

**HASBROUCK HEIGHTS**

**HIGH SCHOOL**

**Student/Parent Handbook**



**2020-2021 School Year**

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

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# 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 2020-2021 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

Alan Baker	President
Nicole Russo	Vice President
Patricia Caruso	Trustee
Christopher De Lorenzo	Trustee
Robert Faussette	Trustee
Jillian Ferdinand	Trustee
Joseph Rinke	Trustee
Robert Salerno	Trustee
Lori Cintron	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.

## DISTRICT CALENDAR

### Hasbrouck Heights Public Schools 2020-2021 School Calendar

July 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	

August 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					

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

October 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						

November 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					

December 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		

August 26 New Staff Orientation  
 September 1 Staff Check-In Day  
 September 2 Staff In-Service – Full Day  
 September 3 Staff Only – AM Only  
 September 4 Schools closed  
 September 7 Labor Day – Schools Closed  
**September 8 First Day of School**  
 September 8-9 Single Session Days – Students Only  
 October 12 In-Service for Staff (No Students)  
 November 3 Election Day – Schools Closed  
 November 5-6 NJEA Convention – Schools Closed  
 November 25 Single Session Day  
 November 26-27 Thanksgiving Recess  
 December 23 Single Session Day  
 Dec. 24-31 Holiday Recess  
 January 1 Schools Closed  
 January 4 Schools Re-Open  
 February 15-19 Winter Recess  
 February 22 Schools Re-open  
 March 15 Single Session Day (Students only AM) In-Service for Staff PM  
 April 1 Single Session Day  
 April 2 Schools Closed  
 April 5-9 Spring Recess  
 April 12 Schools Re-Open  
 May 31 Memorial Day – Schools Closed  
 June 22-23 Single Session Days (Students only)  
**June 24 Single Session Day; Graduation, Grades 8, 12 Last Day of School; Teacher Check-Out**

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on May 28, 2021. If two snow days are left unused, schools will be closed on May 28, 2021 and June 1, 2021. If three snow days are left unused, schools will be closed on May 28, 2021, June 1, 2021 and June 2, 2021. **If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 9, 2021.**

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

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: January 23, 2020

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
					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 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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## **ADDENDUM: REMOTE LEARNING**

The 2020-21 school year will begin with all students learning remotely from September 8 to October 2nd. The phase 1 reopening plan will be revisited at that time and a determination to reopen will be made at the September BOE meeting.

Please refer to the email sent by Mrs. Simmons regarding week 1 procedures, as well as student guidelines for participation in Google Meets located on page 13.

## **PHASE 1 REOPENING PLAN**

Based on the Governor's recommendations for distancing, the evaluation of our building, classroom size, the number of students attending for the 20-21 school year, and the parent survey results, the High School Administration has opted to utilize an ABC Hybrid Model for a Phase One Reopening (October 5 through November 2) with the least amount of people indoors for the least amount of time.

The entire school population has been divided into three groups.

(Group A last names A through F / Group B last names G through N / Group C last names O through Z)

Each Group will participate in a Hybrid Schedule consisting of in person learning, Synchronous Virtual Learning, and Asynchronous Learning Activities. During Phase One the Following Schedule will be followed for **in-person learning**:

**Group A (Last Names A-F)** will physically attend school on Monday, 10/5, 10/19, 10/26 and 11/2. They will also attend school on Friday, 10/9 and 10/30.

**Group B (Last Names G-N)** will physically attend school on Tuesday, 10/6, 10/13, 10/20 and 10/27. They will also attend school on Friday, 10/16.

**Group C (Last Names O-Z)** will physically attend school on Thursday, 10/8, 10/15, 10/22, 10/29. They will also attend school on Friday, 10/23.

**Fully Remote Learning Group (Last Names A-Z)** will follow the Hasbrouck Heights Board of Education approved 20-21 school calendar virtually. Students will participate in Wednesday virtual learning with classmates and attend office hours for additional support. All other learning will be asynchronous.

