

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2019-2020

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE  
GOALS

☒

PERCENTAGE

3.33%

\$5817.14

DOLLAR

VALUE

QUALITATIVE  
GOAL

PERCENTAGE

2.5%

DOLLAR

VALUE

### DESCRIPTION OF GOAL:

School Based Anxiety/Stress Reduction Model

The H-School Based Anxiety/Stress Reduction Model (H-SBASRM) is based on Cognitive Behavior Therapy(CBT) and Rational Emotive Behavior Therapy (REBT) principles. The model consists of five ten-minute sessions. With weekly review there after. The sessions are divided as follows:

Session 1 (10-minutes) - Explain how the H-SBASRM works

Session 2 (10-minutes) - Explain CBT and REBT

Session 3 (10-minutes) - Explain the Three Instantly Calming CBT Techniques for Anxiety/Stress:

- Feelings Change
- Counter Actions to Stress
- Think about thought and the Logical Conclusion

Session 4 (10-minutes) - Explain the first five Cognitive Distortions:

- All-or-Nothing Thinking
- Overgeneralization
- Mental Filter
- Disqualifying the Positive
- Jumping to Conclusions

Session 5 (10-minutes) - Explain the remaining five Cognitive Distortions and Anxiety/Stress: Magnification and Minimization

- Emotional Reasoning
- Should Statements
- Labeling and Mislabeling
- Personalization

Weekly review (10-minutes)

- This is a multi-year goal

### EVIDENCE OF COMPLETION DURING THE 2019-2020SY:

Superintendent with the Psychology teachers will:

- present the five sessions
- implement the program

- present a pre and post anxiety/stress scale
- develop a plan for the 2020-2021 to expand the program

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent  
Psychology teacher - High school

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2019-2020 SCHOOL YEAR:**

Superintendent will:

- five sessions will be presented by mid-November 2019
- pre stress/anxiety survey will be administered by November 1, 2019
- program implemented from December 2019 - March 2020
- post stress/anxiety survey will be administered by April 2020

**\*ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO  
ECS

SIGNATURE AND DATE APPROVED  
BY ECS

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### DESCRIPTION OF GOAL:

1. The district's approved and adopted 2019-2020 school budget will contain total administrative costs per pupil that is at least 4% below the regional limit as established by the Commissioner and set forth in S-1701 and Chapter 23.

### EVIDENCE OF COMPLETION DURING THE 2019-2020SY:

1. Review of administrative costs
2. Meet with Business Administrator monthly
3. Present administrative costs to Board of Education (BOE)
4. Develop an administrative monitoring system to assess administrative costs annually

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent  
Business Administrator

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2019-2020SCHOOL YEAR:

Superintendent will:

- By Nov. 1 2019
- Keep minutes of monthly meetings with Business Administrator

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GOAL

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PERCENTAGE

2.5%

DOLLAR

VALUE

.00

### DESCRIPTION OF GOAL:

The Superintendent in collaboration with the Hasbrouck Heights High School administrators will review the U.S. News calculation for the *Best High Schools Rankings* and develop programs that will assist in increasing the overall ranking of the Hasbrouck Heights High School.

### EVIDENCE OF COMPLETION DURING THE 2019-2020SY:

1. Review the ranking and document meeting agenda
2. Review and identify current practices
3. Develop 3 new practices/activities

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent  
Hasbrouck Heights High School (HHHS) Administrators

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2019-2020 SCHOOL YEAR:

Superintendent will:

- Conduct review of U.S. News ranking process by November 2019
- Meet with HHHS administrators a minimum of three times by June 2020
- Develop three new practices/activities by June 2020

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# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2019-2020

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

|                    |   |                            |  |                  |   |                           |  |
|--------------------|---|----------------------------|--|------------------|---|---------------------------|--|
| QUANTITATIVE GOALS | <div style="border: 1px solid black; width: 20px; height: 40px; margin: 0 auto;"></div> | PERCENTAGE<br><b>3.33%</b> |  | QUALITATIVE GOAL | <div style="border: 1px solid black; width: 20px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;">X</div> | PERCENTAGE<br><b>2.5%</b> |  |
|                    |   | DOLLAR VALUE               |  |                  |   | <b>\$4367.22</b>          |  |

**DESCRIPTION OF GOAL:**

In an effort to increase professional efficiency with the district administration, the Superintendent will personally create and deliver a presentation that includes specific strategies to increase personal and organizational productivity. Further, the Superintendent will provide all staff members with the book *Getting Things Done: The Art of Stress Free Productivity* by David Allen. In addition, the Superintendent will present on the topic at a Board of Education meeting.

**EVIDENCE OF COMPLETION DURING THE 2019-2020SY:**

1. Purchase book for all administrators
2. Create *Productivity* presentation
3. Present *Productivity* presentation at a Board of Education meeting

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2019-2020 SCHOOL YEAR:**

Superintendent will:

- Purchase and distribute *Getting Things Done: The Art of Stress Free Productivity* to all administrators by October 2019
- Discuss book with administrators by April of 2019
- Develop a *Productivity* presentation by February of 2020
- Present *Productivity* presentation by April of 2020

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# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2019-2020

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

|                    |  |  |                  |  |   |
|--------------------|--|--|------------------|--|---|
| QUANTITATIVE GOALS | <input style="width: 100px; height: 40px;" type="text"/> | PERCENTAGE<br><b>3.33%</b><br><br>DOLLAR VALUE _____ | QUALITATIVE GOAL | <input style="width: 100px; height: 40px;" type="text"/> | PERCENTAGE<br><b>2.5%</b><br><b>\$4367.22</b><br><br>DOLLAR VALUE _____ |
|--------------------|--|--|------------------|--|---|

**DESCRIPTION OF GOAL:**

The Superintendent will enhance teacher/staff mastery of Google Suite by developing a professional development program in the areas of: Google Edu with secretarial, business office, and nursing staff. . A minimum of 4 professional development days will be implemented throughout the 2018-2019SY. A Google Forms survey will be administered after each professional development session to evaluate staff learning and training efficacy. This is a multi-year goal. (This is the second year of this goal. The first year focused on elementary, math, and special education staff)

**EVIDENCE OF COMPLETION DURING THE 2019-2020SY:**

Evidence of completion will consist of signature sheets for each of the Google trainings. The trainings will consist of the following:

- Secretarial Staff (2)
- Business Office and Nurses (2)

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2019-2020 SCHOOL YEAR:**

Superintendent will:

- Secure funding for the Google training
- Submit signature sheets for each training
- Develop a follow up Google form for each training in order to elicit feedback
- The goal will be completed by June 2020

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BY ECS \_\_\_\_\_

## Hasbrouck Heights Public Schools 2019-2020 School Calendar

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |              |              |              |    |    |
|----------------|----|--------------|--------------|--------------|----|----|
| S              | M  | T            | W            | T            | F  | S  |
| 1              | 2  | <del>3</del> | <del>4</del> | <del>5</del> | 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 2019 |               |    |    |    |    |    |
|--------------|---------------|----|----|----|----|----|
| S            | M             | T  | W  | T  | F  | S  |
|              |               | 1  | 2  | 3  | 4  | 5  |
| 6            | 7             | 8  | 9  | 10 | 11 | 12 |
| 13           | <del>14</del> | 15 | 16 | 17 | 18 | 19 |
| 20           | 21            | 22 | 23 | 24 | 25 | 26 |
| 27           | 28            | 29 | 30 | 31 |    |    |

| November 2019 |    |              |               |               |               |    |
|---------------|----|--------------|---------------|---------------|---------------|----|
| S             | M  | T            | W             | T             | F             | S  |
|               |    |              |               |               | 1             | 2  |
| 3             | 4  | <del>5</del> | 6             | <del>7</del>  | <del>8</del>  | 9  |
| 10            | 11 | 12           | 13            | 14            | 15            | 16 |
| 17            | 18 | 19           | 20            | 21            | 22            | 23 |
| 24            | 25 | 26           | <del>27</del> | <del>28</del> | <del>29</del> | 30 |

| December 2019 |    |    |    |    |               |    |
|---------------|----|----|----|----|---------------|----|
| 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 | <del>20</del> | 21 |
| 22            | 23 | 24 | 25 | 26 | 27            | 28 |
| 29            | 30 | 31 |    |    |               |    |

August 28  
September 2  
September 3  
September 4  
September 4-5

October 14

November 5

November 7-8

November 27  
November 28-29  
December 20  
Dec. 23-31  
January 1  
January 2  
January 20

February 17-21  
February 24  
April 9  
April 10  
April 13-17  
April 20  
May 25

June 17-19




June 19

June 22-23

New Staff Orientation  
Labor Day – Schools Closed  
Teacher Check In  
First Day of School  
Single Session Days for  
Students – In-Service for Staff  
(PM)  
Single Session Day for  
Students – In-Service for Staff  
(PM)  
Single Session Day (Students  
only) PM In-Service for Staff  
NJEA Convention – Schools  
Closed  
Single Session Day  
Thanksgiving Recess  
Single Session Day  
Holiday Recess  
Schools Closed  
Schools Re-Open  
In-Service for Staff (AM only)  
(No Students)  
Winter Recess  
Schools Re-open  
Single Session Day  
Schools Closed  
Spring Recess  
Schools Re-Open  
Memorial Day – Schools  
Closed  
Single Session Days (Students  
only)  
Graduation, Grades 8, 12  
Last Day of School  
Staff Only Attend

Three snow days have been built into the calendar.  
If one snow day is left unused, schools will be closed  
on May 22, 2020. If two snow days are left unused,  
schools will be closed on May 22, 2020 and May 26,  
2020. If three snow days are left unused, schools  
will be closed on May 22, 2020, May 26, 2020 and  
June 5, 2020. If more than three snow days are  
used, schools will be in session during the Spring  
Recess starting, in reverse order, with Friday,  
April 17, 2020.

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

|   |                      |
|---|----------------------|
|  | = Staff Only Report  |
|  | = Single Session Day |
|  | = Schools Closed     |

Approved: May 23, 2019

Revised: June 20, 2019

Revised: August 29, 2019

| January 2020 |               |    |    |    |    |    |
|--------------|---------------|----|----|----|----|----|
| 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           | <del>20</del> | 21 | 22 | 23 | 24 | 25 |
| 26           | 27            | 28 | 29 | 30 | 31 |    |

| February 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |              |               |    |
|------------|----|----|----|--------------|---------------|----|
| S          | M  | T  | W  | T            | F             | S  |
|            |    |    | 1  | 2            | 3             | 4  |
| 5          | 6  | 7  | 8  | <del>9</del> | <del>10</del> | 11 |
| 12         | 13 | 14 | 15 | 16           | 17            | 18 |
| 19         | 20 | 21 | 22 | 23           | 24            | 25 |
| 26         | 27 | 28 | 29 | 30           |               |    |

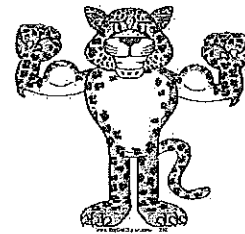
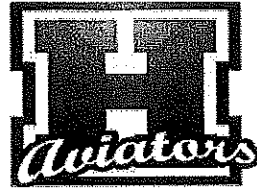
| May 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| June 2020 |               |               |    |    |    |    |
|-----------|---------------|---------------|----|----|----|----|
| 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        | <del>22</del> | <del>23</del> | 24 | 25 | 26 | 27 |
| 28        | 29            | 30            |    |    |    |    |



**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 2019-2020

## DISTRICT ADMINISTRATION

### Administration

Dr. Matthew Helfant  
 Mrs. Dina Messery  
 Mrs. Linda Simmons  
 Mr. Joseph Mastropietro  
 Mr. Michael Sickels  
 Mr. Joseph Colangelo  
 Mr. Michael Scuiilla  
 Mrs. Nicole DeBonis  
 Ms. Janine Gribbin  
 Mr. Vincenzo Barchini  
 Mr. Frank D'Amico  
 Mr. Vincent Aiello  
 Mrs. Jacquelyn Mansfield

### Title

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

### Email Address

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

## BOARD OF EDUCATION

<http://www.hhschools.org/SitePages/BOE.aspx>

Mr. Robert Salerno, President  
 Mrs. Patricia Caruso, Trustee  
 Mr. Robert Faussette, Trustee  
 Mr. Kevin Mullins, Trustee  
 Ms. Nicole Russo, Trustee

Mr. Alan Baker, Vice President  
 Mr. Christopher DeLorenzo, Trustee  
 Mrs. Jillian Ferdinand, Trustee  
 Mr. Joseph Rinke, 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

| EUCLID SCHOOL DIRECTORY |                               |  |
|-------------------------|-------------------------------|--|
| Name                    | Title                         | E-Mail   |
| Alosco, Patti           | Paraprofessional              | <a href="mailto:AloscoP@HHSchools.org">AloscoP@HHSchools.org</a>               |
| Bari, Christina         | 5 <sup>th</sup> Grade Teacher | <a href="mailto:BariC@HHSchools.org">BariC@HHSchools.org</a>                   |
| Bothe, Lori             | 4 <sup>th</sup> Grade Teacher | <a href="mailto:BotheLor@HHSchools.org">BotheLor@HHSchools.org</a>             |
| Brinker, Lesa           | Art Teacher                   | <a href="mailto:BrinkerL@HHSchools.org">BrinkerL@HHSchools.org</a>             |
| Calderon, Ernesto       | Night Custodian               | <a href="mailto:CalderonE@HHSchools.org">CalderonE@HHSchools.org</a>           |
| Chapin, Bridgette       | 2 <sup>nd</sup> Grade Teacher | <a href="mailto:ChapinBri@HHSchools.org">ChapinBri@HHSchools.org</a>           |
| Chiu, Better            | Media Specialist              | <a href="mailto:ChiuBet@HHSchools.org">ChiuBet@HHSchools.org</a>               |
| Christensen, Kathleen   | Paraprofessional              | <a href="mailto:ChristensenK@HHSchools.org">ChristensenK@HHSchools.org</a>     |
| Colaneri, Lisa          | 1 <sup>st</sup> Grade Teacher | <a href="mailto:ColaneriLis@HHSchools.org">ColaneriLis@HHSchools.org</a>       |
| Crabbe, Lisamarie       | 3 <sup>th</sup> Grade Teacher | <a href="mailto:Crabbelis@HHSchools.org">Crabbelis@HHSchools.org</a>           |
| Cuttita, Catherine      | 3 <sup>rd</sup> Grade Teacher | <a href="mailto:CuttitaCat@HHSchools.org">CuttitaCat@HHSchools.org</a>         |
| Czajkowski, Jolanta     | Nurse                         | <a href="mailto:CzajkowskiJol@HHSchools.org">CzajkowskiJol@HHSchools.org</a>   |
| Farruggio, Maria        | Kindergarten Teacher          | <a href="mailto:FarruggioMar@HHSchools.org">FarruggioMar@HHSchools.org</a>     |
| Farquhar, Lori          | Special Education Teacher     | <a href="mailto:FarquharLor@HHSchools.org">FarquharLor@HHSchools.org</a>       |
| Gallucci, Joanie        | 3 <sup>rd</sup> Grade Teacher | <a href="mailto:GallucciJoa@HHSchools.org">GallucciJoa@HHSchools.org</a>       |
| Grieco, Johnna          | World Language Teacher        | <a href="mailto:GriecoJoh@HHSchools.org">GriecoJoh@HHSchools.org</a>           |
| Gyenes, Melissa         | 4 <sup>th</sup> Grade Teacher | <a href="mailto:GyenesMel@HHSchools.org">GyenesMel@HHSchools.org</a>           |
| Hone, Patty             | Secretary                     | <a href="mailto:HonePat@HHSchools.org">HonePat@HHSchools.org</a>               |
| Hughes, Kathleen        | Paraprofessional              | <a href="mailto:HughesKat@HHSchools.org">HughesKat@HHSchools.org</a>           |
| Inglesby, Nicole        | 1 <sup>st</sup> Grade Teacher | <a href="mailto:InglesbyNic@HHSchools.org">InglesbyNic@HHSchools.org</a>       |
| Innis, Debbie           | Paraprofessional              | <a href="mailto:InnisDeb@HHSchools.org">InnisDeb@HHSchools.org</a>             |
| Jones, Bill             | Lead Custodian                | <a href="mailto:JonesW@HHSchools.org">JonesW@HHSchools.org</a>                 |
| Kastner, Danielle       | Music Teacher                 | <a href="mailto:KastnerDan@HHSchools.org">KastnerDan@HHSchools.org</a>         |
| Knaggs, Dawn            | Afternoon Custodian           | <a href="mailto:KnaggsDaw@HHSchools.org">KnaggsDaw@HHSchools.org</a>           |
| Lambe, Pamela           | Basic Skills Teacher          | <a href="mailto:LambePam@HHSchools.org">LambePam@HHSchools.org</a>             |
| Leone, Elisabetta       | Special Education Teacher     | <a href="mailto:LeoneEli@HHSchools.org">LeoneEli@HHSchools.org</a>             |
| Mabel, Michelle         | Special Education Teacher     | <a href="mailto:mabelmic@HHSchools.org">mabelmic@HHSchools.org</a>             |
| Mansfield, Linda        | Basic Skills Teacher          | <a href="mailto:MansfieldLin@HHSchools.org">MansfieldLin@HHSchools.org</a>     |
| McKernan, Julie         | Special Education Teacher     | <a href="mailto:Mckernanjul@HHSchools.org">Mckernanjul@HHSchools.org</a>       |
| Minichiello, Rocco      | Phys. Ed. Teacher             | <a href="mailto:MinichielloRoc@HHSchools.org">MinichielloRoc@HHSchools.org</a> |
| Moroney, Carron         | Instrumental Teacher          | <a href="mailto:MoroneyCar@HHSchools.org">MoroneyCar@HHSchools.org</a>         |

