

**HASBROUCK HEIGHTS BOARD OF EDUCATION**  
**Thursday, March 26, 2015**  
**Regular Meeting Agenda (Final)**  
**Time: 8:00 p.m.**

**I. A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 06, 2015**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

**C. Roll Call**

**II. Flag Salute**

**III. Presentations**

**IV. Public Hearing on Resolutions to be acted upon this meeting.**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

**V. Approval of Minutes February 25, 2015, February 26, 2015, and March 16, 2015 (on file in business office)**

**VI. Correspondence and Report of School Business Administrator/Board Secretary**

**VII. Report of the Board President**

**VIII. Report of the Superintendent**

IX. Committee and Liaison Reports:

- A. Education
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education Committee

- E03-01-15 Approve Monthly Superintendent Discipline Report
- E03-02-15 Approve Monthly Superintendent HIB Report
- E03-03-15 Approve Monthly District Calendar
- E03-04-15 Approve Workshops

Special Education Committee

- S03-01-15 Approve Workshops
- S03-02-15 Approve OOD
- S03-03-15 Approve Special Services
- S03-04-15 Approve Training

Technology Committee

None

Facilities Committee

- B03-01-15 Approve Facilities Use
- B03-02-15 Approve Renaming of LS Media Center

Recreation Committee

- R03-01-15 Approve Field Trip Calendar
- R03-02-15 Approve Fundraisers
- R03-03-15 Approve Payment
- R03-04-15 Approve Trip
- R03-05-15 Approve Program
- R03-06-15 Approve Updated Event Expenditures

Finance Committee

- F03-01-15 Approve Financial Certification
- F03-02-15 Approve Actual Payroll for February
- F03-03-15 Approve Estimated Payroll for March
- F03-04-15 Approve Bill Authorization – March
- F03-05-15 Approve Board Secretary's Report

F03-06-15	Approve Purchases
F03-07-15	Approve Transportation Agreement
F03-08-15	Approve Purchases

Personnel

P03-01-15	Approve Personnel Action
P03-02-15	Approve Personnel Action
P03-03-15	Approve Personnel Action
P03-04-15	Approve Personnel Action
P03-05-15	Approve Personnel Action
P03-06-15	Approve Personnel Action
P03-07-15	Approve Personnel Action
P03-08-15	Approve Personnel Action
P03-09-15	Approve Personnel Action
P03-10-15	Approve Personnel Action
P03-11-15	Approve Personnel Action
P03-12-15	Approve Personnel Action
P03-13-15	Approve Personnel Action
P03-14-15	Approve Personnel Action
P03-15-15	Approve Personnel Action
P03-16-15	Approve Personnel Action
P03-17-15	Approve Personnel Action
P03-18-15	Approve Personnel Action

Policy Committee:

PL03-01-15	Approve Policies/Regulations
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XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment

*HASBROUCK HEIGHTS BOARD OF EDUCATION*  
**RESOLUTIONS – March 26, 2014 (Final)**

**Awards/Presentations:**

**RESOLUTIONS:**

**AWARDS:**

None

**EDUCATION COMMITTEE:**

**RESOLUTIONS:**

E03-01-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Discipline Report

E03-02-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:  
(if applicable)

2015 – HS – 8 through 10 (investigations)  
2015 – MS – 11 through 13 (investigations)  
2015 – LS - None  
2015 - ES – None

E03-03-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:

The monthly district calendar

E03-04-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following workshop for the 2014-2015 school year:

3/31/15 - B. Christianson – CIACC workshop – Paramus, NJ @ no cost to district

**4/17/15 – N. DeBonis & R. Gronau – “Next Generation Science Standard: Planning for Implementation for Administrators – NJDOE – E. Orange, NJ @ no cost to district**

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

- S03-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following workshop for the 2014 – 2015 school year:

3/9/15 – A. Lewites – Legal One Training – Monroe Township, NJ @ \$150 cost to district