### **Phase 1 Bell Schedule**

Period 0	7:20-7:50 am
Period 1	8:10-8:40 am
Period 2	8:43-9:13 am
Period 3	9:16-9:46 am
Period 4	9:49-10:19 am
Period 5	10:22-10:52 am
Period 6	10:55-11:25 am
Period 7	11:28-11:58 am
Period 8	12:01-12:31 pm

### **Explanation of Each Type of Learning Day**

#### • **In-Person Learning**

- During **in-person** school days, students will move throughout the school building and attend their classes
- Students will have their temperature checked upon arrival and they will wear masks while entering the building. Students will enter the building from 7:55 am to 8:10 am.
- Students will follow their HHHS schedule as set by the guidance counselors.
- While in school, students must wear a mask which also includes when entering and exiting the building.
- If students become ill during the day, an Isolation Room will be available for anyone who is referred by the Nurse due to symptoms or screening.
- Just like students, staff will wear a mask throughout the entire school day.
- Time Frame for In-Person Learning- 8:10am to 12:31 pm [See HS/MS Schedule Below]

#### • **Virtual Instruction Wednesdays**

- During the **virtual day**, the remote learning schedule will be from 7:55-2:39 pm (Full Day).
- Teachers will follow the 5E Model of Instruction. [See 5 E Model of Instruction Below]



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- Google Meet is **required for each period for attendance and educational purposes**. Each Google meet will last of minimum of half the period. Students must sign into the Google Meet within the first three minutes of class for periods 1-8. Google Meets may include, but not limited to the following purposes:
  - Introducing new skill/concept/standard
  - Small group instruction
  - Remediation
  - Enrichment
  - Question and Answer
  - Discussion

## Remote Learning

- On the days that students are not required to be present in school, **excluding Wednesdays**, they will be required to;
  - **Sign into their first period google classroom for attendance by 7:55 am.** Then students will work on Asynchronous learning activities in each of their classes throughout the day, such as, **but not limited to**;
    - Viewing a short video.
    - Reading a passage and answering questions.
    - Listening to a podcast
    - Responding to a discussion board
    - Scholastic Online Magazine (Junior, Math, Science, Action)
    - Go Math Online
    - Edulastic (Math program that monitors student progress)
    - Newsela (ELA program)
    - TCI (Social Studies/Science)
- Deadlines for work completion will be stipulated by the respective teacher for that subject.

## Office Hours

- Virtual office hours will be available on M/T/R/F from 1:45-2:39. Schedule as follows:

Day	1:45-2:10 pm	2:15-2:39 pm
Monday	Period 1	Period 2
Tuesday	Period 3	Period 4
Thursday	Period 5	Period 6
Friday	Period 7	Period 8

- Each office hour will begin with a **mandatory Google Meet** for the entire virtual learning group in order to connect with their teacher while at home. Breakout sessions may occur after the initial Google Meet.
- Virtual Office Hours are not mandatory for any students who physically attended school that day.
- All teachers of the class must be a part of the Google Meet including paraprofessionals and collaborative teachers. Breakout sessions may be facilitated by paraprofessionals, special education teachers, and regular education teachers.
- The purpose of office hours is to assist students who were remote to understand the concepts taught and to answer questions that students may have regarding assignments.
- This time may also be utilized for counseling related services, college/career planning, and wellness check-ins.
- Students who physically attended school and missed office hours should contact their teacher via email or google classroom if they have any questions or concerns.

## Students with Specialized Programming

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## Individualized Education Plans

- Students with Individualized Education Plans will have programming modifications made based on IEP mandates. To increase teacher-student engagement and support, the High School will provide the following;
  - Students in pull-out replacement (resource/small group) classes will attend a Google Meet every day for replacement classes when they are home. The Special Education teacher will facilitate the Google Meet.
    - For example- If you are in Group A you will follow the A Day In-Person schedule. On B and C days, you will be home but expected to join the class via Google Meet during your class period.
  - Students who receive in-class support (collaborative instruction), as part of their IEP, will attend a Google Meet with the Special Education Teacher for about 15 minutes of each collaborative class on the days they are home.
  - Students who have paraprofessional support, as part of their IEP, will be asked to check in with their Para to complete a wellness check at a designated time during each day of remote learning.

## English as a Second Language

ESL Students will attend a Google Meet every day for ESL and ESL Content (Content is for HS Students ONLY) classes when they are home. The ESL teacher will facilitate a Google Meet.

For example- If you are in Group A you will follow the A Day In-Person schedule. On B and C days, you will be home but expected to join the class via Google Meets during your class period.

- The ESL teacher will provide additional ELL support for all other classes.
- The ESL teacher will be a part of ALL Google Classrooms that ESL students are enrolled in.
- The ESL teacher will collaborate with the Intervention & Referral Services (I&RS) Committee to assist with modifications and accommodations based on I&RS plans.