|                        |                               |  |
|------------------------|-------------------------------|--|
| Muldoon, Lyndsey       | Special Education Teacher     | <a href="mailto:muldoonlin@hhschools.org">muldoonlin@hhschools.org</a>     |
| Mullins, Linda         | Paraprofessional              | <a href="mailto:MullinsLin@HHSchools.org">MullinsLin@HHSchools.org</a>     |
| Oettinger, Eileen      | 4 <sup>th</sup> Grade Teacher | <a href="mailto:OettingerEil@HHSchools.org">OettingerEil@HHSchools.org</a> |
| Pagano, MaryAnn Pagano | Guidance Counselor            | <a href="mailto:PaganoMar@HHSchools.org">PaganoMar@HHSchools.org</a>       |
| Palladino, Lisa        | 5 <sup>th</sup> Grade Teacher | <a href="mailto:PalladinoLis@HHSchools.org">PalladinoLis@HHSchools.org</a> |
| Parise, Kim            | Paraprofessional              | <a href="mailto:parisekim@hhschools.org">parisekim@hhschools.org</a>       |
| Philp, Maria           | School Psychologist           | <a href="mailto:PhilpM@HHSchools.org">PhilpM@HHSchools.org</a>             |
| Priore, Lynne          | Paraprofessional              | <a href="mailto:PrioreLyn@HHSchools.org">PrioreLyn@HHSchools.org</a>       |
| Riccobono, Giovanna    | Paraprofessional              | <a href="mailto:RiccobonoGio@HHSchools.org">RiccobonoGio@HHSchools.org</a> |
| Riordan, Caitlin       | Paraprofessional              | <a href="mailto:riordancai@hhschools.org">riordancai@hhschools.org</a>     |
| Rispoli, Evelyn        | Paraprofessional              | <a href="mailto:RinaldiEve@HHSchools.org">RinaldiEve@HHSchools.org</a>     |
| Robertson, Diane       | 5 <sup>th</sup> Grade Teacher | <a href="mailto:RobertsonDia@HHSchools.org">RobertsonDia@HHSchools.org</a> |
| Romano, Connie         | Secretary                     | <a href="mailto:RomanoC@HHSchools.org">RomanoC@HHSchools.org</a>           |
| Rucci, Nicole          | ESL                           | <a href="mailto:RucciN@HHSchools.org">RucciN@HHSchools.org</a>             |
| Sabin, Tina            | 2 <sup>nd</sup> Grade Teacher | <a href="mailto:SabinTin@HHSchools.org">SabinTin@HHSchools.org</a>         |
| Shenloogian, Leanne    | Paraprofessional              | <a href="mailto:ShenloogianL@HHSchools.org">ShenloogianL@HHSchools.org</a> |
| Tacinelli, Courtney    | Speech Therapist              | <a href="mailto:CoccoCaroCou@HHSchools.org">CoccoCaroCou@HHSchools.org</a> |
| Tattoli, Lorenzo       | Phys. Ed. Teacher             | <a href="mailto:TattoliLor@HHSchools.org">TattoliLor@HHSchools.org</a>     |
| TenBerge, Laurie       | 1 <sup>st</sup> Grade Teacher | <a href="mailto:tenbergelau@HHSchools.org">tenbergelau@HHSchools.org</a>   |
| Valente, Sabina        | Paraprofessional              | <a href="mailto:ValenteSab@HHSchools.org">ValenteSab@HHSchools.org</a>     |
| Verdi, Nancy           | Paraprofessional              | <a href="mailto:VerdiN@HHSchools.org">VerdiN@HHSchools.org</a>             |
| Werner, Jennifer       | Kindergarten Teacher          | <a href="mailto:WernerJen@HHSchools.org">WernerJen@HHSchools.org</a>       |
| Zarella, Victoria      | PreK Teacher                  | <a href="mailto:zarrellavic@hhschools.org">zarrellavic@hhschools.org</a>   |

| LINCOLN SCHOOL DIRECTORY |                                   |  |
|--------------------------|-----------------------------------|--|
| Name                     | Title                             | E-Mail   |
| Altamura, Grace          | Paraprofessional                  | <a href="mailto:AltamuraGra@HHSchools.org">AltamuraGra@HHSchools.org</a>       |
| Baptista, Katie          | School Social Worker              | <a href="mailto:BaptistaKat@HHSchools.org">BaptistaKat@HHSchools.org</a>       |
| Beer, Laura              | Art Teacher                       | <a href="mailto:BeerLau@HHSchools.org">BeerLau@HHSchools.org</a>               |
| Bischoff, Michelle       | Paraprofessional                  | <a href="mailto:BischoffMic@HHSchools.org">BischoffMic@HHSchools.org</a>       |
| Brancato, Laurie         | 5 <sup>th</sup> Grade Teacher     | <a href="mailto:BrancatoLau@HHSchools.org">BrancatoLau@HHSchools.org</a>       |
| Brander, Samantha        | 1 <sup>st</sup> Grade Teacher     | <a href="mailto:BranderS@HHSchools.org">BranderS@HHSchools.org</a>             |
| Capozzi, Cindy           | Media Specialist                  | <a href="mailto:CapozziCin@HHSchools.org">CapozziCin@HHSchools.org</a>         |
| Caputo, Eileen           | Special Education Teacher         | <a href="mailto:CaputoEil@HHSchools.org">CaputoEil@HHSchools.org</a>           |
| Carlin, Pat              | Secretary                         | <a href="mailto:CarlinP@HHSchools.org">CarlinP@HHSchools.org</a>               |
| Cebula, Michael          | Phys. Ed. Teacher                 | <a href="mailto:CebulaMic@HHSchools.org">CebulaMic@HHSchools.org</a>           |
| Cebula Sr., Robert       | Afternoon Custodian               |  |
| Claus, Sandra            | Kindergarten Teacher              | <a href="mailto:ClausSan@HHSchools.org">ClausSan@HHSchools.org</a>             |
| Colaneri, Brenda         | Paraprofessional                  | <a href="mailto:ColaneriBre@HHSchools.org">ColaneriBre@HHSchools.org</a>       |
| Colangelo, Joseph        | Principal                         | <a href="mailto:ColangeloJ@HHSchools.org">ColangeloJ@HHSchools.org</a>         |
| Condal, Taylor           | Phys. Ed. Teacher                 | <a href="mailto:CondalTay@HHSchools.org">CondalTay@HHSchools.org</a>           |
| Dallara, Bonnie          | Paraprofessional                  | <a href="mailto:DallaraBon@HHSchools.org">DallaraBon@HHSchools.org</a>         |
| Daly, Allison            | 4 <sup>th</sup> Grade Teacher     | <a href="mailto:DalyA@HHSchools.org">DalyA@HHSchools.org</a>                   |
| DePalma, Anna            | Paraprofessional                  | <a href="mailto:DePalmaAnn@HHSchools.org">DePalmaAnn@HHSchools.org</a>         |
| DePalma, Victoria        | 2 <sup>nd</sup> Grade Teacher/TIC | <a href="mailto:DePalmaVic@hhschools.org">DePalmaVic@hhschools.org</a>         |
| Dubofsky, Gayle          | 5 <sup>th</sup> Grade Teacher     | <a href="mailto:DubofskyGay@HHSchools.org">DubofskyGay@HHSchools.org</a>       |
| Dussault, Donna          | Kindergarten Teacher              | <a href="mailto:DussaultDon@HHSchools.org">DussaultDon@HHSchools.org</a>       |
| Ellerbrock, AnneMarie    | Paraprofessional                  | <a href="mailto:EllerbrockAnn@HHSchools.org">EllerbrockAnn@HHSchools.org</a>   |
| Felicetti, Karen         | Reading Specialist                | <a href="mailto:FelicettiKar@HHSchools.org">FelicettiKar@HHSchools.org</a>     |
| Ferreri, Kathy           | Paraprofessional                  | <a href="mailto:FerreriKat@HHSchools.org">FerreriKat@HHSchools.org</a>         |
| Freschi, Kelly           | Paraprofessional                  | <a href="mailto:FreschiKel@HHSchools.org">FreschiKel@HHSchools.org</a>         |
| Garden, Maureen          | Paraprofessional                  | <a href="mailto:GardenM@HHSchools.org">GardenM@HHSchools.org</a>               |
| Georgatos, Aundrea       | 2 <sup>nd</sup> Grade Teacher     | <a href="mailto:GeorgatosAun@HHSchools.org">GeorgatosAun@HHSchools.org</a>     |
| Grieco, Johnna           | World Language Teacher            | <a href="mailto:GriecoJoh@HHSchools.org">GriecoJoh@HHSchools.org</a>           |
| Incognito, Danielle      | Basic Skills – ELA                | <a href="mailto:IncognitoDan@HHSchools.org">IncognitoDan@HHSchools.org</a>     |
| Jarosiewicz, Christa     | 3 <sup>rd</sup> Grade Teacher     | <a href="mailto:JarosiewiczChr@HHSchools.org">JarosiewiczChr@HHSchools.org</a> |
| Kammerer, Rosanne        | Speech Therapist                  | <a href="mailto:KammerRos@HHSchools.org">KammerRos@HHSchools.org</a>           |
| Kane, Kimberly           | Nurse                             | <a href="mailto:KaneK@HHSchools.org">KaneK@HHSchools.org</a>                   |
| Kastner, Danielle        | Music Teacher                     | <a href="mailto:KastnerDan@HHSchools.org">KastnerDan@HHSchools.org</a>         |
| Kroncke, Danielle        | Kindergarten Teacher              | <a href="mailto:KronckeDan@HHSchools.org">KronckeDan@HHSchools.org</a>         |
| LaTorre, Eileen          | 5 <sup>th</sup> Grade Teacher     | <a href="mailto:LaTorreEil@HHSchools.org">LaTorreEil@HHSchools.org</a>         |
| Lopera, Jennifer         | PREK Teacher                      | <a href="mailto:LoperaJen@HHSchools.org">LoperaJen@HHSchools.org</a>           |
| Luterzo, Michael         | Lead Custodian                    | <a href="mailto:LuterzoMic@HHSchool.org">LuterzoMic@HHSchool.org</a>           |
| Lutz, Vanessa            | 3 <sup>rd</sup> Grade Teacher     | <a href="mailto:LutzVan@HHSchools.org">LutzVan@HHSchools.org</a>               |
| Jacquelyn Mansfield      | Supervisor                        | <a href="mailto:MansfieldJac@HHSchools.org">MansfieldJac@HHSchools.org</a>     |
| Martello, Jennifer       | 1 <sup>st</sup> Grade Teacher     | <a href="mailto:MartelloJen@HHSchools.org">MartelloJen@HHSchools.org</a>       |
| Mertz, Michael           | 4 <sup>th</sup> Grade Teacher     | <a href="mailto:MertzMic@HHSchools.org">MertzMic@HHSchools.org</a>             |
| Moroney, Carron          | Instrumental Teacher              | <a href="mailto:MoroneyCar@HHSchools.org">MoroneyCar@HHSchools.org</a>         |
| Musco, Jaclyn            | 3 <sup>rd</sup> Grade Teacher     | <a href="mailto:MuscoJac@HHSchools.org">MuscoJac@HHSchools.org</a>             |

|                    |                               |  |
|--------------------|-------------------------------|--|
| Olivo, Joseph      | Night Custodian               | <a href="mailto:OlivoJos@HHSchools.org">OlivoJos@HHSchools.org</a>           |
| Pagano, MaryAnn    | Guidance Counselor            | <a href="mailto:PaganoMar@HHSchools.org">PaganoMar@HHSchools.org</a>         |
| Pasqualone, Helen  | Paraprofessional              | <a href="mailto:PasqualoneHel@HHSchools.org">PasqualoneHel@HHSchools.org</a> |
| Pennisi, Jennifer  | Paraprofessional              | <a href="mailto:PennisiJen@HHSchools.org">PennisiJen@HHSchools.org</a>       |
| Reynolds, Danielle | 4 <sup>th</sup> Grade Teacher | <a href="mailto:ReynoldsDan@HHSchools.org">ReynoldsDan@HHSchools.org</a>     |
| Rogers, Alyssa     | 2 <sup>nd</sup> Grade Teacher | <a href="mailto:RogersAly@HHSchools.org">RogersAly@HHSchools.org</a>         |
| Rucci, Nichole     | ESL Teacher                   | <a href="mailto:RucciN@HHSchools.org">RucciN@HHSchools.org</a>               |
| Schaffer, Michelle | Basic Skills – Title 1 Math   | <a href="mailto:SchafferMic@HHSchools.org">SchafferMic@HHSchools.org</a>     |
| Siconolfi, Lauren  | 1 <sup>st</sup> Grade Teacher | <a href="mailto:SiconolfiLau@HHSchools.org">SiconolfiLau@HHSchools.org</a>   |
| Sisco, Daisy       | Secretary                     | <a href="mailto:SiscoDai@HHSchools.org">SiscoDai@HHSchools.org</a>           |
| Valenti, Shannon   | Special Education Teacher     | <a href="mailto:ValentiSha@HHSchools.org">ValentiSha@HHSchools.org</a>       |
| Wheeler, Karen     | Paraprofessional              | <a href="mailto:WheelerKar@HHSchools.org">WheelerKar@HHSchools.org</a>       |
| Young, Karen       | Special Education Teacher     | <a href="mailto:YoungKar@HHSchools.org">YoungKar@HHSchools.org</a>           |
| Zito, Alyssa       | Special Education Teacher     | <a href="mailto:ZitoAly@HHSchools.org">ZitoAly@HHSchools.org</a>             |



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

**Euclid School PTA**

Corinne Ponte, President  
Lori Zorat, 1<sup>st</sup> Vice President  
Lori Schmatz, 2<sup>nd</sup> Vice President  
Lauren Polanco, Recording Secretary  
Carolyn Thomasey, Corresponding Secretary  
Erin Ranieri, Treasurer  
Daniel Chartock, VP Communications & Media

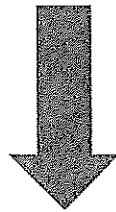
**Lincoln School PTA**

Jennie Porfido, President  
Karen Perez, 1<sup>st</sup> Vice President  
Adrienne Simmons, 2<sup>nd</sup> Vice President  
Denise Ejgird, Recording Secretary  
Heather Meli, Correspondance Secretary  
Barbara Pantiliano, Treasurer



**Euclid Eagles**

**Lincoln Leopards**



***Future Junior Aviators!***

| <b>Child Study Team</b> |                              |  |
|-------------------------|------------------------------|--|
| Ms. Janine Gribbin      | Director of Special Services | <a href="mailto:gribbinjan@hhschools.org">gribbinjan@hhschools.org</a>         |
| Ms. Julie Canavatchel   | Secretary                    | <a href="mailto:canavatcheljul@hhschools.org">canavatcheljul@hhschools.org</a> |
| 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>           |
| Ms. Lisa Ciraco         | School Psychologist          | <a href="mailto:ciracol@hhschools.org">ciracol@hhschools.org</a>               |
| Mrs. Maria Philp        | School Psychologist          | <a href="mailto:philpm@hhschools.org">philpm@hhschools.org</a>                 |
| Ms. Dawn Johnson        | School Social Worker         | <a href="mailto:johnsond@hhschools.org">johnsond@hhschools.org</a>             |
| Ms. Suzanne Gallo       | LDTC                         | <a href="mailto:gallos@hhschools.org">gallos@hhschools.org</a>                 |
| Mrs. Linda Pizzute      | LDTC                         | <a href="mailto:pizzutel@hhschools.org">pizzutel@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.

