo, Trustee	Mrs. Patricia Caruso, Trustee
Mr. Christopher DeLorenzo, Trustee	Mr. Robert Faussette, Trustee
Mrs. Lisa Krommenhoek, Trustee	Mr. Kevin Mullins, Trustee
Mrs. Lauren Terranova, Trustee	

## HASBROUCK HEIGHTS PUBLIC SCHOOLS

### 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.

## IMPORTANT TELEPHONE NUMBERS

### Euclid School

Main Office	201-288-2138
Main Office Fax	201-727-1409
Nurse's Office	201-393-8178
Nurse's Office Fax	201-288-0753
Child Study Team	201-338-8818
Principal	201-393-8176

### Lincoln School

Main Office	201-288-2365
Main Office Fax	201-393-8362
Nurse's Office	201-393-8184
Nurse's Office Fax	201-393-0365
Child Study Team	201-393-8185
Principal	201-393-8182

<b>EUCLID SCHOOL DIRECTORY</b>		
<b>Name</b>	<b>Title</b>	<b>E-Mail</b>
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## LINCOLN SCHOOL DIRECTORY

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**ELEMENTARY SCHOOL  
PARENT TEACHER ASSOCIATION (PTA)**

**Euclid School PTA**

Amanda Carullo, President  
Lori Zorat, 1<sup>st</sup> Vice President  
Melissa Karcic, 2<sup>nd</sup> Vice President  
Michelle Vallone, 2<sup>nd</sup> Vice President  
Lori Schmatz, Recording Secretary  
Carolyn Thomassey, Corresponding Secretary  
Daniel MacMilan, Treasurer

**Lincoln School PTA**

Adrienne Simmons, President  
Jennie Porfido, 1<sup>st</sup> Vice President  
Heather Meli, 2<sup>nd</sup> Vice President  
Jillian Ferdinand, Recording Secretary  
Helen Ramos, Corresponding Secretary  
Tara Eckert, Treasurer



**Euclid Eagles**

**Lincoln Leopards**



***Future Junior Aviators!***

***HEIGHTS: Where Tradition & Innovation Take Flight!***

<b>Child Study Team</b>		
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Ms. Lucy Gomez	Secretary	<a href="mailto:gomezluc@hhschools.org">gomezluc@hhschools.org</a>
Mrs. Katherine Baptista	School Social Worker	<a href="mailto:baptistak@hhschools.org">baptistak@hhschools.org</a>
Mrs. Maria Philp	School Psychologist	<a href="mailto:philpm@hhschools.org">philpm@hhschools.org</a>

## **SPECIAL SERVICES**

The Hasbrouck Heights School District maintains a professional commitment to providing the best educational opportunities for our children. For students who need specialized help, the special services department has developed a process for providing appropriate individualized educational programs. The special service team includes the following:

- Learning Disabilities Teacher Consultant (LDTC)
- School Social Worker
- School Psychologist
- Speech Therapist
- Teacher of the Handicapped

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

The Intervention & Referral Services Committee (I & RS) is a team of teachers, administrators and counselors who receive referrals about students who are not performing to academic expectations. The Committee provides counseling and guidance for students.

- **Euclid School** contact: Miss Dalcortivo at 201-338-8820.
- **Lincoln School** contact: Miss Meli at 201-338-8821.

## **504 PROCEDURES**

Section 504 is that section of the Rehabilitation Act of 1973 which applies to persons with disabilities. Basically, it is a civil rights act which prohibits discrimination against individuals with physical or mental disabilities who attend public or private schools funded with public dollars.

- **Euclid School** contact: Mrs. Bothe at [bothelor@hhschools.org](mailto:bothelor@hhschools.org).
- **Lincoln School** contact: Ms. Reynolds at [reynoldsdan@hhschools.org](mailto:reynoldsdan@hhschools.org).