## 504 Plans/Intervention and Referral Services

- Specific programming modifications will be made based on the specific needs of the students who have 504/I&RS Plans.

## Establishing Deeper Social Connections and SEL Supports:

- All students and staff experienced some level of trauma due to the COVID-19 health crisis, prolonged quarantine, and school closure. For that reason, it is imperative that HS/MS staff and administration attend to social-emotional supports, especially through a difficult transition back to school.
- Parents and students will be offered seminars/training on health and safety protocols.

## High School Counseling

HS Counselors will be divided Alpha by Grade according to the three groups (Mrs. Tremaroli A-F, Ms. Barbone G-N, and Mrs. Calligy O-Z). Individual meetings regarding post-secondary plans, college admissions, career planning, and academic advisement will continue both in-person and throughout Asynchronous/Remote-Learning adhering to social distancing guidelines.

## PHASE ONE SCHEDULE FOR HS OCT 5<sup>TH</sup> - THROUGH NOV 2<sup>ND</sup>

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:55am-8:10am	Student Entry	Student Entry	All Students Remote Learning (Full Day)	Student Entry	Student Entry
8:10am-12:31pm	In-Person Learning	In-Person Learning	All Students Remote Learning (Full Day)	In-Person Learning	In-Person Learning
1:45pm-2:10pm	Period 1 Virtual Office Hours	Period 3 Virtual Office Hours	All Students Remote Learning (Full Day)	Period 5 Virtual Office Hours	Period 7 Virtual Office Hours

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2:15pm-2:39pm	<b>Period 2</b> Virtual Office Hours	<b>Period 4</b> Virtual Office Hours	<b>All Students Remote Learning (Full Day)</b>	<b>Period 6</b> Virtual Office Hours	<b>Period 8</b> Virtual Office Hours
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## 5E MODEL OF INSTRUCTION

Lesson Elements	What does it look like?	What tools can I use?
<b>Engage</b> *Should have academic instructional meaning <a href="#">Video Link</a>	Brainstorm <ul style="list-style-type: none"> <li>• What do you think?</li> </ul> Ask questions <ul style="list-style-type: none"> <li>• What do you wonder? What are you curious about?</li> </ul> Access prior knowledge <ul style="list-style-type: none"> <li>• What do you know? How did you learn it?</li> </ul>	Google Classroom Question Google Forms
<b>Explore</b> <a href="#">Video Link</a>	Research Watch videos Read Articles Offline Task Discuss	Google Search Sora YouTube Go Math Newsela, Smithsonian Tween Tribune Scholastic Magazines Google Classroom Question TCI Google Slide Presentation Khan Academy IXL Physical and/or online textbooks
<b>Explain</b> <a href="#">Video Link</a>	Live Synchronous Sessions through Google Meet consisting of live teaching inclusive of materials supporting: <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Modeling</li> <li>• Scaffolding</li> </ul>	Google Meet <ul style="list-style-type: none"> <li>• Use to create virtual classroom</li> </ul> Google Hangout <ul style="list-style-type: none"> <li>• Use the chat feature to ask questions and engage the group</li> </ul> Screencastify (Chrome Extension) <ul style="list-style-type: none"> <li>• Share videos directly from Google Drive</li> </ul> YouTube <ul style="list-style-type: none"> <li>• Create online playlists</li> </ul> Edpuzzle <ul style="list-style-type: none"> <li>• Engage students around your video content with questions and monitor their progress</li> </ul> FlipGrid <ul style="list-style-type: none"> <li>• Allow students to teach each other concepts by recording videos</li> </ul> Jamboard <ul style="list-style-type: none"> <li>• Interactive Whiteboard</li> </ul>