## **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. Czajkowski & Ms. Brinker at 201-288-0753.
- **Lincoln School** contact: Ms. Kane & Ms. Reynolds at 201-393-8184.

**ELEMENTARY SCHOOL TRIMESTER DATES**  
**Grades K-5**

| <b># of Days</b> | <b>Trimester</b> | <b>Start</b> | <b>(4-5) Progress Reports</b> | <b>Finish</b> | <b>(4-5) Report Cards</b> | <b>(K-3) Report Cards</b> |
|------------------|------------------|--------------|-------------------------------|---------------|---------------------------|---------------------------|
| 60               | 1                | 9/4/19       | 10/15/19                      | 12/2/19       | 12/12/19                  | 12/19/19                  |
| 60               | 2                | 12/3/19      | 1/24/20                       | 3/13/20       | 3/26/20                   | 4/2/20                    |
| 60               | 3                | 3/16/20      | 5/4/20                        | 6/19/20       | 6/19/20                   | 6/19/20                   |

## Hasbrouck Heights Public Schools 2019-2020 School Calendar

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| October 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 28  
September 2  
September 3  
September 4  
September 4-5

October 14

November 5

November 7-8

November 27  
November 28-29  
December 20  
Dec. 23-31  
January 1  
January 2  
January 20

February 17-21

February 24

April 9

April 10

April 13-17

April 20

May 25

June 17-19

June 19

June 22-23

New Staff Orientation  
Labor Day - Schools Closed  
Teacher Check In  
First Day of School  
Single Session Days for  
Students - In-Service for Staff  
(PM)  
Single Session Day for  
Students - In-Service for Staff  
(PM)  
Single Session Day (Students  
only) PM In-Service for Staff  
NJEA Convention - Schools  
Closed  
Single Session Day  
Thanksgiving Recess  
Single Session Day  
Holiday Recess  
Schools Closed  
Schools Re-Open  
In-Service for Staff (AM only)  
(No Students)  
Winter Recess  
Schools Re-open  
Single Session Day  
Schools Closed  
Spring Recess  
Schools Re-Open  
Memorial Day - Schools  
Closed  
Single Session Days (Students  
only)  
Graduation, Grades 8, 12  
Last Day of School  
Staff Only Attend

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on May 22, 2020. If two snow days are left unused, schools will be closed on May 22, 2020 and May 26, 2020. If three snow days are left unused, schools will be closed on May 22, 2020, May 26, 2020 and June 5, 2020. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 17, 2020.

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

|  |                      |
|--|----------------------|
|  | = Staff Only Report  |
|  | = Single Session Day |
|  | = Schools Closed     |

Approved: May 23, 2019

Revised: June 20, 2019

Revised: August 29, 2019 (DRAFT)  
Pending final approval on August 29<sup>th</sup>

| January 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |    |    |    |

## ELEMENTARY SCHOOL TESTING

### **Grades 3-5 Testing**

*NJSLA-ELA and Math*

April 20, 2020 – May 29, 2020

Regular Administration (Computer Administration Window)

*NJSLA-Science (Grade 5 ONLY)*

May 4, 2020 – June 5, 2020

Administration (Computer Administration Window)

## ARRIVAL AND DISMISSAL PROCEDURES

### BELL SCHEDULE (Full Day)

|          |  |
|----------|--|
| 8:20 am  | First Bell (Pre-K & Kindergarten)                                    |
| 8:25 am  | First Bell (Grades 1-5)<br><i>Admittance to classrooms</i>           |
| 8:35 am  | Late Bell (Pre-K – 5)<br><i>Students must be in their classrooms</i> |
| 11:45 am | Lunch Dismissal  |
| 12:45 pm | End of Lunch Hour<br><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)<br><i>Admittance to classrooms</i>           |
| 8:35 am  | Late Bell (Pre-K – 5)<br><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 9:00 am
- Teaching staff reports at 9:55 am
- Students report at 10:00 am and receive a 1 hour lunch period.
- The Superintendent of schools will utilize School Messenger.
- Information is also posted on the district web site and Genesis.
- The following news outlets are notified: WOR, WCBS, WINS, NJ12, WVNJ, Ch. 2, 4, 5 & 7.
- Before school programs are cancelled (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 start the automated phone system. (It is extremely important that your contact information is up to date)
- The following news outlets are notified- WOR, WCBS, WINS, NJ12, WVNJ, Ch. 2, 4, 5 & 7
- Information is also posted on the district web site 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.
- Information is also posted on the district web site 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. **We ask that no student arrive at school earlier than 8:00 a.m.** 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. *Whenever possible, please utilize the walking school bus.*
  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 report to the gym. 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 exiting 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 at least once a month and are designed to secure the school buildings efficiently and effectively.

## 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.
- **Weekly Message**  
Each Friday a newsletter is sent with important information that is pertinent to the school's programming.
- **Back to School Night**  
Each fall, Euclid and Lincoln School invites parents/guardians to spend an evening at the school. The faculty presents an overview of their instructional programs including classroom rules and procedures. Parents/Guardians are encouraged to participate in the evening's activities.
- **\*Live Grades\***  
All Elementary School families have access to Genesis.

## PARENT/TEACHER CONFERENCE DATES

|                           |  |
|---------------------------|--|
| Monday, January 6, 2020   | 1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i> )           |
| Tuesday, January 7, 2020  | 6:00 – 8:00 pm (Evening, <i>½ Day Students</i> )             |
| Monday, January 13, 2020  | 6:00 – 8:00 pm (Evening, <i>½ Day Students</i> )             |
| Tuesday, January 14, 2020 | 1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i> )           |
| Tuesday, January 21, 2020 | P/T Conference Snow Date ( <i>potential ½ Day Students</i> ) |

## 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 the first day of school in order to update our school files. **Please make corrections/additions, sign and return to the school by September 13, 2019.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

## PRE-K – 5

### PUPIL DISCIPLINE/CODE OF CONDUCT

- 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.
- Detention is a consequence issued by the Principal.
- 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 of each infraction and may determine a different outcome other than the pre-determined consequences listed below.

| STUDENT INFRACTION                            | OFFENSE                 | ACTION   | COMMENTS   |
|---|-------------------------|--|--|
| <b>Disruptive Behavior<br/>(Policy #5600)</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 |  |
|   | 5 <sup>th</sup> offense | Referral to the Principal/Principal's Detention/Parent Conference    | Subsequent offense may include: ISS/OSS 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 |  |

| STUDENT INFRACTION  | OFFENSE                 | ACTION   | COMMENTS   |
|---|-------------------------|--|--|
| Offensive Language/Written/Gestures   | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification                        | Subsequent offense may include: Referral to the Guidance Counselor |
|   | 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    |  |
| Inappropriate Physical Contact  | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification                        | Subsequent offense may include: Referral to the Guidance Counselor |
|   | 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    |  |
| Insubordination - Refusal to Hand Over Unauthorized Device to School Personal /Electronics /Cell Phone (policy #5131.9) | 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/ISS/Parent Conference                      |  |
| Forging an Official Document  | 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    |  |
|   | 3 <sup>rd</sup> offense | Referral to the Principal/ISS/Parent Conference                      |  |

| STUDENT INFRACTION   | OFFENSE                              | ACTION  | COMMENTS  |
|--|--------------------------------------|---|---|
| <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/ISS/Parent Conference                                       |   |
| <b>Destruction of Property/Stealing/Arson/False Alarm (Policy #5131.5)</b> | 1 <sup>st</sup> offense              | Up to 5 Days OSS & Restitution for Damages  | Police Contacted/Parent Notification  |
|  | 2 <sup>nd</sup> & Subsequent offense | Up to 10 Days OSS & Restitution for Damages   |   |
| <b>Vandalism/Graffiti</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/ISS/Parent Conference                                       | Possible Restitution  |
| <b>Verbally Threatening a Staff Member (policy #5131.5)</b>                | 1 <sup>st</sup> offense              | Referral to the Principal and Guidance Counselor/ISS/Parent Conference                | Police may be notified at any level of offense  |
|  | 2 <sup>nd</sup> offense              | Referral to the Principal and Guidance Counselor/OSS/Parent Conference                | Subsequent offense may include: Alternative Placement   |
| <b>Fighting</b>  | Any offense                          | Referral to the Principal and Guidance Counselor/ISS/Parent Conference                | <p>If definitive self-defense is proven, only the instigator may be punished.</p> <p>Police may be notified</p> <p>Subsequent offense may include: OSS or Alternative Placement</p> |
| <b>Possession of CDS (policy #5131.6)</b>                                  | Any offense                          | Indefinite suspension pending assessment and Referral to Student Assistance Counselor | <p>Police will be notified</p> <p>Subsequent offense may include: Alternative Placement</p>   |

| <b>STUDENT INFRACTION</b>  | <b>OFFENSE</b>          | <b>ACTION</b>   | <b>COMMENTS</b>  |
|--|-------------------------|---|--|
| <b>Sale &amp; Distribution of CDS</b><br>(policy #5131.6)  | Any offense             | May include:<br>10 Day OSS/Expulsion<br>Referral to Student Assistance Counselor<br>Referral to Community Agency<br>Referral to Child Study Team<br>Police will be notified | Seller 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><br>(policy #5131.6)  | 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 OSS and Referral to Student Assistance Counselor  | Subsequent offense may include:<br>Alternative Placement   |
| <b>Dress Code Violation</b><br>(Making appropriate changes may require students to leave school with parental consent)<br><br>(policy #5132) | 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   | Possible Referral to the Student Assistance Counselor  |
|  | 3 <sup>rd</sup> offense | Referral to the Principal/ISS/Parent Conference   |  |
| <b>Leaving School Grounds without Permission</b>   | Any offense             | Police will be notified<br>Referral to the Principal/ISS/Parent Conference  | Subsequent offense may include:<br>Alternative Placement   |
| <b>Weapons/Firearms/Zero Tolerance</b><br>(policy # 5131.7)  | Any offense             | Up to 10 Days OSS/<br>Parents Notification/<br>Police complaint filed   | Police charges may be filed.<br>Possible Alternative Placement   |
| <b>Tardy for school</b><br>(policy # 5110)   |                         | 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: ISS and/or OSS |
|  | 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**

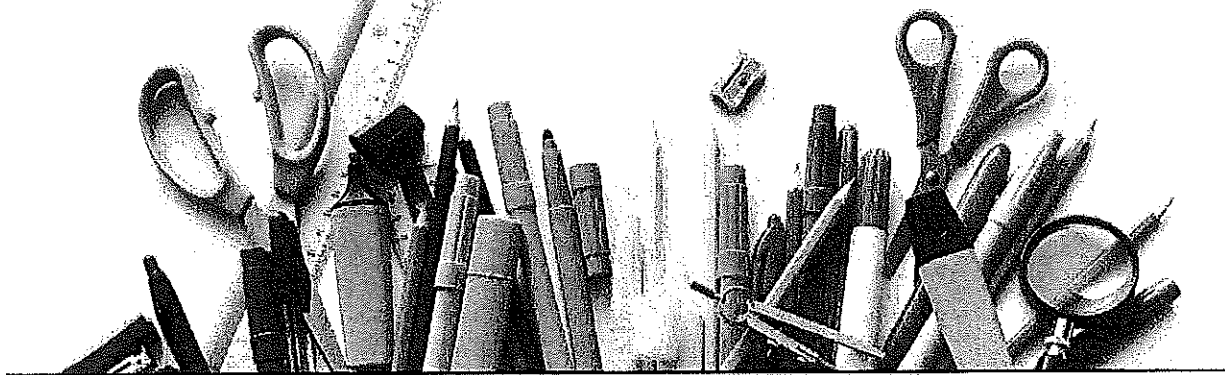
"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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, computer, or pager.

# WELCOME BACK TO SCHOOL

HASBROUCK HEIGHTS SCHOOL DISTRICT



## Check out your awesome, new menus!

Daily Breakfast, Lunch, and Dinner Menus

Our innovative and  
interactive site and  
mobile app make our  
menus more convenient  
and informative than  
ever before!



*Menus above represent sample menus and not actual menu items.*

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GET IT ON  
Google Play

**See your menus at:**  
**[hhschools.nutrislice.com](http://hhschools.nutrislice.com)**





## **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 require 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>

# HASBROUCK HEIGHTS PUBLIC SCHOOLS

## SCHOOL HEALTH SERVICES

### RETURN TO SCHOOL GUIDELINES

In an effort to safeguard your child's health and the health of all the children in our school, the following will help stop the spread of infection among students and staff. Children who are recovering from an illness should not return to school until they have been *free of symptoms for 24 hours*. Please contact your school nurse if you have any questions.

#### Strep Throat

Children may return to school after they have been free of a fever for 24 hours without the assistance of medication to lower their temperature.

If they were prescribed an antibiotic it must be taken for a **FULL 24 hours** before returning to school.

A doctor's note must be provided to return to school.

#### Fever

Children may return to school when the temperature has been normal for 24 hours without the use of medication.

#### Vomiting

Children must be symptom free for 24 hours and be able to hold down food and fluids before returning to school.

#### Rashes

Students presenting any symptoms of potential contagious or communicable conditions must report to the school nurse and maybe be excluded from school until condition resolves or they present a note from their physician

- 1) stating the diagnoses and
- 2) that this condition is not communicable

#### Chickenpox

Students must remain at home until lesions are healed and dried when diagnosed with chickenpox or other similar diseases. A note from their physician stating the diagnosis and they are medically cleared to return to school.

#### Conjunctivitis (Pink-eye)

Children who have pink/red eyes with white/yellow discharge often with matted eyelids, eye pain, redness of the eyelids or the skin surrounding the eye may have pink eye.

- 1) They need to be medically excused from school.
- 2) He/she can return 24 hours after the first dose of antibiotic drops.
- 3) A medical note is required to return to school.

#### Cold

Children should stay home if they are too uncomfortable to complete their work. Children should also stay home if they have a persistent or severe cough.

## **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 post season 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 on 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 a 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 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 Absurd Children (M)

# HASBROUCK HEIGHTS

## MIDDLE SCHOOL

### Student/Parent Handbook



2019-2020 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 2019-2020 school year. It is the responsibility of the student and their parents/guardians to read this Handbook thoroughly and in its entirety, so that you can gain a clear understanding of the expectations, procedures, and policies that we have in place here at Hasbrouck Heights Middle School.