5/29/15 – S. Johnson – Gallo – Assistive Technology – Madison, NJ @ \$130 cost to district

- S03-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following OOD for the 2014 – 2015 school year:

Student #1000552 – BCSS Brownstone School @ a tuition rate of \$55,450 beginning 3/10/15 to be pro-rated

- S03-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following special services for the 2014 – 2015 school year:

Student #1000458, 1000792, 1000456, 990066, 5887 – Occupational Evaluations – J. Wagner @ \$275 for each student - \$1,375 total

Student #990066 – Psychiatric Evaluation – Dr. Fridman @ \$550

Student #123 – A. Baeira & T. Kida – coaching assts (details under personnel)

Student #4001 – Neurological evaluation – Dr. Katz @ \$500

Student #1000806 – “Pillar of Light, Inc.” – I. Goldshtrom - PT for an OOD Student for 2 times per week @ \$78 per session

Student #269, 1000987, 990136 – Neurological evaluations – Dr. Katz @ \$500 for each student = \$1,500 total

Student #1000665 – OT evaluations – J. Wagner @ \$275

Student #1000074 – Auddiological Services – 5 hrs @ a rate not to exceed \$940

**Student #1106 – Central Auditory Processing evaluation – HUMC @ \$779**

**Student #20746 – OT evaluation @ \$275 – J. Wagner CCL Therapy**

**Student #6710 – Psychiatric evaluation @ \$550 – Dr. Fridman**

**S03-04-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following special services for the 2014 – 2015 school year:**

**BCSS – 6 hrs of training on the Maestro Assistive Device for student #1000415 @ \$840**

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

NONE:

FACILITIES COMMITTEE:

RESOLUTIONS:

B03-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Facilities Use (**Attachment A**)

B03-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Request to have the name of the Lincoln School Media Center to the Kathryn M. DiGuglielmo Media Center

RECREATION COMMITTEE:

RESOLUTIONS:

R03-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

District Field Trip Calendar

R03-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following fundraisers for 2014-2015 school year:

4/30/15 – Volleyball game – ES Parents vs. Teachers in HS New Gym

6/4/15 – Treps Club sale – K. Doyle

4/13/15 – ES PTA “Houlihans Night”- percentage of proceeds to go to PTA

4/15/15 – HH Softball - “Chipolte Night” – J. Ferranti

R03-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

M. Spore to play bass in the pit orchestra for the HS play @ \$600 to be paid by the drama club

R03-04-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2015-2016 school year:

Travel Club –domestic trip to Hawaii – Spring break 2016

R03-05-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Rhyme, Rhythm, & Reading summer self- sustaining program for LAL and Math @ \$32/hr

R03-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Updated Athletic Event Expenditures (**Attachment B**)

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F03-01-15 Be it resolved that the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F03-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the actual payroll for the month of February 2015 in the amount of \$1,581,043.92 that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.

- F03-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the estimated payroll for the month of March 2015 at \$1,400,000 and that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$1,400,000.
- F03-04-15 Be it Resolved that the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of March 2015
- F03-05-15 Be it Resolved that the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b) which are on file in the office of the Board Secretary:
- Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
February 2015
- F03-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following purchases for the 2014 – 2015 school year:
- P. O. #501582 – WB Mason – conference room furniture @ \$2,939.19  
MRESCCPS #65MRESCCPS 12/13/-44
- F03-07-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:
- Joint Transportation agreement with SBJC (on file in the business office)
- F03-08-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the Following purchases for the 2014 – 2015 school year:
- Quotes Received  
P. O. #401559 – Dynavox Systems - \$8204 – Specialized equipment for student #1000417

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P03-01-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Coaches:**

A. Baeira – (coaching asst for student #123) – spring track - .6 of Step 2 @ 80% = \$2,107.20 – March 2015 – June 2015  
K. Risalvato & J. D’Amato – spring track coaches @ step 2 (stipend to be split) @ \$2,195 each  
T. Kida – (coaching asst. for student #123) spring track - .6 of step 2 @ 20% = \$526.80