## MARKING PERIODS

# 2022-2023 Elementary School Trimester Dates

## K-5

### Elementary Schools

# of Days	Tri	Start	Trimester Midpoint	Open Genesis Grading	Finish	(4-5) Report Cards	(K-3) Report Cards
60	1	9/7/22	10/20/22	12/1/22	12/8/22	12/15/22	12/22/22
60	2	12/9/22	1/30/23	3/13/23	3/20/23	3/28/23	4/4/23
60	3	3/21/23	5/9/23	6/2/23	6/26/23	6/22/23	6/22/23

Report Cards for Trimester 1 and Trimester 2 will be mailed home, while Trimester 3 Report Cards will go home via backpack delivery.



## 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
				<del>1</del>	<del>2</del>	3
4	5	<del>6</del>	<del>7</del>	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	<del>12</del>	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	<del>8</del>	9	10	11	12
13	14	15	16	17	18	19
20	21	22	<del>23</del>	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	<del>23</del>	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

<del> </del>	= Staff Only Report
<del> </del>	= Single Session Day
	= Schools Closed

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

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	<del>6</del>	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	<del>27</del>	28	29	30	

## ARRIVAL AND DISMISSAL PROCEDURES

### BELL SCHEDULE (Full Day)

8:20 am	First Bell (Pre-K & Kindergarten)
8:25 am	First Bell (Grades 1-5) <i>Admittance to classrooms</i>
8:35 am	Late Bell (Pre-K – 5) <i>Students must be in their classrooms</i>
11:45 am	Lunch Dismissal
12:45 pm	End of Lunch Hour <i>Admittance to classrooms</i>
12:50 pm	Late Bell
3:03 pm	Dismissal (Pre-K & Kindergarten)
3:08 pm	Dismissal (Grades 1-5)

### BELL SCHEDULE (Half Day)

8:20 am	First Bell (Pre-K & Kindergarten)
8:25 am	First Bell (Grades 1-5) <i>Admittance to classrooms</i>
8:35 am	Late Bell (Pre-K – 5) <i>Students must be in their classrooms</i>
12:30 pm	Dismissal (Pre-K & Kindergarten)
12:35 pm	Dismissal (Grades 1-5)

## EMERGENCY-CLOSING

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

## DELAYED OPENING

- Administrative and secretarial staff reports at 9:30 a.m.
- Teaching staff reports at 9:55 a.m.
- Students report at 10:00 a.m. and receive a 1 hour lunch period.
- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.
- Before school programs are **canceled** (KEYS, Extra Help, etc.)

### **In case of an emergency closing prior to the start of the day the following procedures will be followed:**

- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.

**In case of an emergency occurring during the school day the following procedures will be implemented:**

- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.

### **SAFETY**

In order to provide the highest level of safety during arrival and dismissal, we ask for your cooperation in the following matters:

1. **No student should arrive at school prior to 8:00 a.m. and with a faculty member present.** There is no playground supervision before that time.
  2. If your child walks to school, please remind them to cross only at the corners and to follow the instructions of the crossing guards.
  3. When using the “20 second drop off” area in the morning, please make sure that your child exits your car on the curbside by the playground on Burton Avenue, which is the only drop-off zone for both Euclid and Lincoln School. Do not park or pause in the crosswalks. In addition, do not double park.
- In the event of inclement weather, students should enter Door #2 at Euclid School and Door #1 at Lincoln school. They will line up at their homeroom locations, and will be brought to their classroom by a designated staff member.

### **VISITORS**

**ALL** visitors will sign in, turn in a photo id and state the nature of the visit and the person whom they wish to see. Visitor’s badges must be worn at all times.

**Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school principal.**

We ask that parents/guardians cooperate with these rules in order not to disrupt instruction and to ensure the safety of ALL children.

### **FIRE & LOCK-DOWN DRILLS**

**Fire Drills** are conducted one each month. Detailed exit plans are posted inside each classroom. For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Children are escorted to these designated areas in less than seventy-five (75) seconds in a safe, quiet, and orderly manner.

**Security Drills** are conducted monthly and are designed to secure the school buildings efficiently and effectively.

- You will receive a letter throughout the school year after a drill is conducted.