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

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

Very truly yours,

*Mr. Joseph Mastropietro*  
*Middle School Principal*

# “SAFETY, RESPONSIBILITY, RESPECT!”



*HEIGHTS: Where tradition and innovation take flight!*



## **DISTRICT ADMINISTRATION**

### **Administrator**

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

### **Title**

Superintendent of Schools  
School Business Administrator  
High School Principal  
Middle School Principal  
Euclid School Principal  
Lincoln School Principal  
HS Vice Principal  
MS Vice Principal  
Director of Athletics  
Director of Curriculum and Instruction  
Director of Special Services  
Supervisor of Guidance, 6-12  
Supervisor of Curriculum, K-5

### **Email Address**

helfantm@hhschools.org  
messeryd@hhschools.org  
simmonsl@hhschools.org  
mastropietroj@hhschools.org  
sickelsm@hhschools.org  
colangeloj@hhschools.org  
barchiniv@hhschools.org  
damicofra@hhschools.org  
scuillam@hhschools.org  
debonisnic@hhschools.org  
gribbinjan@hhschools.org  
aiellovin@hhschools.org  
mansfieldjac@hhschools.org

## **BOARD OF EDUCATION**

**Mr. Robert Salerno, President**

**Mr. Alan Baker, Vice President**

Mrs. Patricia Caruso

Mr. Christopher DeLorenzo

Mr. Robert Faussette

Mrs. Jillian Ferdinand

Mr. Kevin Mullins

Mr. Joseph Rinke

Mrs. Nicole Campbell Russo



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

**SCHOOL COLORS: ORANGE AND BLACK!**

**SCHOOL MASCOT: JUNIOR AVIATOR!**



*HEIGHTS: Where tradition and innovation take flight!*

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

### **STUDENTS**

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

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

### **COMMUNITY STAKEHOLDERS**

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

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

### **TECHNOLOGY**

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

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

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

## **CURRICULUM**

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Core Content Curriculum and Common Core 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

### 2019-2020 SCHOOL CALENDAR

#### Hasbrouck Heights Public Schools 2019-2020 School Calendar

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| October 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 28  
September 2  
September 3  
September 4  
September 4-5

October 14

November 5

November 7-8

November 27  
November 28-29  
December 20  
Dec. 23-31  
January 1  
January 2  
January 20

February 17-21  
February 24

April 9  
April 10  
April 13-17  
April 20  
May 25

June 17-19

June 19

June 22-23

New Staff Orientation  
Labor Day – Schools Closed  
Teacher Check In  
First Day of School  
Single Session Days for  
Students – In-Service for Staff  
(PM)  
Single Session Day for  
Students – In-Service for Staff  
(PM)  
Single Session Day (Students  
only) PM In-Service for Staff  
NJEA Convention – Schools  
Closed  
Single Session Day  
Thanksgiving Recess  
Single Session Day  
Holiday Recess  
Schools Closed  
Schools Re-Open  
In-Service for Staff (AM only)  
(No Students)  
Winter Recess  
Schools Re-open  
Single Session Day  
Schools Closed  
Spring Recess  
Schools Re-Open  
Memorial Day – Schools  
Closed  
Single Session Days (Students  
only)  
Graduation, Grades 8, 12  
Last Day of School  
Staff Only Attend

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on May 22, 2020. If two snow days are left unused, schools will be closed on May 22, 2020 and May 26, 2020. If three snow days are left unused, schools will be closed on May 22, 2020, May 26, 2020 and June 5, 2020. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 17, 2020.

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

|  |                      |
|--|----------------------|
|  | = Staff Only Report  |
|  | = Single Session Day |
|  | = Schools Closed     |

Approved: May 23, 2019

Revised: June 20, 2019

Revised: August 29, 2019 (DRAFT)  
Pending final approval on August 29<sup>th</sup>

| January 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |



# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook



### MIDDLE SCHOOL/HIGH SCHOOL BELL SCHEDULE



#### HIGH SCHOOL

##### Grades 9-12

Period 0: 7:00- 7:50am  
Period 1: 7:55- 8:39am  
Homeroom: 8:39-8:46am  
Period 2: 8:49-9:33am  
Period 3: 9:36-10:20am  
Period 4: 10:23-11:07am  
Period 5: 11:10-11:54am  
**Period 6: 11:57-1:05pm**  
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)  
**Period 4: 10:23-11:31am**  
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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL CLUBS AND ADVISORS

2019-2020 SCHOOL YEAR

#### CLUB

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

#### ADVISOR

Catherine Cassidy  
Dawn Massa  
James Muska  
Kim DiMartino  
Mike Binazeski  
Antoinette Gierut  
Jesse Coffey  
Bette Medina  
James Muska  
Matthew Sicilian  
Michael Stillman  
Christine Warren  
Jane Gay/ Michael Stillman  
Vinnie Marchese  
Paula Jacobs  
Kim Caputo  
Mike Binazeski  
Kim Caputo  
Mike Stillman

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

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

#### **Art Club- Advisor: Mrs. Massa**

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

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

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

*HEIGHTS: Where tradition and innovation take flight!*

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

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

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

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

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

### **Choir Club- Advisor: Ms. Gierut**

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

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

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

### **Gay-Straight Alliance Club- Advisor: Mrs. Medina**

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

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

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

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

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

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

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



# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **Middle School Play- Advisor: Mrs. Jacobs**

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

### **Morning Gym- Advisor: Mr. Marchese**

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

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

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

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

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

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

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

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

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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Writing Club- Advisor: Mr. Stillman

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

### MIDDLE SCHOOL ENTRANCE

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

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

### MIDDLE SCHOOL CONTACT INFORMATION:

|   |                       |
|---|-----------------------|
| <b>Main Office/ Attendance- Mrs. Mason</b>      | <b>(201) 393-8170</b> |
| Middle School Principal- Mr. Mastropietro       | (201) 288-1218        |
| Middle School Vice Principal- Mr. D'Amico       | (201) 338-8815        |
| Main Office Clerical Assistant- Mrs. Behr       | (201) 338-8169        |
| Main Office Fax #                               | (201) 288-2083        |
| Guidance Counselor (Grades 6 & 7) Mrs. O'Hagan  | (201) 393-8156        |
| Guidance Counselor (Grades 8) Mrs. Gesell       | (201) 393-8167        |
| Nurse- Mrs. Neumann                             | (201) 393-8160        |
| Child Study Team                                | (201) 393-8150        |
| Student Assistance Counselor- Mrs. Christianson | (201) 288-1426        |

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### COMMUNICATION

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

- **Daily Homework Posting**  
All HHMS classroom teachers will post all homework, test, and project due dates on Genesis.
- **Official Staff Email Accounts**  
All HHMS staff members have an official email account ending in "@hhschools.org." Teachers are encouraged to respond to all emails in a timely manner. A complete list of staff email addresses is in this handbook and on the district website. Please contact all staff members directly via email. At that time, you may request a return phone call or a meeting.
- **Telephone**  
Please contact the **Middle School Office at 201-393-8170** with any questions or concerns regarding Hasbrouck Heights Middle School.
- **Google Classroom**  
Parents should work closely with their child to monitor their Google Classrooms that have been set up for each class. Quite often, the most pertinent and timely information about upcoming assignments and assessments is communicated directly through Google Classroom.
- **Back to School Night**  
Each fall, the Middle School invites parents to spend an evening at the school. The MS faculty will present an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities in order to best familiarize themselves with their child's daily routine. Middle School Back to School Night will be on **Tuesday, September 24<sup>th</sup>, 2019.**

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### ➤ **Middle School Parent Night**

This night will give parents and community members the opportunity to visit the school and attend various workshops conducted by teaching staff members in regards to grade-level programs and initiatives included at HHMS. Middle School Parent Night will be held on **Monday, December 2<sup>nd</sup>, 2019.**

### ➤ **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**

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

### ➤ **Twitter**

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

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

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

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

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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Getting Messages to Students during the School Day

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

1. Students are permitted to use the office telephone only in the event of an emergency (Forgetting homework does not constitute an emergency).
2. Students are responsible for checking in at the office to collect "dropped off" items.
3. Classrooms will not be interrupted to summon individual students to the office to collect items "forgotten" at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day. **Students will be disciplined according to the Code of Conduct, regardless of whether the communication is with a parent or guardian.**

### Attendance

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

### Absences

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

1. **The parent/guardian should call Mrs. Lisa Mason in the Middle School Office at (201) 393- 8170, no later than 8:30am (notification after 8:45am will be considered truant). If there is no answer, please leave a message on the voicemail system.**
2. The information provided should include the student's name, grade, and a callback phone number to reach the parent/ guardian. It is our top priority to ensure the safety of our students at all times. **PLEASE BE SURE TO CALL IN ALL ABSENCES!**

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

Prolonged or repeated absences from school or from a class, excused or unexcused, deprives the student of the educational and classroom experiences deemed essential to learning. Excessive absences may result in retention at grade level or loss of credit/removal from a

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

course, in accordance with policies of the Board of Education. According to BOE policy, a student who accrues more than 15 Absences may be in danger of losing credit for their course. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from class within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with the maintenance of good order and the continuity of classroom instruction. Such absences may result in the removal from a class or course of study.

### Tardiness

We believe that punctuality is an important element of school attendance. Pupils who are late to school or late to class miss essential portions of the instructional program and create 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:

Any student who reports to school after 7:55am must report to the Visitor Monitor located at the Middle School entrance on Paterson Avenue. The student must sign in and receive two late passes from the Hall Monitor. One of the passes should be immediately given to the Main Office and the other should be given to the classroom teacher for admittance to his/her class.

### Discipline Issued for Tardies to School:

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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Late to Class:

Lateness to class is excused only when a student has a pass from a staff member when arriving in class. If a student is less than three minutes late to class, the teacher has the authority to address the "time lost" as they see fit. If a student is late to class more than three minutes, it will be considered an unexcused tardy.

### Fire Drills

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

### Lock Down Drills

Lock-Down 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.

### Shelter-In-Place

Shelter-In-Place drills are designed to restrict movement throughout the school building for any particular reason. Most often, this type of drill is called when there is a medical emergency within the school building. No visitors to the school building will be permitted during a Shelter-In-Place.

### Backpacks

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

### Cell Phones

Cell phones are not permitted at the middle school. Students may bring a cell phone to school with them, however, the phone must be housed inside of their school locker. Phones should be turned off or silenced during the school day. Students who are caught with their cell phone during the school day will be disciplined according to the Code of Conduct. For more information on the middle school code of conduct, please click here: [Code of Conduct](#)



# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Dress Code

Student attire that is worn to school is expected to be neat and clean. Any clothing that is transparent, distracting, or disruptive to the school environment will not be permitted. Clothing shall cover the torso and shorts/skirts should extend to the mid-thigh of the legs. Visible undergarments and flip-flops are not permitted. For more specific information on student dress code, please click on the following link: [Dress Code Regulation](#)

### 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.



# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Gum Chewing

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

### Assemblies & Performances

Students are expected to:

- Enter and exit in a quiet and orderly manner.
- No talking or physical contact during the performance.
- Remain in your seat for the duration of the program, unless you have permission from a staff members. If a student must enter/exit, do so only between selections, not during a performance.
- 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)              |

### Homework

Homework will be assigned on a regular basis, with the goal being to practice skills and reinforce concepts learned while in class. It is the responsibility of the student to make homework a priority, so that academic progress can be made.

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

If a student is absent for any reason, they must make up assignments, class work, and tests within a reasonable length of time. It is the responsibility of the student to obtain makeup assignments. Students excused for field trips, concerts, competitions, etc., must decide with their teacher to make up the work missed prior to the absence from class.

When a student does not complete work that was missed due to an absence, he/she will receive a failure for that assignment

### **Homework will be graded based on the following system:**

- 100 percent for completion or good effort;
- 75 percent for partial or average effort;
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework
- **Teachers may grade one homework assignment per week based on accuracy. Students will be given prior notice to any graded assignment. Homework will not be scored lower than a 55.**
- For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%.

### **FIELD TRIPS**

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

- **Grade 6-** Buehler Science Center, Medieval Times
- **Grade 7:** *Happiness Is Camping* field trip
- **Grade 8:** Washington D.C. field trip

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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

|                           |                        |
|---------------------------|------------------------|
| Mrs. Janine Gribbin       | Mr. Vincenzo Barchini  |
| Mr. Frank D'Amico         | Mrs. Lindsey Gesell    |
| Ms. Dawn Johnson          | Mrs. Lisa Ciraco       |
| Mrs. Mary Neumann         | Mrs. Kerrie O'Hagan    |
| Mrs. Barbara Christianson | Mrs. Crystal Tremaroli |
| Mrs. Ashley Calligy       | Mr. Robert Bing        |

# 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 ***School Messenger***, which is our emergency communication system. All timely communications will be made through our School Messenger 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. School 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 2019-2020

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

Reading 6  
Reading 6 Honors  
Writing 6  
Writing 6 Honors  
Reading 7  
Reading 7 Honors  
Writing 7  
Writing 7 Honors  
English 8  
English 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  
Principles of Technology/ STEAM 8

#### **Middle School Mathematics**

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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

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

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

Grade 6  
Grade 7  
Grade 8

### **Electives/ Other**

#### **Courses**

Art 6, 7, 8  
World Language 6, 7, 8  
Concert Band 6, 7, 8  
Music Appreciation 6, 7, 8  
Supplemental Reading  
Theater 6, 7, 8  
ESL 6, 7, 8

# 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.

#### Supervisor of Guidance

Mr. Vincent Aiello- Email: [aiellovin@hhschools.org](mailto:aiellovin@hhschools.org)

#### Guidance Counselors

Mrs. Kerrie O'Hagan: Grades 6 & 7

Mrs. Lindsey Gesell: Grade 8

#### The 504 Officer

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

#### Student Assistance Counselor

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

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

The I&RS Committee is a team of teachers, administrators and counselors who work to create educational plans for struggling students who have been identified as such by their subject area teachers. The team works collaboratively to set up a plan that will target areas of academic 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.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### 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. The High School National Honor Society is also available every week on Tuesdays, Wednesdays, and Thursdays throughout the school year to assist any middle school students with academic work.

### **Junior Aviator Character MVP Program**

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

### **Heroes & Cool Kids Program**

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

### **Sidekicks Program**

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



# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### CHILD STUDY TEAM

|                                      |                              |  |
|--------------------------------------|------------------------------|--|
| Mrs. Janine Gribbin                  | Director of Special Services | <a href="mailto:gribbinjan@hhschools.org">gribbinjan@hhschools.org</a><br>(201) 639-6901         |
| Mrs. Julie Canavatchel               | Special Services Secretary   | <a href="mailto:canavatcheljul@hhschools.org">canavatcheljul@hhschools.org</a><br>(201) 393-8151 |
| Mrs. Lucy Gomez                      | Special Services Secretary   | <a href="mailto:gomezluc@hhschools.org">gomezluc@hhschools.org</a><br>(201) 393-8150             |
| Ms. Dawn Johnson<br><br>Grades 6 & 7 | School Social Worker         | <a href="mailto:johnsond@hhschools.org">johnsond@hhschools.org</a><br>(201) 393-8368             |
| Mrs. Suzanne Gallo<br><br>Grade 8    | LDTC                         | <a href="mailto:gallos@hhschools.org">gallos@hhschools.org</a><br>(201) 338-8818                 |
| Mrs. Denise Miniatis                 | School Behaviorist           | <a href="mailto:miniatisden@hhschools.org">miniatisden@hhschools.org</a>                         |

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL STAFF 2019-2020

| LAST         | FIRST      | E-MAIL ADDRESS              |
|--------------|------------|-----------------------------|
| Abbatiello   | Maria      | abbatiellom@hhschools.org   |
| Aiello       | Vincent    | aiellovin@hhschools.org     |
| Ascolese     | Joseph     | ascolesej@hhschools.org     |
| Baeira       | Adam       | baeiraada@hhschools.org     |
| Balac        | Adriana    | balacadr@hhschools.org      |
| Behr         | Cathy      | behrcat@hhschools.org       |
| Binazeski    | Michael    | binazeskim@hhschools.org    |
| Cassiere     | David      | cassiered@hhschools.org     |
| Christianson | Barb       | christiansonb@hhschools.org |
| Cocozzo      | Zach       | cocozzozac@hhschools.org    |
| Coffey       | Jesse      | coffeyjes@hhschools.org     |
| Costello     | Kristin    | costellokri@hhschools.org   |
| DiMartino    | Kimberly   | dimartinokim@hhschools.org  |
| DiLascio     | Tina       | dilasciotina@hhschools.org  |
| DiPiano      | Michelle   | dipianom@hhschools.org      |
| Drago        | Eileen     | dragoeil@hhschools.org      |
| Ferranti     | Jackilyn   | ferrantijac@hhschools.org   |
| Freund       | Kristopher | freundkur@hhschools.org     |
| Gabriele     | Patrick    | gabrielep@hhschools.org     |
| Gallo        | Suzanne    | gallos@hhschools.org        |
| Gierut       | Antoinette | gierutant@hhschools.org     |
| Healey       | Carolynne  | healeyc@hhschools.org       |
| Jacobs       | Paula      | jacobspau@hhschools.org     |
| Johnson      | Dawn       | johnsond@hhschools.org      |
| Keller       | Jennifer   | kellerjen@hhschools.org     |
| Kievitt      | Catherine  | kievittc@hhschools.org      |
| Lange        | Corey      | langecor@hhschools.org      |
| Lustmann     | Alan       | lustmannala@hhschools.org   |
| Mai          | Amanda     | maiama@hhschools.org        |
| Marchese     | Vincent    | marchesevin@hhschools.org   |
| Massa        | Dawn       | massadaw@hhschools.org      |
| McGinty      | Elizabeth  | mcgintye@hhschools.org      |
| Mansfield    | Sean       | mansfieldsea@hhschools.org  |
| Mason        | Lisa       | masonlis@hhschools.org      |
| Medina       | Bette      | medinabet@hhschools.org     |
| Miller       | Corinne    | millerc@hhschools.org       |
| Miniatis     | Denise     | miniatisden@hhschools.org   |