- P03-02-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

**Coaches:**

K. Streicher – head volleyball – step 5 - \$6,530\*  
\*amount may be adjusted due to contract negotiations  
S. Scholz – assist girls soccer coach @ step 1 - \$4,028\*  
\*amount may be adjusted due to contract negotiations

- P03-03-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Leave of Absences:**

B. Chapin – paid maternity sick leave – 6/5/15 – 6/22/15 – unpaid FMLA 9/2/15 – 11/1/15 – child rearing leave – 11/23/15 – 1/4/16 rtw 1/4/15  
K. Kane – unpaid FMLA – 4/13/15 – 6/30/15  
A. Minelli – paid maternity sick leave – 5/13/15 – 6/8/15 – unpaid FMLA 6/9/15 – 10/30/15 rtw 11/2/15  
N. DeBonis – unpaid FMLA 9/2/15 – 10/9/15 rtw 10/12/15  
L. Arrabito – unpaid leave of absence – 5/1/15 to a date to be determined – no benefits

- P03-04-15 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2014 – 2015 school year:
- S. Mccauley – to observe – LS with C. Rau – grade 1
- P03-05-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Extra Pay:**  
J. Ascolese – Pit conductor for HS Play @ \$600 to be paid by the Drama club
- P03-06-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Paraprofessionals:**  
C. Smith – FT paraprofessional @ \$20,482 pro-rated to start date of 2/23/15
- P03-07-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Amend Resolution #P01-01-15 – to add an additional day for G. Dubofsky for Academic Support – total of 3 days per week funded through NCLB Title I funds - A/C #20-231-100-101-00-01-46
- Amend Resolution #P01-01-15 – to read Academic Support from 1 day per week to 1 day per week plus sub Academic Support for N. Vanni - funded through NCLB Title I funds - A/C #20-231-100-101-00-01-46
- P03-08-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Amend Resolution #P10-02-15 to remove A. Rogers for remainder of 14/15 school year and add S. Gallo to continue covering the 3 hrs per week for the rest of the school year

P03-09-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Extra Pay:**

L. Bothe & A. Georgatos – for 12.5 hrs each for PAR testing for two weeks only @ 25 hours for the two teachers for the two weeks @ \$32/hr for a total of \$1,600

P03-10-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Self-Sustaining Summer Programs:**

S. Unglert and K Young – Rhyme, Rhythm & Reading @ \$32/hr

P03-11-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Volunteers:**

J. Keller and T. Hughes – Track

J. Sarubbi and L. Sedycias – Track\*

\*Pending Paperwork

P03-12-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

Amend Resolution #P01-01-15 – to give an additional 10 hrs each to M. Pagano – LS and J. Mansfield – LS – for Academic Support – Staff Member in Charge

Fund with NCLB Title I Funds:

A/C #20-231-100-101-00-01-46

P03-13-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

S. Cerasuolo – Little People’s Chorus at LS – Self Sustaining Program @ \$32/hr

P03-14-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

L. Mason – leave replacement secretary for P. Carlin – LS – beginning 4/13/15 for approximately 12 weeks @ \$10/hr

**P03-15-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Sub Paraprofessional:**

**M. Lamourt @ \$10/hr\***

**\*Pending Paperwork**

**P03-16-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Transfer:**

**E. Calderon from ES to ES effective 4/1/15**

**W. Jones from night shift to day shift at ES – removal of night differential pay effective 4/1/15**

**P03-17-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Community Service:**

**D. Morales - HHHS to complete community service hours at 2015 summer keys**

**P. Rosario – HHHS to complete community service hours at 2015 summer keys**

**P03-18-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Substitute Teachers:**

**Z. Koupaei – county certified @ \$13.91/hr**

POLICY COMMITTEE:

RESOLUTIONS:

PL03-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment C)**

Policy #2624 – Grading System **(Second Reading)**

Policy #2622 – Pupil Assessment (renamed Student Assessment) **(Second Reading)**

A

DATE REQUESTED

**FACILITY REQUEST**

CONTACT

Mar-15

## ORGANIZATION

[illegible]

# Hasbrouck Heights School District

## Athletic Department

"Home of the Aviators"

**Michael Sculla**

Director of Athletics

### EXPENDITURES FOR GAME PERSONNEL

<b>FALL SEASON</b>	<b>14-15</b>
Head Ticket	\$75.00
Assistant Ticket (2)	\$40.00
Announcer	\$50.00
Videotaping	\$55.00
Timer	VARSITY OR JV FEE BY RULE OR \$45 IF NON OFFICIAL
Chains (3)	\$40.00
Site Director (Other than AD)	\$55.00
Crowd Control (outdoor)	\$45.00
Athletic Trainer Services	\$75
Substitute Coach	\$50
<b>WRESTLING SEASON</b>	<b>14-15</b>
Head Ticket	\$40.00
Announcer	\$25.00
Timer (Per Match)	\$45.00
JV Timer (if not full match)	\$20.00
Site Director (Other than AD)	\$55.00
Crowd Control (indoor)	\$45.00
Athletic Trainer Services	\$75
Substitute Coach	\$50
<b>BASKETBALL SEASON</b>	<b>14-15</b>
Head Ticket	\$40.00
Announcer	\$25.00
Timer (Per Game)	\$45.00
Site Director (Other than AD)	\$55.00
Crowd Control (indoor)	\$45.00
Athletic Trainer Services	\$75
Substitute Coach	\$50
<b>SPRING SEASON</b>	<b>14-15</b>
Track meet Officials Assistant	\$45

Revised: 3.19.15

# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

PROGRAM

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Student Pupil Assessment

Feb 15

M

### 2622 STUDENT PUPIL ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained the New Jersey's Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

#### Statewide Assessments System

The Superintendent of Schools shall develop and annually present to the Board annually for its approval an assessment program that complies with the rules of the State Board of Education.

PROGRAM

# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

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Student Pupil Assessment

### Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

### Documentation of Student Achievement Records

The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy 8330, Information regarding individual student pupil test scores shall **only** be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed authorized by in accordance with Federal and State law.

### Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

### Public Reporting ~~Dissemination of Information~~

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the **Department of Education** ~~school district is required to~~ shall report annually to the State Board of Education and the public on the progress of all **students** ~~pupils~~ and **student pupil** subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. ~~by publishing and distributing the Department~~

PROGRAM

# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

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Student Pupil Assessment

~~of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.~~

### Parental Notification

~~Parents(s) or legal guardian(s) shall be informed of the district assessment system program and of any special tests that are to be administered to their children.~~

### PROGRAM EXCEPTIONS

#### ~~Pupils With Disabilities~~

~~Pupils with disabilities shall participate in all State assessment systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10. Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.~~

### Student Accommodations/Modifications

**The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.**

#### English Language Learner (ELL)

~~An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.~~

PROGRAM

# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

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Student Pupil Assessment

All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate they have attained State minimum levels of proficiency through:

1. ~~Passage of the Alternative High School Assessment (AHSA) process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education;~~  
or
2. ~~Passage of the AHSA process in English with appropriate accommodations.~~

~~Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).~~

N.J.S.A. ~~18A:7C-6.2~~ 18A:7C-1

N.J.A.C. 6A:7-1.7; 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;  
6A:14-4.10; 6A:14-4.12; 6A:15-1.11

Adopted: 20 November 2014

Revised (First Reading): February 26, 2015

Revised (Second Reading): March 26, 2015

# REGULATION

## HASBROUCK HEIGHTS BOARD OF EDUCATION

PROGRAM  
R 2624/page 1 of 13  
Grading System

### R 2624 GRADING SYSTEM

#### Elementary School Grades K- Five

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the core curricula. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments to determine a student's degree of mastery regarding the content outlined in the Common Core and New Jersey Core Curricula Content Standards which is the curricula adopted by Hasbrouck Heights School District. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of core curricular content.