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<p><b>Elaborate</b> <a href="#">Video Link</a></p>	<p>Make connections</p> <ul style="list-style-type: none"> <li>• Connect concepts</li> <li>• Connect concepts to life beyond the classroom</li> <li>• Connect concepts to art, literature, music</li> </ul> <p>Apply learning to new or novel situations</p> <ul style="list-style-type: none"> <li>• Tackle quirky real-world problems</li> <li>• Document your process as a group</li> </ul> <p>Explain how</p> <ul style="list-style-type: none"> <li>• Articulate the process you would use to solve a problem or approach a particular situation</li> </ul> <p>Student-created study materials and resources</p> <ul style="list-style-type: none"> <li>• Take the information and design a review resource</li> </ul>	<p>Quizizz Shared Google Docs, Slides, Drawings, Spreadsheets FlipGrid Quizlet Kahoot! Sora Edulastic IXL</p>
<p><b>Evaluate</b> <a href="#">Video Link</a></p>	<p>Formative assessments Quizzes Video reflections Digital exit tickets</p>	<p>Quizizz Kahoot! Teacher created quiz Google Forms Socrative</p>

## Learning Platforms to be utilized for Standardization

Platform	Description	Grade Level	Content Area
Khan Academy	Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom.	6-12	ALL
Newsela	Nonfiction articles Grades 3-12	6-12	ALL
IXL	Personalized Learning in Math and Science	6-12	6-8 Science 12 Math
Ed Puzzle	Edpuzzle is a web-based interactive video and formative assessment tool that lets users crop existing online videos and add content to target specific learning objectives.	6-12	ALL
TCI	Social Studies online text 6-12, Science online text 6-8	6-12	6-12 Social Studies, 6-8 Science
Screencastify	Screencastify is a Chrome browser extension that records your screen, face, voice, and more.	6-12	ALL

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Flipgrid	Flipgrid is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.	6-12	ALL
Sora	Online digital library	6-12	ELA, ALL

## GUIDANCE FOR STUDENT PARTICIPATION IN LIVE TEACHING SESSIONS VIA GOOGLE MEET

As part of our educational plan for Phase 1 of the 2020-2021 school year, you will be required to participate in various live **Google Meet** sessions with your teachers and classmates. This document will serve as the "ground rules" in terms of behavioral expectations and procedures while participating in **ANY** Google Meet session.

- **Your participation in the Google Meet live sessions acknowledges that you will adhere to the guidelines listed below:**

1) Once you enter the Google Meet (via the Google Classroom link provided by your teacher), the teacher will MUTE the entire class. This is very important so that the teacher can say hello, make sure that everyone is present, and begin explaining the lesson or activity with the entire class. **You are NOT permitted to UNMUTE yourself until you follow the instructions in the next step (step # 2).**

2) **SPEAKING/ASKING QUESTIONS-** In order to speak, ask a question, or make a comment, you can either

A) Raise your hand (your teacher will see you on camera- **see #3**)

**OR**

B) Post a comment in the chat (which is located in the top right-hand corner of the *Google Meet* screen).

- An appropriate post in the chat would be something like, "*I have a question, Mr. Barchini.*" Your teacher will prompt you when to unmute yourself and speak. All comments should be directed towards the teacher. This is **VERY** important so that the teacher can instruct the class and everyone isn't talking over one another at the same time. Again, if you would like to speak, you can physically raise your hand on the screen **OR** post a comment in the class chat in the upper right-hand corner.
- You are **NOT** permitted to use your cell phone during *Google Meet* sessions. Taking pictures of the screen or recording of any kind is **NOT** permitted (see # 5).

3) **BEING VISIBLE-** Being visible on the *Google Meet* is up to you. If you choose to turn off your camera and simply listen, that is okay. However, you will then need to remember to utilize the chat feature in order to ask a question (wait to be prompted by the teacher to speak).

- For **ANY** student who is visible on camera (which will probably be most of you), the camera **MUST** be on your face and **NOTHING** else. This way the teacher can physically see you and there is nothing to distract the other students or interrupt the activity.

4) **DRESS ATTIRE/ LOCATION-** In order to limit distractions and interruptions, please do your absolute best to be in a safe, quiet place in your home. Also, you **MUST** be dressed appropriately during all *Google Meet* sessions.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

5) **HEADPHONES-** If you have headphones available at home, please utilize them during your *Google Meet* sessions. This way there are minimal interruptions/ noise that may come from the family members within your home.

- **If you don't have headphones, that's okay! Do NOT tell mom and dad that they need to go out and buy them.**

6) **MISBEHAVIOR/ DISRUPTIONS/ NOT FOLLOWING DIRECTIONS-**

If you unmute yourself without being prompted by the teacher, put something inappropriate on-screen, or disrupt the virtual meeting in any way (cell phone being used, etc.), your teachers are able to remove you from the *Google Meet* session.