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

|            |           |                             |
|------------|-----------|-----------------------------|
| Minervini  | Amanda    | minerviniama@hhschools.org  |
| Moroney    | Carron    | moroneycar@hhschools.org    |
| Muska      | James     | muskaj@hhschools.org        |
| Neumann    | Mary      | neumannm@hhschools.org      |
| O'Brien    | Angela    | obriena@hhschools.org       |
| O'Hagan    | Kerrie    | ohagank@hhschools.org       |
| Pellegrino | Christine | pellegrinochr@hhschools.org |
| Prashker   | Hana      | prashkerhan@hhschools.org   |
| Rad        | Melissa   | radm@hhschools.org          |
| Regan      | Dana      | regand@hhschools.org        |
| Ricci      | Margaret  | riccim@hhschools.org        |
| Rispoli    | David     | rispolid@hhschools.org      |
| Rodenberg  | Shannon   | rodenberg@hhschools.org     |
| Shannon    | Robin     | shannonr@hhschools.org      |
| Sher       | Marion    | shermar@hhschools.org       |
| Sicilian   | Matthew   | sicilianm@hhschools.org     |
| Sparacio   | Matthew   | sparacimat@hhschools.org    |
| Stillman   | Michael   | stillmanm@hhschools.org     |
| Sturm      | Rhonda    | sturmrho@hhschools.org      |
| Toy        | Kathleen  | toyk@hhschools.org          |

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### IMPORTANT DATES for 2019- 2020 School Year

#### Marking Period Dates

Marking Period 1 start: September 4  
Progress Reports 1: October 4  
Marking Period 1 End: November 1  
Report Cards Issued: November 11

Marking Period 2 start: November 4  
Progress Reports 2: December 10  
Marking Period 2 end: January 23  
Report Cards Issued: January 31

Marking Period 3 start: January 24  
Progress Report 3: February 28  
Marking Period 3 end: March 27  
Report Card Issued: April 3

Marking Period 4 start: March 30  
Progress Reports 4: May 8  
Marking Period 4 end: June 19  
Report Cards Issued: June 19

#### MS Back to School Night:

September 24th, 2019 at 6:30pm

#### MS Parent Night:

December 2<sup>nd</sup>, 2019 at 6:30pm

#### MP 1 Quarterly

October 25<sup>th</sup>- Language Arts  
October 28<sup>th</sup>- Math  
October 29<sup>th</sup>- Social Studies  
October 30<sup>th</sup>- Science  
November 1<sup>st</sup>- Make-Ups

#### MP 2 Quarterly

January 16<sup>th</sup>- Period 7 and 8  
January 17<sup>th</sup>- Period 5 and 6  
January 21<sup>st</sup>-Period 3 and 4  
January 22<sup>nd</sup>- Period 1 and 2  
January 23<sup>rd</sup>-Make-Ups

#### MP 3 Quarterly

March 23<sup>rd</sup>- Language Arts  
March 24<sup>th</sup>- Math  
March 25<sup>th</sup>- Social Studies  
March 26<sup>th</sup>- Science  
March 27<sup>th</sup>- Make- Ups

#### MP 4 Quarterly

June 8<sup>th</sup>- Period 7 and 8  
June 9<sup>th</sup>- Period 5 and 6  
June 10<sup>th</sup>- Period 3 and 4  
June 11<sup>th</sup>- Period 1 and 2  
June 15<sup>th</sup> - Make-Ups

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MS TESTING

#### **PSAT (Grades 8-11): Wednesday, October 16<sup>th</sup>, 2019**

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

#### **NJSLA Assessment in Language Arts and Mathematics: Grades 6-8: April, 2020**

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, 2020**

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.

#### ***Link It* Assessments (Grades 6-8): September 2019, December 2019, & March 2020**

*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.

# 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

# HASBROUCK HEIGHTS

## HIGH SCHOOL

### Student/Parent Handbook



2019-2020 School Year

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## PRINCIPAL'S LETTER

It is with great pleasure that we take this opportunity to welcome you to Hasbrouck Heights High School. We are extremely proud of the programs that we offer our students and encourage you to make the most of your time with us.

This Handbook has been developed by the administrators 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 2019-2020 school year. It is the responsibility of the student and their parent(s)/guardian(s) to read this Handbook thoroughly and in its entirety, so that a clear understanding of the expectations, procedures, and policies that are in place here at Hasbrouck Heights High School is achieved.

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 student in our schools. In addition to an excellent academic foundation, we offer many activities and clubs to help students to become well-rounded and to mature into self-reliant young adults. A strong commitment to Excellence and Equity is our promise to you. We hold the highest expectations for all of our students!

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

Very truly yours,

Mrs. Linda Simmons, High School Principal

Mr. Vincenzo Barchini, High School Vice Principal

Mr. Michael Sculla, High School Athletic Director

Mr. Vincent Aiello, Supervisor of Guidance





# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## DISTRICT ADMINISTRATION

| Administrator             | Title                         | E-mail Address              |
|---------------------------|-------------------------------|-----------------------------|
| 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. Vincenzo Barchini     | High School Vice Principal    | barchiniv@hhschools.org     |
| Mr. Michael Sculla        | Athletic Director             | scuillam@hhschools.org      |
| Mr. Vincent Aiello        | Supervisor of Guidance        | aiellovin@hhschools.org     |
| Mr. Joseph Mastropietro   | Middle School Principal       | mastropietroj@hhschools.org |
| Mr. Frank D'Amico         | Middle School Vice Principal  | damicofra@hhschools.org     |
| Mr. Michael Sickels       | Euclid School Principal       | sickelsm@hhschools.org      |
| Mr. Joseph Colangelo      | Lincoln School Principal      | colangeloj@hhschools.org    |
| Mrs. Nicole De Bonis      | Director of Curriculum        | debonisnic@hhschools.org    |
| Mrs. Jacqueline Mansfield | Supervisor of Curriculum      | mansfieldjac@hhschools.org  |
| Ms. Janine Gribbin        | Director of Special Services  | gribbinjan@hhschools.org    |

## BOARD OF EDUCATION

|                       |                |
|-----------------------|----------------|
| Robert Salerno        | President      |
| Alan Baker            | Vice President |
| Patricia Caruso       | Trustee        |
| Christopher DeLorenzo | Trustee        |
| Robert Faussette      | Trustee        |
| Jillian Ferdinand     | Trustee        |
| Joseph Rinke          | Trustee        |
| Nicole Russo          | Trustee        |
| Kevin Mullins         | Trustee        |

## CHILD STUDY TEAM

| Name                 | Title              | Email                     |
|----------------------|--------------------|---------------------------|
| Dr. Lisa Ciraco      | School Psychology  | ciracol@hhschools.org     |
| Mrs. Suzanne Gallo   | LDTc               | gallos@hhschools.org      |
| Mrs. Denise Miniatis | School Behaviorist | miniatisden@hhschools.org |
| Mrs. Linda Pizzute   | LDTc               | pizzutelin@hhschools.org  |

## HASBROUCK HEIGHTS HIGH SCHOOL



### ALMA MATER

There are many other schools

Of this there is no doubt

Still we'll always cling to Hasbrouck,

For we know there's but one route.

That's to win all of the victories

In the classroom and the track

And be loyal sons and daughters

Of the Orange and the Black.

When the cares of life o'er take us

Mingling fast our locks with gray

Should our dearest hopes betray us

False fortunes fall our way.

Still we'll banish cares and sadness

As we turn our memories back and recall the days of gladness

'Neath the Orange and the Black

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## 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 21st century, college and career ready.

### **COMMUNITY STAKEHOLDERS**

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

Parents/guardians are actively involved in all aspects of the educational process. Community service promotes effective partnerships with community stakeholders.

District and local government connections are apparent through various collaborative efforts.

The district establishes effective relationships with various educational institutions.

### **TECHNOLOGY**

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

District enhances student learning through the use of technology tools.

Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.

Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.

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

### **CURRICULUM**

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Core Content Curriculum and Common Core 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 21st 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 HIGH SCHOOL Student/Parent Handbook

## Hasbrouck Heights Public Schools 2019-2020 School Calendar

| July 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |              |              |              |    |    |
|----------------|----|--------------|--------------|--------------|----|----|
| S              | M  | T            | W            | T            | F  | S  |
| 1              | 2  | <del>3</del> | <del>4</del> | <del>5</del> | 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 2019 |               |    |    |    |    |    |
|--------------|---------------|----|----|----|----|----|
| S            | M             | T  | W  | T  | F  | S  |
|              |               | 1  | 2  | 3  | 4  | 5  |
| 6            | 7             | 8  | 9  | 10 | 11 | 12 |
| 13           | <del>14</del> | 15 | 16 | 17 | 18 | 19 |
| 20           | 21            | 22 | 23 | 24 | 25 | 26 |
| 27           | 28            | 29 | 30 | 31 |    |    |

| November 2019 |    |              |               |               |               |    |
|---------------|----|--------------|---------------|---------------|---------------|----|
| S             | M  | T            | W             | T             | F             | S  |
|               |    |              |               |               | 1             | 2  |
| 3             | 4  | <del>5</del> | 6             | 7             | 8             | 9  |
| 10            | 11 | 12           | 13            | 14            | 15            | 16 |
| 17            | 18 | 19           | 20            | 21            | 22            | 23 |
| 24            | 25 | 26           | <del>27</del> | <del>28</del> | <del>29</del> | 30 |

| December 2019 |               |               |               |               |               |    |
|---------------|---------------|---------------|---------------|---------------|---------------|----|
| 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            | <del>20</del> | 21 |
| 22            | <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> | 28 |
| 29            | 30            | 31            |               |               |               |    |

August 28  
September 2  
September 3  
September 4  
September 4-5

October 14

November 5

November 7-8

November 27  
November 28-29  
December 20  
Dec. 23-31  
January 1  
January 2  
January 20

February 17-21  
February 24

April 9  
April 10  
April 13-17  
April 20  
May 25

June 17-19

June 19

June 22-23

New Staff Orientation  
Labor Day - Schools Closed  
Teacher Check In  
**First Day of School**  
Single Session Days for  
Students - In-Service for Staff  
(PM)  
Single Session Day for  
Students - In-Service for Staff  
(PM)  
Single Session Day (Students  
only) PM In-Service for Staff  
NJEA Convention - Schools  
Closed  
Single Session Day  
Thanksgiving Recess  
Single Session Day  
Holiday Recess  
Schools Closed  
Schools Re-Open  
In-Service for Staff (AM only)  
(No Students)  
Winter Recess  
Schools Re-open  
Single Session Day  
Schools Closed  
Spring Recess  
Schools Re-Open  
Memorial Day - Schools  
Closed  
Single Session Days (Students  
only)

Graduation, Grades 8, 12  
**Last Day of School**  
Staff Only Attend

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on May 22, 2020. If two snow days are left unused, schools will be closed on May 22, 2020 and May 26, 2020. If three snow days are left unused, schools will be closed on May 22, 2020, May 26, 2020 and June 5, 2020. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 17, 2020.

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

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

Approved: May 23, 2019

Revised: June 20, 2019

Revised: August 29, 2019 (DRAFT  
Pending final approval on August  
29<sup>th</sup>)

| January 2020 |               |    |    |    |    |    |
|--------------|---------------|----|----|----|----|----|
| 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           | <del>20</del> | 21 | 22 | 23 | 24 | 25 |
| 26           | 27            | 28 | 29 | 30 | 31 |    |

| February 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |               |               |               |               |               |    |
|------------|---------------|---------------|---------------|---------------|---------------|----|
| S          | M             | T             | W             | T             | F             | S  |
|            |               |               | 1             | 2             | 3             | 4  |
| 5          | 6             | 7             | 8             | <del>9</del>  | <del>10</del> | 11 |
| 12         | <del>13</del> | <del>14</del> | <del>15</del> | <del>16</del> | <del>17</del> | 18 |
| 19         | 20            | 21            | 22            | 23            | 24            | 25 |
| 26         | 27            | 28            | 29            | 30            |               |    |

| May 2020 |               |    |    |    |    |    |
|----------|---------------|----|----|----|----|----|
| 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       | <del>25</del> | 26 | 27 | 28 | 29 | 30 |
| 31       |               |    |    |    |    |    |

| June 2020 |               |               |               |               |               |    |
|-----------|---------------|---------------|---------------|---------------|---------------|----|
| S         | M             | T             | W             | T             | F             | S  |
| 1         | 2             | 3             | 4             | 5             | 6             |    |
| 7         | 8             | 9             | 10            | 11            | 12            | 13 |
| 14        | 15            | 16            | <del>17</del> | <del>18</del> | <del>19</del> | 20 |
| 21        | <del>22</del> | <del>23</del> | 24            | 25            | 26            | 27 |
| 28        | 29            | 30            |               |               |               |    |



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## HIGH SCHOOL BELL SCHEDULE

|          |                |
|----------|----------------|
| PERIOD 0 | 7:00-7:50 AM   |
| PERIOD 1 | 7:55-8:39 AM   |
| HOMEROOM | 8:39-8:46 AM   |
| PERIOD 2 | 8:49-9:33 AM   |
| PERIOD 3 | 9:36-10:20 AM  |
| PERIOD 4 | 10:23-11:07 AM |
| PERIOD 5 | 11:10-11:54 AM |
| PERIOD 6 | 11:57-1:05 PM  |
| 6A CLASS | 11:57-12:41PM  |
| Lunch B  | 12:44-1:05 PM  |
| Lunch A  | 11:57-12:18 PM |
| 6B CLASS | 12:21-1:05 PM  |
| PERIOD 7 | 1:08-1:52 PM   |
| PERIOD 8 | 1:55-2:39 PM   |

## SINGLE SESSION DAY

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

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

High School announcements will be made during homeroom.