#### General Elements of Grading

A student's grade in any course should reflect that student's skill proficiency and essential understanding of core content curricula at all grade levels. A balanced and regular schedule of formative and summative assessments is necessary to determine each student's skill proficiency and essential understanding of core content curricula standards. Rubrics for projects and some assignments will be provided by teachers in advance so students and/or parents/guardians understand the criteria by which students will be graded (e.g., the level of skill proficiency and/or essential understandings required to obtain an "A" or "B" or "C" or the deficiency of skills/essential understandings that constitutes a "D" or "F"). Note that attitude, cooperation, and compliance with classroom rules affect a student's proficiency and essential understandings.

#### Kindergarten: Grading System

Numerical grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is devised to report on a student's attainment of a plethora of skills. It is highly recommended that parents utilize these skills based report cards to assist children at home.

\*Kindergarten Marking System: Distributed two times per year

- 1 Independent- Meets expectations, able to work independently
- 2 Progressing- Making good decisions
- 3 Developing – Developing confidence and requiring some support
- 4 Needs Strengthening- Has difficulty completing tasks
- X Does not apply at this time



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### First through Fifth Grade: Grading System

In the core subject areas a report card grade will reflect a student's skill proficiency and essential understanding of core content curricula standards (Common Core and New Jersey Core Curricula Content Standards) as outlined below.

#### Specific Elements of Grading

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

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

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at minimum of 6 graded assessments per marking period to gauge student progress in skill proficiency and/or essential understanding of core curricula content standards.
- In conjunction with the Principal, teachers at all grade levels will collaborate to create common formative and summative assessments that will determine if students have attained skill proficiency and essential content understanding as dictated by core curricula content standards. The types of formative and summative assessments must vary at each grade level and according to content areas. For example, teachers in K-3 may use non-written formative and summative assessments to determine student skill levels. Also, teachers of electives may create project-based formative and summative assignments (with rubrics) to assess student progress.
- A quiz is a formative assessment given in class that measures knowledge and skills pertaining to core curricula content standards and are meant to assist the student in attaining skill proficiency and core content understanding. Assignments completed outside of the classroom cannot be counted as a quiz. A test is a summative assessment that determines in a final and formal manner each student's skill proficiency and essential understanding of core content curricula.



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- A balanced and regular schedule of formative and summative assessments including projects, labs, quizzes, tests, reports is required to determine skill proficiency and essential content understanding of core curricula content standards. Teachers should strive to achieve a balance among the types of formative assessments (quizzes, projects, assignments, blogs, drafts, etc.) and summative assessments (tests, reports, performances, culminating activities, portfolio assignments) that best determine students' skill proficiency and essential understanding of content information.
- Teachers at each grade level will work cooperatively to stagger the due dates of formative and summative assessments and assignments including due dates for special projects, reports, and tests.
- No one assessment can count for more than 25% of the assessment portion of the grade.

\*First through Fifth Grade Marking System for all subjects: Distributed four times per year

A	100-94
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	65-69
F	55-64 (For first three marking periods)
	<65 (For marking period 4)

Progress reports will be available through GENESIS at the midpoint of each marking period for grades 1-5.

10% Participation: Includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions contributing to establishing an academic or working atmosphere in the classrooms, lab, shop paying attention to the contributions of others....

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.



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Homework will be graded on the following percentage 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 assignments is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework;

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%.

There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

Middle School and High School:

### Specific Elements of Grading

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

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

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at a minimum one of 6 assessments per marking period. Common Assessment will be utilized in all subject areas.
- No one assessment can count for more than 25% of the assessment portion of the grade.