- Conduct will be handled in the same manner as in the physical school building. Disruptive or Inappropriate Behavior will be addressed according to the **Code of Conduct**.
- If you continue to exhibit inappropriate behavior, you will be removed from all live teaching components, which will ultimately affect your Class Participation grade (20%). Most importantly, you will miss out on meaningful instruction and your learning will be negatively impacted!
- **Very simply, if it's NOT okay to do in the classroom at Hasbrouck Heights High School, then it is NOT okay to do in a virtual classroom taught by a Hasbrouck Heights Teacher.**
- In order to continue our mission of providing our students with a meaningful and productive education, we expect these guidelines to be followed at ALL TIMES! Your teachers and staff members have worked extremely hard to adjust teaching and learning to fit our Hybrid/Virtual schedule for Phase 1 Reopening of school. **Your job as an Aviator is to reciprocate that HARD WORK by doing YOUR ABSOLUTE BEST to show respect and cooperation at all times.**

## ENTRY/EXIT PLAN PHASE 1

- **Student Entrances:** There will be 2 total entrances for High School STUDENTS to enter the school building during Phase 1, which runs tentatively from October 5th through November 2nd, 2020.  
**ALL Students MUST have their Temperature checked upon arrival.**



**HEIGHTS**

**FOR THE SAFETY OF OUR STUDENTS & STAFF**

**DO NOT ENTER THIS BUILDING IF YOU ARE EXHIBITING ANY OF THE FOLLOWING SYMPTOMS:**

- FEVER OR CHILLS
- REPEATED SHAKING WITH CHILLS
- COUGH
- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- FATIGUE
- MUSCLE OR BODY ACHES
- HEADACHE
- NEW LOSS OF TASTE OR SMELL
- SORE THROAT
- CONGESTION OR RUNNY NOSE
- NAUSEA OR VOMITING
- DIARRHEA

**EVERYONE ENTERING THE BUILDING MUST HAVE THEIR TEMPERATURE CHECKED.**

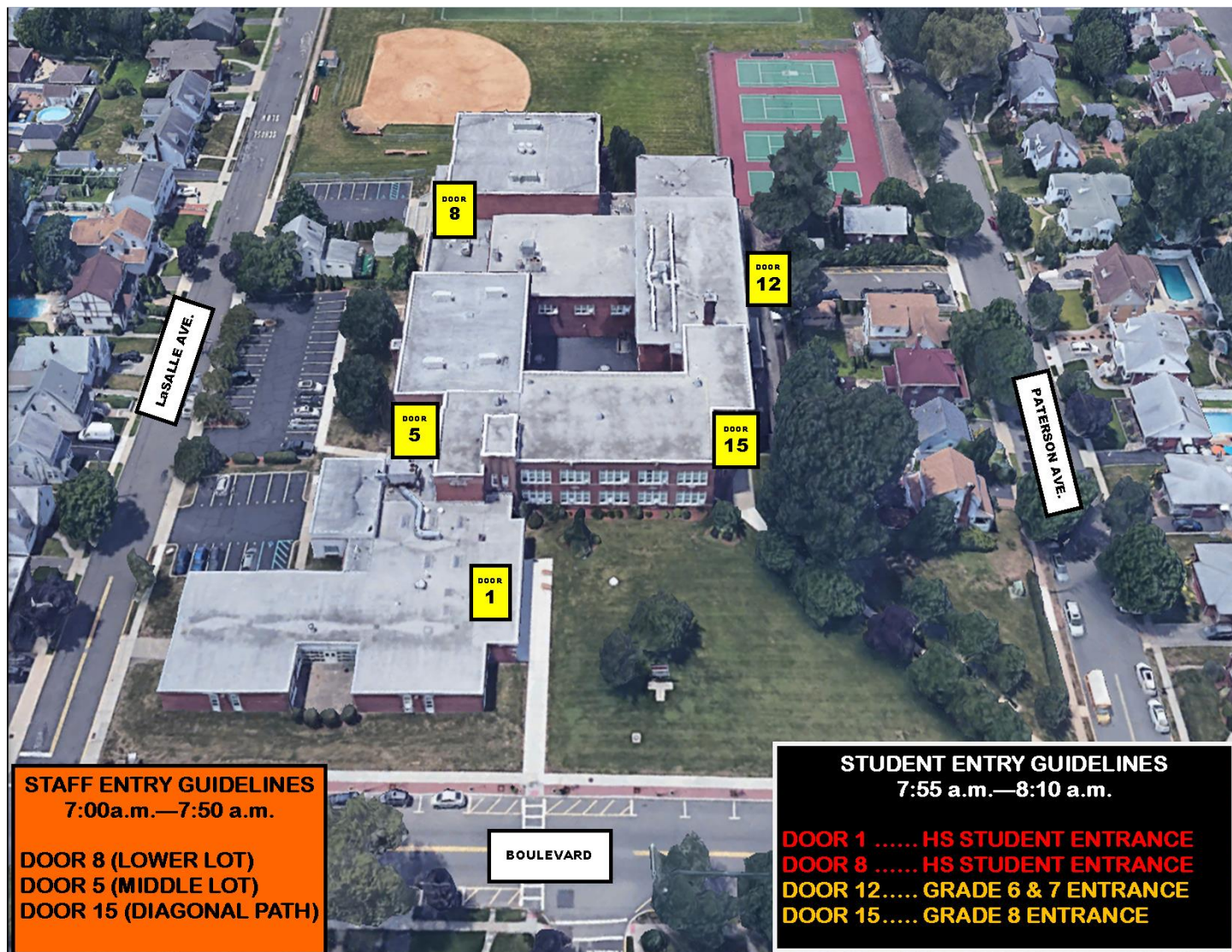
**If you have questions or concerns call  
201-288-6150  
and follow the prompts.**