HS Delayed Opening- In the case of delayed openings, the following procedure shall be adhered to:

1. Administrative staff reports at 9:00 am
2. Administrative assistant staff reports at 9:00 am
3. Teaching staff reports at 9:55 am
4. Students report at 10:00 am
5. Period 1- 10-10:20 am
6. Period 4- 10:23 am followed by regular full day schedule

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## HIGH SCHOOL STAFF

| Last Name      | First Name | E-mail address   |
|----------------|------------|--|
| Abbatiello     | Maria      | <a href="mailto:abbatiellom@hhschools.org">abbatiellom@hhschools.org</a>   |
| Arthurs        | David      | <a href="mailto:arthursdav@hhschools.org">arthursdav@hhschools.org</a>     |
| Ascolese       | Joseph     | <a href="mailto:ascolesej@hhschools.org">ascolesej@hhschools.org</a>       |
| Astorina       | Laura      | <a href="mailto:astorinalau@hhschools.org">astorinalau@hhschools.org</a>   |
| Avella         | Frank      | <a href="mailto:avellafra@hhschools.org">avellafra@hhschools.org</a>       |
| Bernstein      | Lisa       | <a href="mailto:bersteinl@hhschools.org">bersteinl@hhschools.org</a>       |
| Bui            | Lisa       | <a href="mailto:builis@hhschools.org">builis@hhschools.org</a>             |
| Cafferty       | Beth       | <a href="mailto:caffertyb@hhschools.org">caffertyb@hhschools.org</a>       |
| Caines         | Suzanne    | <a href="mailto:cainessuz@hhschools.org">cainessuz@hhschools.org</a>       |
| Cassano        | Philip     | <a href="mailto:cassanop@hhschools.org">cassanop@hhschools.org</a>         |
| Cassidy        | Catherine  | <a href="mailto:cassidyc@hhschools.org">cassidyc@hhschools.org</a>         |
| Centrella      | Mary       | <a href="mailto:centrellam@hhschools.org">centrellam@hhschools.org</a>     |
| Crescenzi      | Keri       | <a href="mailto:crescenziker@hhschools.org">crescenziker@hhschools.org</a> |
| DaSilva        | Dan        | <a href="mailto:dasilvadan@hhschools.org">dasilvadan@hhschools.org</a>     |
| Doyle          | Kara       | <a href="mailto:doylekar@hhschools.org">doylekar@hhschools.org</a>         |
| Dennehy        | Patrick    | <a href="mailto:dennehypat@hhschools.org">dennehypat@hhschools.org</a>     |
| Dugan          | Jessica    | <a href="mailto:duganjes@hhschools.org">duganjes@hhschools.org</a>         |
| Freund         | Kurt       | <a href="mailto:freundkur@hhschools.org">freundkur@hhschools.org</a>       |
| Gierut         | Antoinette | <a href="mailto:Gierutant@hhschools.org">Gierutant@hhschools.org</a>       |
| Kritzer        | Barbara    | <a href="mailto:kritzerb@hhschools.org">kritzerb@hhschools.org</a>         |
| MacDonald      | Kailey     | <a href="mailto:macdonaldkai@hhschools.org">macdonaldkai@hhschools.org</a> |
| McCue          | Vanessa    | <a href="mailto:mccuevan@hhschools.org">mccuevan@hhschools.org</a>         |
| McNeil         | James      | <a href="mailto:mcneiljam@hhschools.org">mcneiljam@hhschools.org</a>       |
| McShane        | Patrick    | <a href="mailto:mcschanepat@hhschools.org">mcschanepat@hhschools.org</a>   |
| Michaeli       | Shoshana   | <a href="mailto:michaelis@hhschools.org">michaelis@hhschools.org</a>       |
| Monetti        | Danielle   | <a href="mailto:monettid@hhschools.org">monettid@hhschools.org</a>         |
| Music          | Gabrielle  | <a href="mailto:musicgab@hhschools.org">musicgab@hhschools.org</a>         |
| O'Shea-Canetti | Christine  | <a href="mailto:canettichr@hhschools.org">canettichr@hhschools.org</a>     |
| Pignatiello    | Daniel     | <a href="mailto:pignatiellod@hhschools.org">pignatiellod@hhschools.org</a> |
| Prashker       | Hana       | <a href="mailto:prashkerhan@hhschools.org">prashkerhan@hhschools.org</a>   |
| Pope           | Heather    | <a href="mailto:popehea@hhschools.org">popehea@hhschools.org</a>           |
| Reed           | Cheryl     | <a href="mailto:reedc@hhschools.org">reedc@hhschools.org</a>               |
| Roman          | Ivana      | <a href="mailto:romaniva@hhschools.org">romaniva@hhschools.org</a>         |
| Ruroede        | LeighAnn   | <a href="mailto:ruroedelei@hhschools.org">ruroedelei@hhschools.org</a>     |
| Schmarak       | Justin     | <a href="mailto:schmarakjus@hhschools.org">schmarakjus@hhschools.org</a>   |
| Squillace      | Maria      | <a href="mailto:squillacem@hhschools.org">squillacem@hhschools.org</a>     |
| Sturm          | Rhonda     | <a href="mailto:sturmrho@hhschools.org">sturmrho@hhschools.org</a>         |
| Thorne         | William    | <a href="mailto:thornew@hhschools.org">thornew@hhschools.org</a>           |
| Trexler        | Edmund     | <a href="mailto:trexlerbra@hhschools.org">trexlerbra@hhschools.org</a>     |
| Tsakelova      | Viktoria   | <a href="mailto:tsakelovavik@hhschools.org">tsakelovavik@hhschools.org</a> |
| Van Dam        | John       | <a href="mailto:vandamj@hhschools.org">vandamj@hhschools.org</a>           |
| Warren         | Michael    | <a href="mailto:warrenm@hhschools.org">warrenm@hhschools.org</a>           |
| Zellman        | Ian        | <a href="mailto:zellmanian@hhschools.org">zellmanian@hhschools.org</a>     |
| Zukatus        | John       | <a href="mailto:zukatusjoh@hhschools.org">zukatusjoh@hhschools.org</a>     |

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## HIGH SCHOOL MARKING PERIOD DATES

Marking Period 1 start: September 4  
Marking Period 1 End: November 1  
Report Cards Issued: November 11

Marking Period 2 start: November 4  
Marking Period 2 end: January 23  
Semester 1 Assessment: January 16-24  
Report Cards Issued: January 31

Marking Period 3 start: January 24  
Marking Period 3 end: March 29  
Report Card Issued: April 3

Marking Period 4 start: March 30  
Marking Period 4 end: June 19

End of Year Assessment: June 8-15



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## HIGH SCHOOL TESTING SCHEDULE

### PSAT (Grades 9-11) – October 16<sup>th</sup>, 2019

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

### SAT- October 5<sup>th</sup>, 2019 AND June 6<sup>th</sup>, 2020

This is the first of two SAT's hosted by the district. Mostly upperclassmen will take this assessment to send to prospective colleges. This test is made up of two parts including Critical Reading and Mathematics. The SAT subject tests are also offered. Make sure to register at collegeboard.org.

### NJSLA Assessments: Grades 9-11, May 5 & 8, 2020

The NJSLA-ELA, Math, and Science assessments test the skills the students have acquired during their current and previous years. This is a computer based assessment.

### AP Testing: May 4-15<sup>th</sup>, 2020

Our district offers students the chance to take Advanced Placement tests in multiple subject areas. Visit collegeboard.org for official dates of each test.

## PARENT COMMUNICATION

The Administrative Team recognizes that students in grades 9-12 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, independent learners, we believe that effective and frequent communication between home and school is a must. We ask that you contact your child's teacher as a first means to resolve issues that may occur. In addition, counselors and members of the Child Study Team are also available as an initial contact for various situations. The following are procedures within the building that assist us with communication.

\*Please note that the building administration monitors and regulates each of the communication procedures detailed below and therefore, issues of inefficiency should be immediately reported to the building principal.

Back to School Night- High School:  
September 18<sup>th</sup>, 2019–5:45pm

Each fall, the High School invites parents to spend an evening at the school. The faculty presents an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities and to familiarize themselves with their child's daily routine.

### **Daily Homework Posting**

All HHHS classroom teachers will post all homework, test, and project due dates in Genesis.

### **Official Staff Email Accounts**

All HHHS 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 located in this handbook or online on the district's website.

### **Telephone**

Please contact all HHHS staff members by calling the main office at 201-393-8164. HHHS staff members are encouraged to respond to all phone calls in a timely manner.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## Report Cards

Report cards are issued four times a year and report progress for an entire marking period. See Handbook sections on "Grading Policy" and "Report Cards" for details.

## Live Grades

All HHHS families have access to our "live grades" online reporting program via Genesis. When a student receives a grade below a 65 an email is sent to the parent/guardian/student. Homework completion for each week will be updated every Friday. Tests, quizzes, essays and other graded projects will be posted to Genesis immediately after the teacher completes the grading process.

\*Note that lengthy assignments, exams, projects, and essays might take up to a week to post to Genesis.

At the beginning of each school year, parents will receive directions, a username and password in order to access Genesis. Genesis will replace the formal "paper" mid-term progress report.

## Parent Emails

Please look out for e-mails from the Administration regarding important events. Other pertinent information can be found on our website [www.hhschools.org](http://www.hhschools.org).

**Parent Surveys** – From time to time parents/guardians will be asked to participate in a survey.

## Important Contact Information

|   |                    |
|---|--------------------|
| Main Office   | (201)393-8164      |
| Main Office Fax # -                                     | (201)288-2083      |
| Attendance- Mrs. Fran Del Vecchio                       | (201)393-8190      |
| Nurse- Mrs. Mary Neumann                                | (201)393-8160      |
| Child Study Team Office                                 | (201)393-8150/8151 |
| District HIB Coordinator- Ms. Gribbin                   | (201)393-6901      |
| Student Assistance Counselor- Mrs. Barbara Christianson | (201)288-1426      |
| Athletic Director- Mr. Michael Sculla                   | (201)393-8174      |

## Getting Messages to Students during the School Day

In order to maintain an orderly, safe and productive school environment, the office staff will strive to minimize classroom interruptions. PA announcements will ONLY be made during period 1.

1. Students are permitted to use the office telephone only in the event of an emergency (Forgetting homework does not constitute an emergency!)
2. Students are responsible for checking in at the office to collect "dropped off" items.
3. Classrooms will not be interrupted to summon individual students to the office to collect items "forgotten" at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## ATHLETICS AND ACTIVITIES

### CLUBS AND ADVISORS

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Academic Challenge                 | Catherine Cassidy                    |
| Art Club                           | TBD                                  |
| Aviators Out Loud – Podcast Club   | Kara Doyle                           |
| Community Service                  | Suzanne Caines                       |
| Chess Club                         | Mike Binazeski                       |
| Color Guard (Marching band)        | Bette Medina                         |
| Computer Coding Club               | Brady Trexler                        |
| Dance Club                         | Bette Medina                         |
| Director of Instrumental Music     | Joe Ascolese                         |
| Director of Vocal Music            | Antoinette Gierut                    |
| Drama Club and Senior Play         | Paula Jacobs                         |
| Future Scientist Club              | Ian Zellman Catherine                |
| Gay/Straight Alliance              | Cassidy/Patrick McShane              |
| Heroes and Cool Kids               | Barbara Christianson/Kerrie O'Hagan/ |
|                                    | Ashley Calligy                       |
| Italian Club/Italian Honor Society | Laura Astorina                       |
| Outreach Club                      | Patrick McShane                      |
| Medical Science Club               | Dan Pignatiello                      |
| Model UN                           | Catherine Cassidy                    |
| Multi-Cultural Club                | Danielle Monetti                     |
| National Honor Society             | Viktoria Tsakelova                   |
| Pierrot Winter Guard               | Bette Medina                         |
| Pilot's Log                        | William Thorne                       |
| Spanish Club/Spanish Honor Society | Maria Squillace                      |
| Spirit Club                        | Barbara Kritzer                      |
| Steam Club                         | Mike Binazeski                       |
| Student Council                    | William Thorne                       |
| Wellness Club                      | Maria Abbatiello                     |
| Yearbook                           | Catherine Cassidy                    |
| Yoga Club                          | Lisa Bernstein                       |
| Young Democratic/Republican Club   | Catherine Cassidy                    |



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## CLASS ADVISORS

Senior Class  
Junior Class  
Sophomore Class  
Freshman Class

Kailey MacDonald/Kara Doyle  
Catherine Cassidy  
Catherine Cassidy  
Patrick McShane

## 2019-2020 SPORTS AND COACHING STAFF

### FOOTBALL

HEAD COACH  
ASST COACH  
ASST COACH  
ASST COACH  
ASST COACH  
FROSH COACH

NICK DELCALZO  
ROCCO MINICHIELLO  
FRANK D'AMICO  
ADAM BAEIRA  
DOM D'AMICO/SEAN MANSFIELD  
DARREN IURATO/DIMITRI FORDE

### BOYS SOCCER

HEAD COACH  
ASST. COACH  
ASST. COACH

BILL THORNE  
JUSTIN MCCANN  
JOE MAFFEI

### VOLLEYBALL

HEAD COACH  
ASST. COACH  
ASST. COACH

JACKIE FERRANTI  
CORINNE MILLER  
RACHAEL DALLARA

### GIRLS SOCCER

HEAD COACH  
ASST. COACH  
ASST. COACH

CLAUDIO FONTALVO  
JENNIFER KELLER  
LINDSEY ROSILLO

### GIRLS TENNIS

HEAD COACH  
JV COACH

SUZANNE CAINES  
VANESSA MCCUE

### CROSS COUNTRY

HEAD COACH  
ASST. COACH

MIKE RYAN  
LEIGH ANN RUROEDE

### BOYS BASKETBALL

HEAD COACH  
ASST. COACH  
FROSH COACH

MIKE CEBULA  
JOSEPH CRABBE  
FRANK AVELLA

### GIRLS BASKETBALL

HEAD COACH  
ASST. COACH  
FROSH COACH

MIKE KILGALLEN  
JOHN VANDAM  
JACKIE FERRANTI

### WRESTLING

HEAD COACH  
ASST. COACH  
ASST. COACH

CRAIG MESSERY  
KURT FREUND  
EVAN DOLAN

### WINTER TRACK

HEAD COACH  
ASST. COACH  
ASST. COACH

ROB BRADY  
MIKE RYAN  
JOHN VALENTI

### SWIMMING

HEAD COACH  
ASST. COACH

CO-OP WITH GARFIELD  
CO-OP WITH GARFIELD

### BOWLING/GOLF

HEAD COACH  
HEAD COACH

DAVE RISPOLI  
DAN PIGNATIELLO

### BASEBALL

HEAD COACH  
ASST. COACH  
ASST. COACH

PAT GABRIELE  
TBD  
CRAIG LABIANCO

### SOFTBALL

HEAD COACH  
ASST. COACH  
ASST COACH

JACKIE FERRANTI  
KURT FREUND  
CHRISTINE WARREN

### TRACK

HEAD COACH  
ASST. COACH  
ASST. COACH  
ASST. COACH  
ASST. COACH  
ASST. COACH

ROB BRADY  
JOHN VALENTI  
VINNIE MARCHESI  
MIKE RYAN  
TBD  
JOHN D'AMATO

### BOYS TENNIS

HEAD COACH  
JV COACH

SUZANNE CAINES  
WILLIAM THORNE

### CHEERING

HEAD COACHES  
ASST COACH

ADRIANNA RUSSO  
GABRIELLE MUSIC

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## NATIONAL HONOR SOCIETY

Membership in the Hasbrouck Heights High School Chapter of the National Honor Society is to be based upon scholarship, service, leadership, and character. Membership is an honor bestowed upon a select group of students by the school faculty through the Faculty Council.

### *Article VI – Selection of Membership*

Section 1. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

#### Scholarship:

The scholarship requirement is a 3.9 GPA (on a 5.0 scale) based on a student's cumulative grade point average after their 5<sup>th</sup> or 7<sup>th</sup> semester.

#### Leadership:

The number of offices a student has held in school or community organization, also including effective participation in other co-curricular activities.

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community actions
- Is thoroughly dependable in any responsibility accepted

#### Service:

Actions undertaken by the student which are done with or on behalf of others without any direct, financial or material compensation to the individual performing the service.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Shows courtesy by assisting visitors, teachers and students

#### Character:

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In addition, it can also be said that the student of character:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

Section 2. To be eligible for membership the candidate must be a member of junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.

Section 3. Candidates must have a cumulative scholarship average of at least a 3.75 for the class of 2013 and at least a 3.9 for all classes after (on a 5.0 scale). Candidates shall then be evaluated on the basis of service, leadership, and character.



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## IMPORTANT POLICIES

The next sections contains information related to important policies that students must adhere to. Please read through the guidelines and procedures that follow. In addition, please visit the district website at [www.hhschools.org](http://www.hhschools.org) to read the complete policy for each.

### **Attendance (#5200)**

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 their parent/guardian accept responsibility for the student's attendance at school as scheduled, and required by state law. Excellent attendance will positively affect student achievement!

If a student is to miss school as part of an excused / unexcused absence, it is the responsibility of the student's parent/guardian (or an 18 year old student) 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 is requested to call Mrs. Del Vecchio in the Attendance Office at (201) 393-8190, no later than 8:45am (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 for the parent/guardian.

It is vital to the safety of our student's and the proper functioning of the school day to have all student's accounted for 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 because of 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, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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 classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

### **Tardiness**

1. The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.
2. 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

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

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.

3. 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:**

Any student who reports to school after 7:55am must report to the Hall Monitor located at the front door. 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.

## **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 two times for more than three minutes, it will be considered a "cut" and disciplinary action will be taken.

## **Discipline for Tardies:**

1-3 tardies – excused

4<sup>th</sup> tardy- central detention (30 minutes before or after school)

7<sup>th</sup> tardy- 2 central detentions

10<sup>th</sup> tardy- Saturday school (8-11 am HS Media Center; Parent notification)

13<sup>th</sup> tardy- Saturday school (8-11 am HS Media Center; Parent notification, Attendance Action Plan)

>15 tardies- may lose 1<sup>st</sup> period credit

## **DRESS CODE (#5511)**

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools. Therefore, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the

individual pupil or others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in or affiliation with any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal, or his/her designee, shall determine whether the dress or grooming of pupils comes within these prohibitions.