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### Procedures

At the mid-point in each marking period, students should have completed a number of formative assessments and summative assessments which will be accurately recorded in GENESIS to reflect each student's skill proficiency and essential understanding of core content curricula standards at that point in the marking period.

If a student is absent for a summative or formative assessment, the test/quiz should not be "made-up" during the following class period/instructional time. Before/after school is when make-up quizzes or tests should. Students will have up to three school days (or longer as per the teacher and/or Principal) to complete missed work or assessments.

10% Preparation: includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions contributing to establishing an academic or working atmosphere in the classrooms, lab, shop paying attention to the contributions of others....

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage 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;

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

### Numerical Grades

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.



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### Grading Scale

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

### Pass/Fail Grading

Not Applicable. The Superintendent in conjunction with the Building Principal may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

### Incomplete Grades

Must be resolved within two weeks of the end of Marking Period. The Principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

### Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

#### High School

Criteria- The criteria for the three levels of honor roles is as follows:

First Honors: All A's (defined as A+, A, A-)

Second Honors: At least three (3) A's (defined as A+, A, A-) and no grade below a B  
(numeric 83 or higher)

Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B-  
(numeric 80 or higher)

#### Middle School

Criteria- The criteria for the two levels of honor roles is as follows:

High Honor Roll: A+, A or A- in every subject

Honor Roll: At least three (3) A+'s, A's or A-'s and all grades B- or better



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### Determination of Class Rank 9 - 12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Grading scales are used adding extra weights for courses that are pre-advanced placement or honors, or college level, dual-enrollment, or advanced placement courses, as these courses are more rigorous and academically challenging. See below.

- Only a student who has enrolled in Hasbrouck Heights High School PRIOR TO OR ON November 1 of that student's grade 9 year will be eligible for consideration as valedictorian, salutatorian, and third honors.
- Effective with the 2013-2014 School Year and thereafter, the three students with the highest GPAs will be designated Valedictorian, Salutatorian, and Third Honors, only after the seventh semester and after the release of seventh semester GPA and percentile rank.
- Effective in School Year 2013-2014 and thereafter, no number ranking (1, 2, 3, 4, etc.) will be provided to students and/or their parents/guardians, or staff members.
- Effective in School Year 2013-2014 and thereafter, rank will only be provided to students and their parents/guardians after the seventh semester at Hasbrouck Heights High School, and rank will only be provided in percentages: 10%, 20%, 30%, etc. to those students and their parents/guardians within those percentages.
- If a college/university requests a number rank, the guidance counselor will provide that number rank to the admissions office only.
- Under no circumstances will a number rank will be provided to any parent/guardian or student who requests that information, either from the Principal or administrator or guidance counselor.
- In determining a transfer student's class rank (a transfer student is defined as a student who enters Hasbrouck Heights High School after November 1 of that student's grade 9 year), only courses defined by the New Jersey Department of Education (NJ DOE) course codes from the student's previous school(s) will be considered for GPA and thus for percentile rank. Transfer students are not eligible for valedictorian, salutatorian, or third honors.



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- Effective with School Year 2013-2014 and thereafter, students are encouraged to take enrichment or advanced summer or online classes, but these classes will not be counted in the GPA of those students and thus will not be counted to the percentile rank. These summer and online courses will be placed on a student's transcript only if the summer or online courses are approved by the NJ DoE.
- Effective with School Year 2013-2014, credit recovery and/or online credit recovery courses will be used for GPA and thus percentile rank only when the credit recovery summer or online course is mandated by the Superintendent, Principal, or his/her designee and is approved by the NJ DoE.

### Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the supervisor/administrator.
2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. 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.
4. 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.
5. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course for the entire school year. The grade and credits from test taking skills courses are included in GPA calculations.



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6. 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.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 7 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 7 with parental permission. Athletic eligibility must be considered before dropping a course.