**STUDENT ENTRY will be from 7:55-8:10am**  
**(Students should NOT arrive too early as they will NOT be permitted to enter the building until 7:55am).**

- 1) HS Main Entrance (Door # 1) - **High School Students ONLY**
- 2) Lower Parking Lot (Door # 8) - **High School Students ONLY**



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook



- Cones will be set up outside of each entrance to provide social distancing for students while they await Student Entry.
- There will be a Visitor Monitor and/ or Security Officer at each entrance facilitating the temperature screenings for Student Entry.
- Any Student with 100.0°F or higher will be denied entry into the building. A holding area will be set up at each entrance. The School Nurse will follow up with the students in each holding area to determine status.
- Once the students are approved for entry into the building, they MUST report **directly** to their Period 1 class.

**Student Exits for Dismissal (12:31pm):** Students will be dismissed from the school building according to the location of their 8th period class. Teachers will instruct the students of which door to use while exiting the building. Students **MUST** exit immediately at 12:31pm.



# 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	11:57-12:41 PM
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>
Ascolese	Joseph	<a href="mailto:ascolesej@hhschools.org">ascolesej@hhschools.org</a>
Avella	Frank	<a href="mailto:avellafra@hhschools.org">avellafra@hhschools.org</a>
Balestra	Maurizio	<a href="mailto:balestramau@hhschools.org">balestramau@hhschools.org</a>
Baumann	Sophie	<a href="mailto:buamannsop@hhschools.org">buamannsop@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>
Calderon	Paola	<a href="mailto:calderonpaola@hhschools.org">calderonpaola@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>
Danny	Monica	<a href="mailto:dannymon@hhschools.org">dannymon@hhschools.org</a>
Del Vecchio	Fran	<a href="mailto:delvecchiof@hhschools.org">delvecchiof@hhschools.org</a>
Dennehy	Patrick	<a href="mailto:dennehypat@hhschools.org">dennehypat@hhschools.org</a>
Dinallo	Anthony	<a href="mailto:dinalloant@hhschools.org">dinalloant@hhschools.org</a>
Dolce	Brandon	<a href="mailto:dolcebra@hhschools.org">dolcebra@hhschools.org</a>
Downey	Heather	<a href="mailto:downeyhea@hhschools.org">downeyhea@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>
Gordon	Tammy	<a href="mailto:gordontam@hhschools.org">gordontam@hhschools.org</a>
Jacobs	Paula	<a href="mailto:jacobspau@hhschools.org">jacobspau@hhschools.org</a>
Klenk	Maureen	<a href="mailto:klenkmau@hhschools.org">klenkmau@hhschools.org</a>
Kritzer	Barbara	<a href="mailto:kritzerb@hhschools.org">kritzerb@hhschools.org</a>
Krysz	Kristin	<a href="mailto:kryszk@hhschools.org">kryszk@hhschools.org</a>
MacDonald	Kailey	<a href="mailto:macdonaldkai@hhschools.org">macdonaldkai@hhschools.org</a>
Massa	Dawn	<a href="mailto:massadaw@hhschools.org">massadaw@hhschools.org</a>
McCue	Vanessa	<a href="mailto:mccuevan@hhschools.org">mccuevan@hhschools.org</a>
McShane	Patrick	<a href="mailto:mcschanepat@hhschools.org">mcschanepat@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>
Pavero	Karen	<a href="mailto:paverokar@hhschools.org">paverokar@hhschools.org</a>
Pignatiello	Daniel	<a href="mailto:pignatiellod@hhschools.org">pignatiellod@hhschools.org</a>
Pope	Heather	<a href="mailto:popehea@hhschools.org">popehea@hhschools.org</a>
Prashker	Hana	<a href="mailto:prashkerhan@hhschools.org">prashkerhan@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>
Strumph	Eric	<a href="mailto:strumpheri@hhschools.org">strumpheri@hhschools.org</a>
Sturm	Rhonda	<a href="mailto:sturmrho@hhschools.org">sturmrho@hhschools.org</a>
Thorne	William	<a href="mailto:thorne@hhschools.org">thorne@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>