## ADMISSIONS/WITHDRAWALS

Children who start kindergarten in the Hasbrouck Heights Public Schools must be five (5) years of age before October 1<sup>st</sup> of the school year in which they are enrolling, or six (6) years of age if entering first grade.

Regulations are issued prior to the time of registration. Registration requirements for new students in grades 1 through 5 are:

- A record of immunizations which should include DPT and booster, date of last tetanus shot, Polio trivalent, MMR, HIB, Pneumococcal, varicella, Hep B and TB if applicable, PK-Flu.
- An original birth certificate (with seal)
- Residency verification (e.g. certificate of occupancy, utility or phone bill, etc.
- Lease/deed, or affidavit of landlord
- Proof of parent/guardian identity (e.g. driver's license)
- Copy of custody papers if applicable
- Signed 1040 form (if required)
- Registration Form
- Dental Examination Records
- Signed authorization form if applicable

**Parents must give the principal at least three (3) days' notice in writing when a pupil is leaving the Hasbrouck Heights Public School District.** A copy of the transfer card will then be prepared and released to the parent by the office of the principal.

Affidavit students (students who are not residing with natural parents) must provide the following additional information:

- From guardian: notarized copy of affidavit of guardian
- Notarized affidavit of Hasbrouck Heights resident adult
- Copy of guardian's most recent signed 1040 tax form
- From parent: notarized affidavit of parent
- Notarized affidavit of non-resident parent
- Copy of parent's most recent signed 1040 tax form
- PLEASE NOTE: All records from foreign countries must be translated into English.

## COMMUNICATION

The Elementary School Administrative Team recognizes that students in grades Pre-K through Five are faced with multiple developmental, academic, physical and social changes in their lives. To have a collaborative approach and to assist them in becoming self-sufficient and independent learners, we believe that effective and frequent communication between the home and school is imperative. We ask that you contact your child's teacher as the first step in addressing any questions or concerns that may occur. The following are sources/events that will assist with communication:

- **Daily Homework Posting**

All Elementary School classroom teachers will post homework, tests and project due dates in Genesis. Quizzes *will not* be posted but won't be administered until the topic has been introduced, practiced, and discussed.

- **Official Staff Email Accounts**

All Elementary School staff members have an official email account ending in "@hhschools.org." Complete lists of staff email addresses are located in the front of this handbook or online on the district's website.

- **Back to School Night**

Back to School Night will be held on Wednesday, September 28, 2022. The faculty will present an overview of their instructional programs including classroom rules and procedures.

- **\*Live Grades\***

All Elementary School families have access to Genesis.

### PARENT/TEACHER CONFERENCE DATES

Tuesday, January 10, 2023	1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i> )
Wednesday, January 11, 2023	6:00 – 8:00 pm (Evening, <i>½ Day Students</i> )
Tuesday, January 17, 2023	6:00 – 8:00 pm (Evening, <i>½ Day Students</i> )
Wednesday, January 18, 2023	1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i> )
<b>Tuesday, January 24, 2023</b>	<b>P/T Conference Snow Date (<i>potential ½ Day Students</i>)</b>

### EMERGENCY INFORMATION

**Every student is required to have the following information on file in the main office:**

- Parents or guardian(s) name(s)
- Complete and up-to-date address & e-mail address
- Home, cell and work phone numbers
- Emergency phone numbers of a friend or relative
- Physician's name and phone number

It is very important, for emergency and registration reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change on emergency card information.