### Scheduling and Program Changes

1. Students register for classes in the Spring using a course selection sheet. These forms are signed off by the student and parent/guardian indicating agreement with the schedule. If a student does not return the form, the schedule will be developed by the counselor.
2. No changes in requests will be considered after June 15 except for a change in the course offerings. After the second full week of school in September, students who want to drop an elective will only be permitted do so upon parents signed approval; noting that the option may be a study hall with a loss of credits.
3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures, and summer school results.
4. Change of teacher will not be honored.

### Weighted Grading Scale (Per Credit)

Standard Academic	Honors/Pre-AP Academic	College Level/Dual Enrollment or Advanced Placement
4.6	5.0	5.3
4.3	4.7	5.0
4.0	4.4	4.7
3.6	4.0	4.3
3.3	3.7	4.0
3.0	3.4	3.7
2.6	3.0	3.3
2.3	2.7	3.0
2.0	2.4	2.7
1.3	1.7	2.0
0.0	0.0	0.0



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### Quality Points for a Five Credit Course

A+	23.0	25.0	26.5
A	21.5	23.5	25.0
A-	20.0	22.0	23.5
B+	18.0	20.0	21.5
B	16.5	18.5	20.0
B-	15.0	17.0	18.5
C+	13.0	15.0	16.5
C	11.5	13.5	15.0
C-	10.0	12.0	13.5
D	6.5	8.5	10.0
F	0.0	0.0	0.0

### Quarterlies - Grades 6 - 12

Common Quarterly assessments are required to be taken by students in grades 6-12 each marking period...

Students who are absent from school on the day of a quarterly is administered must provide the Principal with a verifiable and valid excuse. If the absence is not considered to be valid by the Principal the student will not be permitted to make up the exam and will fail the course for the year.

### Examination Exemptions for Grade 12 Students

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 first three quarterlies.

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 make-up policy as listed in number 5 of this policy.

AP Courses- In lieu of taking a 4th marking period quarterly in June, students may be required to take an AP test at the time approved by College Board. 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.).



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### Teacher Procedures

Teachers will complete the required exhibit for all students who will receive an exemption. A copy of the completed exhibit will be submitted to the guidance counselor and attendance administrator for verification purposes and forwarded to the Principal.

### Junior English

Exemptions from 4th quarterly in English 11 or English 11 H will be granted for Grade 11 students who score "Advanced Proficient" on the Language Arts section of the Required State Assessment.

- If the scores are not received from the State of New Jersey before the 4th quarterly period, all students will take the final quarterly.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State Assessment will receive an "A" as their English 11 final exam grade.

### Junior Math

Exemptions from 4th quarterly in Math courses will be granted for Grade 11 students who score "Advanced Proficient" on the math section of the Required State Exam.

- If the scores are not received from the State of New Jersey before the 4th quarterly period, all students will take the final quarterly.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State exam will receive an "A" as their Grade 11 final Math exam grade.

Calculation of Semester 1 and final grades:  
Semester 1

First Marking Period Grade 20%  
Fourth Marking Period Grade 20%  
Quarterly 1 5%  
Quarterly 2 5%



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### Semester 2

Third Marking Period Grade 20%

Fourth Marking Period Grade 20%

Quarterly 3 5%

Quarterly 4 5%

Final Grade= (Semester 1 + Semester 2) /2

### Plagiarism

Pupils are expected to be honest in all of their academic work and must not at any time engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities. Unless authorized by the classroom teacher, no student may use a cell phone during a formative or summative assessment. Use of an unauthorized cell phone or other electronic device (iPod, iPad, etc.) may be construed by the classroom teacher as an act of plagiarism.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.
3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. The penalty for plagiarism and/or cheating is determined by the classroom teacher in conjunction with the Principal and/or Principal's designee. (see Code of Conduct)



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A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

Reprimand the pupil orally and/or in writing. The teacher in conjunction with the Principal and/or Principal's designee may also authorize to withhold credit in the work tainted by the academic dishonesty.

If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Board Policy.

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