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

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>

## *HIGH SCHOOL MARKING PERIOD DATES*

Marking Period 1 start: September 8  
Marking Period 1 End: November 13  
Report Cards Issued: November 18

Marking Period 2 start: November 16  
Marking Period 2 end: January 27  
Semester 1 Assessment: No Midterm Exams  
Report Cards Issued: February 1

Marking Period 3 start: January 28  
Marking Period 3 end: April 1  
Report Card Issued: April 6

Marking Period 4 start: April 12  
Marking Period 4 end: June 24

End of Year Assessment: No Final Exams

## HIGH SCHOOL TESTING SCHEDULE

### PSAT (Grades 9-11) – TBD

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.

**\*The PSAT may be administered this January. More information will follow.**

### SAT- October 3rd, 2020 AND June 5<sup>th</sup>, 2021

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.

**\*The High School will NOT be a host test center for the October 3<sup>rd</sup> test administration. More information will follow regarding the June 5<sup>th</sup> test administration.**

### NJSLA Assessments: Grades 9-11, Dates TBD

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 3rd-14<sup>th</sup>, 2021

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**

Virtual staff videos will be made available on 9/24

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.

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## 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.

## 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. 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

## 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	Anthony Dinallo
Dance Club	Bette Shelly
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	Maurizio Balestra
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 Shelly
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 Berstein
Young Democratic/Republican Club	Catherine Cassidy

**\*Club information will be disseminated as the year progresses.\***



# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

## CLASS ADVISORS

Senior Class  
Junior Class  
Sophomore Class  
Freshman Class

Kailey MacDonald  
Catherine Cassidy  
Catherine Cassidy  
Patrick McShane

## ATHLETICS

### 2020-2021 SPORTS AND COACHING STAFF

#### FOOTBALL

HEAD COACH BRIAN ILLE  
ASST. COACH ROCCOMINICHELLO  
ASST. COACH COREY LANGE  
ASST. COACH TOMMY BRENNAN  
ASST. COACH SEAN MANSFIELD  
ASST. COACH DIMITRI FORDE/JOE CRABBE