Staff members shall demonstrate, by example and precept, wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## **HARASSMENT, INTIMIDATION AND BULLYING (#5512)**

1. Report all HIBS 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)

## **STUDENT CONDUCT (#5600)**

### **School Lockers**

Lockers are designed only for the storage of books, school supplies, and outerwear and are not designed to provide security for valuables. All students are urged to take precautions with their possessions. Make sure lockers are closed and locked. 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. School administrators reserve the right to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental guardianship or pupil consent, and without reasonable suspicion of the presence of contraband.

### **Cafeteria/Lunchroom**

Lunch period is an opportunity to relax and interact with friends. Students are expected to clean up after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this regard. Leaving trash on the



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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 hallway, 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.

## Gum Chewing

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

## Assemblies & Performances

Enter and exit in a quiet, orderly manner. No talking or physical contact during the performance. Remain in one's seat for the duration of the program, unless one has an emergency or assignment. If a student must enter/exit, do so only between selections, not during a performance. Any student/child who is not part of the performance must remain seated with an adult. Treat the performer(s) in a respectful manner and offer appropriate applause.

## Theft

Report any theft to the Administration immediately. Students are encouraged not to bring valuables to school, to lock their hall lockers and to use a locker and a lock in the gym locker room. The school is not responsible for lost or stolen items. Laptops, cases, phones, wallets, etc., should never be left unattended.

## Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

## Smoking

Every student has the right to be educated in a clean and safe environment. Smoking in any public building in New Jersey is illegal. Therefore, by State law and Board Policy, smoking and the use of tobacco products is prohibited on school district property including building, grounds, and school vehicles. Further, students are also prohibited from the use and/or possession of tobacco products at any school-sponsored event. Students who violate this policy shall be subject to disciplinary procedures.

## Steroids

Student athletes participating in our sports programs will be subject to random steroid testing. For more information please contact Athletic Director, Michael Sculla at [scuillam@hhschools.org](mailto:scuillam@hhschools.org).

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## Narcotics, Drugs, and Alcohol

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

## Plagiarism

(SEE POLICY #5701)

### 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 and efforts, claiming them 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 is identified as cheating or plagiarizing by giving or receiving answers on a quiz or test or copying someone else's work on essay, research paper, homework or other assignments will be disciplined according to the Code of Conduct.

## GRADING POLICY (#2624)

### QUALIFYING CRITERIA

Honors Criteria - ~~\* Starting SY 18-19 all~~ Students will need to meet 2 of the 3 following criteria to qualify for Honors courses:

- 1: a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. ~~\*Semester 1 averages will be inclusive of homework, classwork, and midterm examination grades. the appropriate class average,~~
- 2: a 4/5 on the NJSLA (NJ Student Learning Assessment),
- 3: ~~and~~ a minimum score of 480 or higher on the fall **most current** administration of the PSAT/SAT (section(s) pending course requirements).

**Starting SY 20-21, students must have a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. In addition, students must have 1 of the 2 following criteria:**

- 1: a score of 4 or 5 on the most current NJSLA (NJ Student Learning Assessment) (required section(s) depending subject area)



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**2: a minimum score of 480 or higher on the most current administration of the PSAT/SAT (required section(s) depending subject area)**

## AP Criteria – Students must have both:

**1: a minimum semester 1 average of 85 in a current honors prerequisite course OR a minimum semester 1 average of 92 in a current college preparatory prerequisite course-AND**

**2: a minimum score of 550 on the most current ELA and/or mathematics PSAT/SAT sections, pending-course-requirements-required section(s) depending subject area. Exceptions: For Art, Computer Science, Music, and World Language, please see specific AP course description below.**

All students who enroll in an AP course will take the AP test at the end of the course, or take a school administered 4<sup>th</sup>-marking-period-Quarterly/Final Assessment. When taking the AP test, a score of 4 or 5 will result in a 100% reimbursement of the test fee. (A score of 3 will result in 50% reimbursement)

~~\*The most current PSAT/SAT results will be utilized.~~

~~Starting with students graduating in 2018 – If a student does not pass their content area AP test (3 or higher), or school administered fourth marking period Quarterly/Final Assessment, they do not qualify to take a secondary AP class in that content area the following year.~~

Transfer Students - Placement in honors classes will be based on past academic records and required pre-requisites that have been achieved. A test may be given for a student to qualify into an Honor's class where transcripts do not match with our course progression/program.

## APPEALS

~~\*Current AP Students who do not meet the needed PSAT/SAT qualifying score can appeal to the High School Principal with an updated PSAT/SAT score OR passing score of 3 or higher on the upcoming AP examinations. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

~~\*Students who do not meet the criteria for Honors or AP placement may appeal to the High School Principal if their required semester 1 average will be able to appeal to the High School Principal if their semester 2 average or subsequent test score meets the qualifying criteria. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

## Criteria for Science Courses SCIENCE COURSES

Honors Biology - Student attains **2 of the following 3:** a minimum semester 1 average of **85 in 8<sup>th</sup> grade Earth Science Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Physical Earth Science**, a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in 8<sup>th</sup> grade Earth Science Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Earth Science. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

Honors Chemistry - Student attains **2 of the following 3:** a minimum semester 1 average of 85 in Honors Biology OR Student attains a minimum semester 1 average of 92 in CP-Biology, a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

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Honors Physics - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Chemistry **OR** Student attains a minimum semester 1 average of 92 in CP Chemistry, **a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

AP Biology - Student attains a minimum semester 1 average of 85 in Honors Biology and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~  
Student attains a minimum semester 1 average of 92 in CP Biology and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

~~Student attains a minimum semester 1 average of 85 in Honors Chemistry~~

~~Student attains a minimum semester 1 average of 92 in CP Chemistry~~

AP Chemistry - Student attains a minimum semester 1 average of 85 in Honors Chemistry and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Chemistry and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.  
\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Physics - Student attains a minimum semester 1 average of 85 in Honors Physics and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Physics and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT.  
\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

## Criteria for Social Studies Courses~~SOCIAL STUDIES COURSES~~

Honors Early US History (US I) - Student attains **2 of the following 3**: a minimum semester 1 average of **85 in 8th grade Social Studies Honors** **OR** a minimum semester 1 average of 92 in 8th grade Social Studies, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in 8<sup>th</sup> grade Social Studies Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade Social Studies. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors Modern US History (US II) - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Early US History I or a minimum semester 1 average of 92 in CP Early US History I, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors Early US History OR a minimum semester 1 average of a 92 in Early US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors World History - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Modern US History II or a minimum semester 1 average of 92 in CP Modern US History II, **a 4**

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or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Modern US History OR a minimum semester 1 average of a 92 in Modern US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

AP US History /AP Human Geography/AP US Government and Politics/AP Government/AP World History - Student attains a minimum semester 1 average of 85 in Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT. ~~OR~~ Student attains a minimum semester 1 average of 92 in CP Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Psychology - Student attains a minimum semester 1 average of 92 in psychology, developmental psychology or particular topics in psychology and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

## Criteria for World Language Courses~~WORLD LANGUAGE COURSES~~

Spanish I Honors – Student must be on honors track or referral from teacher.

Spanish II & III Honors/IV(DE) – Student attains a minimum semester 1 average of 85 in the prior Spanish Honors course or a 92 in the prior Spanish course. Additionally, student must earn an 85 or better on the Spanish Honors (II, III, IV) Midterm OR student must earn an 88 on the Spanish (II, III, IV) Midterm.

AP Spanish - ~~Student attains a minimum semester 1 average of 85 in Spanish III Honors OR a minimum semester 1 average of 92 in Spanish III.~~

AP Italian - ~~Student attains a minimum semester 1 average of 92 in Italian III.~~

## Criteria for Art and Music Courses~~ART AND MUSIC COURSES~~

### AP MUSIC / ART COURSES

AP Art / AP Music - A teacher recommendation must be provided in order for a student to take an AP Art Music or AP Music Art course.

## Criteria for Language Arts Courses~~LANGUAGE ARTS COURSES~~

Honors English 9 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors 8<sup>th</sup> Grade English or a minimum semester 1 average of 92 in regular 8<sup>th</sup> grade English, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8<sup>th</sup> grade English Honors OR a minimum semester 1 average of a 92 in 8<sup>th</sup> grade English. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors English 10 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 9 or a minimum semester 1 average of 92 in CP English 9, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

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**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 9 OR a minimum semester 1 average of a 92 in English 9. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors English 10 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 10 or a minimum semester 1 average of 92 in CP English 10, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 10 OR a minimum semester 1 average of a 92 in English 10. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

Honors English 11 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 11 or a minimum semester 1 average of 92 in CP English 11, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 11 OR a minimum semester 1 average of a 92 in English 11. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).**

AP English Language and Composition - Student attains a minimum semester 1 average of 85 in Honors English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT, **OR** Student attains a minimum semester 1 average of 92 in CP English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP English Literature and Composition - Student attains a minimum semester 1 average of 85 in Honors English 11 **or AP Language and Composition** and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT, **OR** Student attains a minimum semester 1 average of 92 in CP English 11 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

## Criteria for Mathematics Courses~~MATHEMATICS COURSES~~

Algebra 1 Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in 8<sup>th</sup> grade Mathematics or a minimum semester 1 average of 92 in CP regular 8<sup>th</sup> grade Mathematics, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8<sup>th</sup> grade Honors Mathematics OR a minimum semester 1 average of a 92 in 8<sup>th</sup> Grade Mathematics. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).**

Geometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 1 Honors or a minimum semester 1 average of 92 in CP Algebra 1, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).**

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**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra I Honors OR a minimum semester 1 average of a 92 in Algebra I. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).**

Algebra II Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Geometry Honors or a minimum semester 1 average of 92 in CP Geometry, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Geometry Honors OR a minimum semester 1 average of a 92 in Geometry. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).**

Pre-Calculus Honors/ Trigonometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 2 Honors or a minimum semester 1 average of 92 in CP Algebra 2, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).**

**Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra II Honors OR a minimum semester 1 average of a 92 in Algebra II. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).**

AP Calculus - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT, **OR** ——— **S** student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Statistics - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT, **OR** ——— **S** student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

## Criteria for Business Courses BUSINESS COURSES

AP Macroeconomics/AP Microeconomics/AP Economics - ——— Student attains a minimum semester 1 average of 85 in honors math and language arts and a minimum score of 550 on the **most current ELA and mathematics** section of the PSAT/SAT, **OR** ——— **S** student attains a minimum semester 1 average of 92 in college preparatory math and language arts and a minimum score of 550 on the **most current ELA and mathematics** sections of the PSAT/SAT.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

## Criteria for Computer Science Courses COMPUTER SCIENCE COURSES

AP Computer Science - ——— Student attains a minimum score of 600 **580** on the ELA and Mathematics sections of the **most current PSAT/SAT**.

\*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## **GUIDANCE DEPARTMENT SERVICES**

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights High School has a complete staff of certified counselors and a Student Assistance Counselor, all of whom are ready to assist families in dealing with a wide range of issues, including those of academics, career exploration, personal concerns, and college admissions.

By providing services such as individual and group guidance, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral, the Guidance Counselors have the goal of helping students to make those 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 and/or posted on the District website to help parents support the efforts of the school in regard to their child's development. Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify the counseling staff of any difficulty a child may be experiencing so that as much personal assistance as possible may be offered.

**Crystal Tremaroli**  
Grades 10-12 (A-M)

**Ashley Calligy**  
Grades 10-12 (N-Z)

**Lindsey Gesell**  
Grade 9 (A-Z)

### Individual Counseling

Your guidance counselor is available in the Guidance Office. The special services staff (social worker, psychologist, and learning disabilities specialist), is also available in the special services offices.

### The 504 Officer

The 504 Officer for the High School is our school nurse Mary Neumann and Barbara Christianson. They can be contacted at 201-393-8160.

### The Student Assistance Counselor

The function of a Student Assistance Counselor (SAC) is to provide confidential assistance to students who are experiencing serious social difficulties or emotional difficulties. Our SAC, Mrs. Barbara Christianson, is always available to assist students. Mrs. Christianson can be reached at (201) 288-1426 or the student's counselor can be contacted at (201-393-8164). Frequently, students or teachers will refer a student who is exhibiting difficulties (usually of a non-academic nature) to the SAC. Parents are also welcome to make such referrals.

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

The I&RS Committee 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 to students. The High School I&RS Coordinator is Mrs. Barbara Christianson, who can be reached at [christiansonb@hhschools.org](mailto:christiansonb@hhschools.org).

### Planning Your Program of Studies

Hasbrouck Heights High School does not track students into separate programs such as academic, business, technical, etc. Students are expected, with the help of the counselor, to develop a program of



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studies in line with their abilities, interests and plans. In the absence of a specific career goal, students are encouraged to carefully select those courses, which keep open the most options.

### HIGH SCHOOL COURSE OFFERINGS for 2019-2020

Please visit our website, [www.hhschools.org](http://www.hhschools.org) and click on the counseling tab to access the 2019-20 course booklet.

**If you have additional questions, please contact your school counselor.**

### DUAL ENROLLMENT AND ADVANCED PLACEMENT COURSES

#### 2019-2020 School Year

#### HHHS Courses that are only Dual Enrollment

A Dual Enrollment course is a class sponsored by a college or university, which is taken by high school students for college credit from the sponsoring institution. Upon completion students receive credit from the sponsoring institution and can apply to transfer these credits to whatever college or university they attend. (Cost minimal) Students can take a Dual Enrollment course without signing up for college credits, no college credits will be awarded without registering.

##### **Bergen Community College**

Small Business Management- Mrs. McCue  
Intro. To Accounting- Mrs. McCue  
20<sup>th</sup> Century US Modern History- Ms. Cassidy

##### **Seton Hall University**

Anatomy and Physiology- Dr. Trexler

##### **Farleigh Dickinson University**

Biomedical Engineering- Dr. Trexler  
Spanish 4- Mrs. Squillace

##### **Syracuse University**

Forensics- Dr. Trexler

Disclaimer: A minimum of 10 students is required for a Dual Enrollment class to run (Forensics and Biomedical Engineering are alternated every other school year).

#### HHHS Courses that are Advanced Placement

An Advanced Placement Course is a class sponsored by College Board. It enables a high school student to earn college credit by passing an AP Test. (Cost minimal) Students can take an AP course without taking the test for college credits.

AP Biology  
AP Calculus AB  
AP Chemistry  
AP English Language and Composition  
AP English Literature and Composition  
AP Italian  
AP Music Theory  
AP Physics  
AP Psychology  
AP Spanish  
AP Statistics  
AP Studio Art

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\*AP courses follow the College Board approved (and HHBOE approved) course Audit/curriculum. AP tests are given in the first two weeks of May. Students taking AP classes are EXPECTED to challenge themselves by taking AP Exams. Honors and AP Criteria can be found in the Policies and Regulations section of this handbook. The courses offered can vary each year and are dependent on student enrollment.

*See policy- AP/Honors: Academic Standards, Academic Assessments, and Accountability 2624.*

## *Course Requirements for Graduation (#5460)*

### *Grading (#2624)*

In order to be graduated from the Hasbrouck Heights School District, a student must show proficiency in both Language Arts and Mathematics, as well as earn a total of 130 credits including course credits in each of the following areas:

- 20 credits of Math- Must include Algebra I and Geometry
- 20 credits of English
- 20 credits of Physical Education/Health
- 15 credits of Science (10 credits lab science) must include 5 credits of Biology
- 15 credits of Social Studies
- 2.5 credits of Personal Finance
- 5 credits of Foreign Language, recommend 10 credits for College Bound Students
- 5 credits of Fine/Practical Performing Arts
- 5 credits of 21st Century Life & Careers
- 20 credits of additional coursework/electives
- 40 hours of community service

### Meet NJ State Required Criteria for Graduation

Students who do not complete all graduation requirements will not be permitted to participate in graduation ceremonies.

Any modification in the requirements contained in this policy must be approved by the Superintendent of Schools, with the exception of programs as defined in N.J.A.C. 6:8 or in N.J.A.C. 6:28-4.8 (Special Education, Diplomas and Graduation).