A student information sheet will be sent home electronically in order to update our school files. **Please make corrections/additions and return to the school by Monday, October 3, 2022.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

## Grades 3– 5

### PUPIL DISCIPLINE/CODE OF CONDUCT (Policy #5600)

- PREK-2nd grade student infractions will be handled at the discretion of the Principal.
- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role in each infraction and may determine a different outcome other than the predetermined consequences listed below.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
<b>Disruptive Behavior</b>	1 <sup>st</sup> offense	Teacher warning	
	2 <sup>nd</sup> offense	Teacher must notify parent	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification	
	4 <sup>th</sup> offense	Referral to the Principal/ Parent Notification/Principal’s Detention	Subsequent offense may include: In School
	5 <sup>th</sup> offense	Referral to the Principal/Principal’s Detention/Parent Conference	Suspension/Out of School Suspension or Alternative Placement
<b>Littering on School Property</b>	1 <sup>st</sup> offense	Referral to the Principal/Warning	
	2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification	
	3 <sup>rd</sup> offense	Referral to the Principal/ Parent Notification/Principal’s Detention	

<b>STUDENT INFRACTION</b>	<b>OFFENSE</b>	<b>ACTION</b>	<b>COMMENTS</b>
<b>Offensive Language/Written/Gestures</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification	
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 <sup>rd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
<b>Inappropriate Physical Contact</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification	
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 <sup>rd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
<b>Inappropriate Physical Contact of a Sexual Nature</b>	All offenses	Referral to the District Affirmative Action Officer.	
<b>Insubordination</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
<b>Forging an Official Document</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	

<b>Forging an Official Document</b>	3 <sup>rd</sup> offense	Referral to the Principal/In School Suspension/Parent Conference	
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<b>STUDENT INFRACTION</b>	<b>OFFENSE</b>	<b>ACTION</b>	<b>COMMENTS</b>
<b>Theft Personal/School Property</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
<b>Destruction of Property/Stealing/Arson/False Alarm</b>	1 <sup>st</sup> offense	Up to 5 Days Out School Suspension & Restitution for Damages	Police Contacted/Parent Notification
	2 <sup>nd</sup> & Subsequent offense	Up to 10 Days Out School Suspension & Restitution for Damages	
<b>Vandalism/Graffiti</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principals Detention	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Referral to the Principal/In School Suspension/Parent Conference	Possible Restitution
<b>Verbally Threatening a Staff Member</b>	1 <sup>st</sup> offense	Referral to the Principal and Guidance Counselor/In School Suspension/Parent Conference	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Referral to the Principal and Guidance Counselor/Out School Suspension/Parent Conference	Subsequent offense may include: Alternative Placement
<b>Fighting</b>	Any offense	<i>Penalties may vary according to the</i>	Police may be notified



		<i>severity and frequency of the offense.</i>  1- Day or up to 3-Days In School Suspension and/or Out School Suspension.	
<b>Possession of CDS</b>	Any offense	Indefinite suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified  Subsequent offense may include: Alternative Placement

<b>STUDENT INFRACTION</b>	<b>OFFENSE</b>	<b>ACTION</b>	<b>COMMENTS</b>
<b>Sale &amp; Distribution of CDS</b>	Any offense	May include: 10 Day Out School Suspension/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team Police will be notified	Sellers of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
<b>Use of Controlled Substance/Possession/Alcohol</b>	1 <sup>st</sup> offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 <sup>nd</sup> offense	10 Days Out School Suspension and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
<b>Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)  (Policy #5132)</b>	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 <sup>st</sup> offense	Warning	
	Subsequent	Principal's Detention	
<b>Smoking</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 <sup>nd</sup> offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 <sup>rd</sup> offense	Referral to the Principal/In School Suspension/Parent Conference	Possible Referral to the Student Assistance Counselor

<b>Leaving School Grounds without Permission</b>	Any offense	Police will be notified Referral to the Principal/In School Suspension/Parent Conference	Subsequent offense may include: Alternative Placement
<b>Weapons/Firearms/Zero Tolerance</b>	Any offense	Up to 10 Days Out School Suspension/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
<b>Tardy for school (policy # 5110)</b>		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee

<b>STUDENT INFRACTION</b>	<b>OFFENSE</b>	<b>ACTION</b>	<b>COMMENTS</b>
<b>Cutting Detention</b>	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: In School Suspension /Out of School Suspension
	2 <sup>nd</sup> offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
<b>Harassment/Intimidation/Bullying (HIB) (policy #5512)</b>		As indicated in policy	

### **Harassment, Intimidation, and Bullying Definition**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, or computer

## HEALTH SERVICES

The Hasbrouck Heights school system offers a comprehensive Health Screening Program. The purpose is to identify potential health problems. Parents will be given the opportunity to participate in this **free** program, or may choose to see their family physician at their own expense, for the necessary screenings.

Height, weight, BP and lice screenings are provided for all students. Audiometric screening is also provided in the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> grades, and as the need arises. Scoliosis screening is provided in 5<sup>th</sup> grade. Vision screening is provided for 2<sup>nd</sup> and 4<sup>th</sup> grades.

State guidelines for T.B. screening requires that students from out of country, out of state, or in certain towns / grades in New Jersey be Mantoux tested.

**ALL REQUIRED INFORMATION MUST BE RETURNED TO THE MEDICAL OFFICE BY THE FIRST DAY OF SCHOOL, OR SOONER, IF POSSIBLE. NO STUDENT WILL BE ALLOWED TO REMAIN IN SCHOOL WITHOUT MEETING ALL REQUIREMENTS.**

Children who are recovering from illness should not return to school until they have been free of symptoms for 24 hours. Please contact the school nurse if you have questions.

In case of Chicken Pox, or other similar diseases, the students must remain at home until lesions are healed and dry.

Students presenting any symptoms of other potential communicable or contagious conditions must report to the school nurse and may be excluded from school until the potentially contagious condition resolves, or they present a note from their physician stating the diagnoses, and that this condition is not communicable.

Students who will be returning to school with sutures (stitches), crutches, or a cast must report to the school nurse upon their return, so that arrangements can be made for their safe participation in all activities.

Parents are urged to communicate with the school nurse regarding any changes in their child's health status, including: food allergies, daily medications taken at home, illnesses, or other special health needs.

Please log onto the following websites for important information, forms and policies:

Hasbrouck Heights Public Schools Health Services- <http://www.hhschools.org/health/index.html>

## **INSURANCE**

The school district has purchased an accident insurance program covering all students on a full excess basis. Full excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all bills on the claim, and the receipts from the other carrier, must be submitted to us and we will consider the balances, up to policy limits.

Students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the School Premises. Participants are also covered while participating in Interscholastic Sports, including tryouts, preseason and postseason play, and travel to and from games and/or practice. (Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.)

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents that may be without insurance. The school policy will reimburse covered claims for medical expenses incurred up to the benefit limits of the policy.

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source. See the school nurse for claim forms. Other questions should be directed to the Business Office, (201) 288-6150.

## **AFFIRMATIVE-ACTION**

The Hasbrouck Heights Board of Education, in compliance with all federal and state laws, rules, and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or socioeconomic status.

Any student, parent/guardian, or employee may file a grievance relative to affirmative action guidelines (contact the affirmative action officer for detailed procedures). Anyone who is subjected to unwelcome physical advances or verbal or physical conduct of a sexual nature should contact the affirmative action officer as depicted below:

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

## **RIGHT-TO-KNOW-ACT P.L 1997, C364**

If at any time during the school year there is construction or other activities involving the use of any hazardous materials, the following will be implemented:

- A notice will be posted on a bulletin board within the school stating that hazardous material may be stored at the school.
- A Material Safety Data Sheet will be available concerning the particular material.

If there are any questions concerning this matter, please contact The School Business Administrator, at 201-288-6150.

## POLICY/REGULATION

Please review the *highlighted* policies below (refer to the District website <http://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=09ad56643d4f4415a1dbfac7f063f0d6> for ALL other Policies and Regulations):

### Policies:

- 5512 – Harassment, Intimidation, and Bullying (M)
- 2624 – Grading System
- 2330 – Homework
- 5200 – Attendance (M)

### Regulations:

- 2464 – Gifted and Talented Pupils (M)
- 5410 – Promotion and Retention (M)
- 5511 – Dress Code
- 8462 – Reporting Potentially Missing or Abused Children (M)