## Schedule & Course Change

The course schedule distributed to each student at the beginning of the semester expresses the results of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, school counselors and other personnel provided guidance to students and their parents so that individual choices were informed by an awareness of available options and the longer range impact of course elections. The results of this process were then used to build the master schedule, balance class sections, and equalize teaching loads. In sum, the scheduling process is designed to achieve the following goals:

To encourage students to undertake a challenging and balanced program of study that widens their life options;

1. To help students make and abide by informed decisions that serve their educational interests;
2. To enable the school to make full use of available human resources.

Students sometimes seek schedule changes after the semester begins. To minimize the problems that

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result from inappropriate student-initiated change requests, the following procedures will be implemented:

1. During the first five days of the new semester, the Guidance Department will attempt to quickly resolve requests that reflect the following:
  - a. A scheduling error resulting in an incomplete or inaccurate program (Example: no lunch, wrong course);
  - b. Changes warranted by summer school makeup;
  - c. Course addition(s) that do not require course drops and/or multiple course changes;
  - d. Level changes as per course requirements

Only requests that reflect these circumstances will be processed during the first five days of the new semester.

2. After the first five days of the new semester and through the end of the second week of the new semester, the Guidance Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change. Changes that would not be considered:
  - Teacher preference;
  - Lunch considerations;
  - An interest in joining friends in a particular class
  - Or any combination of the above.
3. Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule changes (with the exception of course withdrawals as discussed below) will be processed after the second week of the semester.
4. Any change in a student's program must have parent's written permission if the student is under 18 years of age, as well as approval by the supervisor/administrator.
5. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. In addition, a student must replace the dropped course with a replacement course prior to the start of the second marking period. After the start of the second marking period, a grade of "W or W/Fail" will be given for the dropped course, and no additional credit course may be taken.
6. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
7. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.
8. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course until proficiency is shown (mid-year or full-year). The grade and credits from test taking skills courses are included in GPA calculations.
9. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.
10. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.

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## Summer School

Most students complete their high school graduation requirements within four years. However, that timeframe becomes seriously jeopardized if students fail required courses, which are usually also sequential in nature. Therefore, students who fail a required course must make up the course in summer school immediately, if they intend to graduate on time.

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year. Students will not be permitted to take the next level of a consecutive requirement until the previous course is passed.

Parents: Please do not make summer vacation plans or allow your child to commit to a summer job if he or she is in danger of failing a required course. Your child's academic responsibilities and requirements should take first priority, and every effort should be made to work toward a year-end

## Grade Point Average

Grade point average is computed for students by a process that includes all subjects for which credit is given and all grades including failures. Differential weighting, by an additional point, is used for Honors and Advanced Placement courses.

## Senior Final Exam Exemption

Exemptions for final examinations will be granted for grade 12 students who, in each course: Attain a grade of 90 or higher in each of the four marking periods. Attain a grade of 90 or higher on the midterm examination.

Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.

Note: Five (5) or more consecutive days absent will not count in the total providing that the student provides proof from a licensed physician attesting to the injury or illness mandating the student is exempt from attending school. Attendance will be mandatory during the exam period for which the student is exempt. Students who are absent must adhere to the makeup policy as listed in number 5 of this policy.

AP Courses- In lieu of taking a 4th marking period exam in June, students may be required to take an AP test at the time approved by College Board. In order to be exempt from an AP course final after taking an AP exam, students must be in good academic standing, holding an average of 80 or higher at the end of the third marking period. Fourth marking period grades will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

## Transcripts

There are two types of transcripts:

- a. OFFICIAL transcripts are sent to a college, university, a state or federal agency, etc. In no case will an Official Transcript be sent or given directly to the student or parent.
- b. UNOFFICIAL transcripts are for a student's personal or general use, does not bear the official seal of the high school; they may be sent or given directly to a student or parent.

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## Student Records

The Hasbrouck Heights High School District shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, and allowing accessibility to pupil records.

## Access to Student Records

Parents/guardians shall be notified at least annually of their rights in regard to pupil records and have access to copies of the applicable state and federal laws and local policies available upon request. Such notification shall be in the language of the parent/guardian. Should the parental rights of one or the other natural or adoptive parent be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied to the person whose rights have been terminated.

A non-adult pupil may assert rights of access only through his/her parent/guardian. However, guidance or child study team personnel, at their discretion, may disclose pupil records to non-adult pupils; or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.

The parent/guardian shall either have access or be specifically informed about only that portion of another pupil's record that contains information about his/her own child.

## PROCEDURES

### Fire Drills

Fire drills will be conducted twice each month. 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

Lock-Down Drills are conducted once each month and are designated 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.

### Emergency Closing and Delayed Opening

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

An automated phone call will be made via School Messenger. In the case of an emergency closing occurring at some point during the school day, the following procedures shall be adhered to:

### High School Grades - 9-12

Students will be dismissed unless parents request alternate arrangements, in writing, at the beginning of the school year.



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## *High School Delayed Opening*

1. Administrative staff reports at 9:00 a.m.
2. Secretarial staff reports at 9:00 a.m.
3. Teaching staff reports at 9:55 a.m.
4. Students report at 10:00 a.m.
5. Period 1 10:00 - 10:20 a.m.
6. Periods 4-8 10:23 a.m. - end of day-follows regular full-day schedule

## *Notifications*

1. Radio stations(WOR, WCBS, WINS)
2. School Messenger

## Working Papers

Procedure for Obtaining Employment Certificate:

- Step 1:** Pick up the **New Jersey State Department of Education A300/Combined Certification** form in the main office from Ms. Klenk. The student should complete Section A in its entirety.
- Step 2:** Have the employer complete "Section B" and the "Employment Information" on the form. **Wages and hours of employment must be indicated. A signature by a Parent or Guardian is also required in this section.** Have the school nurse Section C if a physical examination was done within the last year. Otherwise, a physician must complete this form. The signature of the minor is required in Section G of the form.
- Step 3:** Return the completed "New Jersey Combined Certificate" form and a birth certificate (Copy acceptable) or other proof of age (i.e., baptismal certificate, passport – driver's license not acceptable) to the guidance office.
- Step 4:** The **next school day**, pick up the "Employment Certificate" in the guidance office.

## Home Instruction

A student may be placed on home instruction for physical or psychological disability, based upon the recommendations of a physician and/or the Child Study Team. The education received by the student on home instruction has the same status as what would have been received had the student-attended school regularly. Additional information is available through the Guidance Office.

## Extra Help

If a student requires extra help in a particular subject area, the student should speak to the teacher in order to schedule an appointment outside of their schedule extra help sessions. Morning and afternoon extra help sessions are available. A schedule is set at the beginning of the year.

## Messages/Student Items

Personal messages will not be relayed to students by the Main Office except for an emergency. Personal items, including food, cannot be dropped off in the main office for students. Rather, these items should be dropped off to the visitor monitor who is located at the main entrance of the school.

## Personal Property

### Cell Phones

Cell phones must be turned off during class time, unless instructed otherwise by the classroom teacher. Unauthorized use of cell phones could lead to disciplinary action. Any student who needs to make an emergency phone call may use the phone in the Main Office.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## Electronic Entertainment Devices

Electronic entertainment devices are not permitted in halls or classrooms except in the cafeteria. Items in violation will be confiscated and turned into the Main Office. All entertainment is to be school-appropriate. Devices will be confiscated if misused, and will be returned only to a parent.

## Technology, Acceptable Use Policy

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at anytime, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

## Study Hall

Study halls are for quiet studying only. Students may not leave study to go to other locations in the building without permission. Students are to utilize the time to study, do homework, or to use the Media Center for research, etc.

## Tuition Students

The Board will, with the consent of the Board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3 if there is space available and the pupil is in compliance with the district's attendance and discipline policies.

## CODE OF CONDUCT

To access the student code of conduct, please visit [www.hhschools.org](http://www.hhschools.org) and navigate to the policies and regulations section, which can be found within the Board of Education tab. The student code of conduct is policy/regulation 5600.



## New Jersey High School Graduation Assessment Requirements

**Updated June 5, 2019**

On June 5, 2019, the New Jersey Department of Education (NJDOE) updated the high school graduation assessment requirements in both English Language Arts/Literacy (ELA) and mathematics for the Classes of 2019 through 2022, pursuant to an amended Consent Order from the Appellate Division of the Superior Court of New Jersey.

### **The Classes of 2019, 2020, 2021, and 2022**

The high school assessment graduation requirements that are in place for the Classes of 2019, 2020, 2021, and 2022 are:

1. Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra I; or
2. Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
3. Demonstrate proficiency in ELA and/or mathematics by submitting, through the district, a student portfolio appeal to the NJDOE.

Proficiency levels/cut scores for the Classes of 2019 through 2022 are specified in the chart below.

**Note:** Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

### **The Class of 2023 and Beyond**

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.

For questions or concerns, please reach out to [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

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## ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

*This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.*

*The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.*

| Pathways Available  |  | English Language Arts/Literacy (ELA)  | Mathematics   |
|---|--|---|---|
| <b>First Pathway:</b><br><i>Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I</i> |  | NJSLA/PARCC ELA Grade 10 $\geq$ 750 (Level 4)   | NJSLA/PARCC Algebra I $\geq$ 750 (Level 4)  |
|   | <b>Second Pathway:</b><br><i>Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments</i> | NJSLA/PARCC ELA Grade 9 $\geq$ 750 (Level 4), <i>or</i><br>NJSLA/PARCC ELA Grade 11 $\geq$ 725 (Level 3) <i>or</i><br>SAT Critical Reading (taken before 3/1/16) $\geq$ 400, <i>or</i><br>SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) $\geq$ 450, <i>or</i><br>SAT Reading Test (taken 3/1/16 or later) $\geq$ 22, <i>or</i><br>ACT Reading or ACT PLAN Reading <sup>1</sup> $\geq$ 16, <i>or</i><br>ACCUPLACER WritePlacer $\geq$ 6, <i>or</i><br>ACCUPLACER WritePlacer ESL $\geq$ 4, <i>or</i><br>PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) $\geq$ 40, <i>or</i><br>PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) $\geq$ 22, <i>or</i><br>ACT Aspire Reading <sup>1</sup> $\geq$ 422, <i>or</i><br>ASVAB-AFQT Composite $\geq$ 31 | NJSLA/PARCC Geometry $\geq$ 725 (Level 3), <i>or</i><br>NJSLA/PARCC Algebra II $\geq$ 725 (Level 3) <i>or</i><br>SAT Math (taken before 3/1/16) $\geq$ 400, <i>or</i><br>SAT Math Section (taken 3/1/16 or later) $\geq$ 440, <i>or</i><br>SAT Math Test (taken 3/1/16 or later) $\geq$ 22, <i>or</i><br>ACT or ACT PLAN Math <sup>1</sup> $\geq$ 16, <i>or</i><br>ACCUPLACER Elementary Algebra $\geq$ 76, <i>or</i><br>Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) <sup>2</sup> $\geq$ 255, <i>or</i><br>PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) $\geq$ 40, <i>or</i><br>PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) $\geq$ 22, <i>or</i><br>ACT Aspire Math <sup>1</sup> $\geq$ 422, <i>or</i><br>ASVAB-AFQT Composite $\geq$ 31 |
| <b>Third Pathway:</b><br><i>Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals</i>               |  | Meet the criteria of the NJDOE Portfolio Appeal for ELA   | Meet the criteria of the NJDOE Portfolio Appeal for Math  |

<sup>1</sup> Test is no longer administered but can be used for the graduating year.

<sup>2</sup> Beginning on Monday, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

For questions or concerns, please reach out to [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

**CONTRACTED SERVICES WITH THE SOUTH BERGEN JOINTURE COMMISSION**

The South Bergen Jointure Commission agrees to provide the **Hasbrouck Heights** School District with the following service(s) for the 2019-2020 school year:

- |   |            |
|---|------------|
| 1. Occupational Therapy                       | <u>N/A</u> |
| 2. Physical Therapy                           | <u>N/A</u> |
| 3. Speech Therapy                             | <u>N/A</u> |
| 4. Teacher of the Handicapped                 | <u>N/A</u> |
| 5. School Psychologist                        | <u>N/A</u> |
| 6. School Social Worker                       | <u>N/A</u> |
| 7. Learning Disability Teacher-Consultant     | <u>N/A</u> |
| 8. Behaviorist                                | <u>√</u>   |
| 9. Teacher Specials <u>Reading Specialist</u> | <u>N/A</u> |
| 10. Teacher Assistant                         | <u>N/A</u> |
| 11. Evaluations:                              |            |
| a. CST  | <u>N/A</u> |
| b. OT   | <u>N/A</u> |
| c. PT   | <u>N/A</u> |
| d. Speech                                     | <u>N/A</u> |
| e. Other                                      | <u>N/A</u> |
| f.  |            |
| 12. Payroll Services                          | <u>N/A</u> |
| 13. <b>**Transportation:</b>                  |            |
| a. Athletic & Field Trips                     | <u>N/A</u> |
| b. Bergen Tech & Academies                    | <u>√</u>   |
| c. In District                                | <u>N/A</u> |
| d. Non Public                                 | <u>N/A</u> |
| e. Special Ed                                 | <u>√</u>   |
| 14. Home Instruction:                         | <u>√</u>   |
| 15. Home Programming:                         | <u>√</u>   |

To the extent possible and assuming 1.) the availability of the services, 2.) the continuing need for the services and 3.) that the services continue to be cost effective, the **Hasbrouck Heights** School District agrees that it will make a good faith effort to continue to renew these services annually at or before the beginning of each school year. This is due to a recognition that only a long term commitment can provide program and service stability and continuity. If it is anticipated that any of these services may be terminated, in the next school year, the **Hasbrouck Heights** School District will provide the SBJC as much notice as possible but no less than one hundred eighty (180) days. The cost of each service shall be based on the SBJC Board of Education's established charges developed by charging salaries, benefits, and expenses of the employees' and a 5% administrative fee. **\*\*Transportation administration fee is 3%.** The formula for reimbursement shall ensure that the SBJC will not incur any district related expense when providing services, including the training of an individual. The district also agrees not to employ personnel assigned to their district as their own employee for a period of one year after the present contract expires.

Board of Education of: Hasbrouck Heights

South Bergen Jointure Commission

Board Secretary: \_\_\_\_\_

Ms. Susan Cucciniello, Bd Sec.: \_\_\_\_\_

Board President: \_\_\_\_\_

Mr. Gregorio Maceri, Board President: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DATE REQUESTED

### FACILITY REQUEST

**Aug-19**

CONTACT

## ORGANIZATION

[illegible]



The following are fundraisers scheduled for the 2019-2020 school year:

- Kid Stuff Coupon Book Sale - September
- Penny Wars - September - December
- After School Snack and Hot Pretzel Sale - Sept/October, May/June (weather permitting)
- Otis Spunkmeyer Cookie Sale -
- Mum/Plant Sale - September/October
- Scholastic Book Fair - October
- Clothing Drive - October and April
- Parent's Night Out/Comedy Club/Tricky Tray and raffle - February
- Read-a-Thon Fundraiser - March
- Talent Show and Raffle - April
- Memory Book - May
- Box Tops for Education - Ongoing
- Spirit Wear - Ongoing
- Dine to Donate - TBD - various dates throughout the year
- Filtered Water Fountain (we will be selling personalized water bottles) TBD

**PTA 2019/2020 SY****Fundraisers**

Believe Kids Fundraiser – September

Ice Cream Social - September

Display My Art Fundraiser – October/November

Fall Mum Sale – October/November

Halloween Grams - October

Fall Book Fair - October 3-4

Fall Cheesecake Sale – November

Parents Night/Board & Brush – 12/4

Poinsettia Sale - December

Holiday Grams - December

Holiday Gift Shop – December 12-13

Valentine Day Grams - February

Movie Night (PreK-2) – February 7

NJ Devils Outing – February 16

Talent Show – February 28

Gertrude Hawk Chocolate - February

Field Day Shirts – March

Supply Kits – March-June

Spring Book Fair – April 23-24

Spring Plant Sale – April

NY Yankee Outing – April/May

Amazon Smile – Ongoing all year

Box Tops – Ongoing all year

Shoparoo – Ongoing all year

Penny Wars – Date TBD

Spirit Wear – Ongoing all year

School Store – Ongoing all year

Snack Sale – Ongoing all year

Birthday Grams – Ongoing all year