#### BOYS SOCCER

HEAD COACH PEDRO MARTINEZ  
ASST. COACH JUSTIN MCCANN  
ASST. COACH JOHN MARTINEZ

#### VOLLEYBALL

HEAD COACH JACKIE FERRANTI  
ASST. COACH JENNIFER VARGA  
ASST. COACH RACHAEL DALLARA

#### GIRLS SOCCER

HEAD COACH CLAUDIO FONTALVO  
ASST. COACH JENNIFER KELLER  
ASST. COACH JUAN ANDRES GIGLIO

#### GIRLSTENNIS

HEAD COACH SUZANNE CAINES  
ASST. COACH VANESSA MCCUE/BILL THORNE

#### CROSS COUNTRY

HEAD COACH MIKE RYAN  
ASST. COACH LEIGH ANN RUROEDE

#### BOYS BASKETBALL

HEAD COACH MIKE CEBULA  
ASST. COACH JOSEPH CRABBE  
FROSH COACH FRANK AVELLA

#### GIRLS BASKETBALL

HEAD COACH MIKE KILGALLEN  
ASST. COACH JOHN VANDAM  
FROSH COACH JACKIE FERRANTI

#### WRESTLING

HEAD COACH CRAIG MESSERY  
ASST. COACH KURT FREUND  
ASST. COACH EVAN DOLAN

#### WINTER TRACK

HEAD COACH ROB BRADY  
ASST. COACH MIKE RYAN  
ASST. COACH JOHN VALENTI

#### SWIMMING

HEAD COACH CO-OP WITH GARFIELD  
ASST. COACH CO-OP WITH GARFIELD

#### BOWLING/GOLF

HEAD COACH DAVE RISPOLI  
HEAD COACH DAN PIGNATIELLO

#### BASEBALL

HEAD COACH PAT GABRIELE  
ASST. COACH JOE CRABBE  
ASST. COACH CRAIG LABIANCO

#### SOFTBALL

HEAD COACH JACKIE FERRANTI  
ASST. COACH KURT FREUND  
ASST. COACH JENNIFER KELLER

#### TRACK

HEAD COACH ROB BRADY  
ASST. COACH MIKE RYAN  
ASST. COACH JOHN VALENTI  
ASST. COACH DILLON FISHER  
ASST. COACH JESSICA SARUBI  
ASST. COACH JOHN D'AMATO

#### BOYSTENNIS

HEAD COACH SUZANNE CAINES  
JV COACH WILLIAM THORNE

#### CHEERING

CO-HEAD COACHES GABRIELLE MUSIC/JENNA GIANQUINTO  
CO-ASST COACHES GABRIELLE MUSIC/JENNA GIANQUINTO

## 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 3<sup>rd</sup>, 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**

As part of our Reopening Plan for the 2020-2021 school year, changes were made to various Policies and Regulations to support student learning. **It is very important that you review these important policy updates with your child prior to starting school in September.** The policies can be accessed via the Board of Education tab on [www.hhschools.org](http://www.hhschools.org).

- Attendance 5200
- Grading System\* 2624 and AP/Honors Criteria\* 2624.1
- Code of Conduct\* 5600
- Restart and Recovery\* 1648
- Remote Learning\* 1648.02
- Communicable Disease 8451
- Pediculosis Management 8454

\*Denotes policies pending BOE approval.

The other **IMPORTANT** policies and regulations that should be reviewed by both students and parents prior to the start of the 20-21 school year are:

- Promotion/Retention 5410
- Harassment, Intimidation, and Bullying 5512
- Graduation Requirements 5460
- Dress Code 5511
- Substance Abuse 5530
- 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

**Beneath are some highlights from each policy. Please navigate to [www.hhschools.org](http://www.hhschools.org) to read each policy in its entirety.**

### **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

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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 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)

>20 tardies- may lose 1<sup>st</sup> period credit

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## **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.

## **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 will not be assigned for SY2020-2021. Students are required to keep their personal belongings with them at all times.

Lockers are designed only for the storage of books, school supplies, and outerwear and are not

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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 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.

## **Masks**

Must be worn at all times while in the building.

## **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.

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## **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 / Vaping**

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

## **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



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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 SYSTEM (#2624)**

Please refer to the Grading System Policy 2624, which can be found on our district website, as changes have been made.

## ***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 9-12 (A-F)

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

### **Merrill Barbone**

Grades 9-12 (G-N)

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

### **Ashley Calligy**

Grades 9-12 (O-Z)

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

## **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



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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 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 2020-2021*

Please visit our website, [www.hhschools.org](http://www.hhschools.org) and click on the counseling tab to access the 2020-21 course booklet.

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

## *DUAL ENROLLMENT AND ADVANCED PLACEMENT COURSES*

### 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-** <http://www.bergen.edu/pages1/pages/Home.aspx>

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

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Seton Hall University- <http://www.shu.edu/academics/artsoci/project/project-acceleration/>  
Anatomy and Physiology Ms. Gordon

Fairleigh Dickinson University- [www.fdu.edu/middle](http://www.fdu.edu/middle)  
Spanish IV Mrs. Squillace

Disclaimer: A minimum of 10 students is required for a Dual Enrollment class to run.

## 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

\*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 2624.1*

## Course Requirements for Graduation (#5460)

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 135 credits (class of 2021) including course credits in each of the following areas:

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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 (10 credits recommended 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 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;

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## 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.

## 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.

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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.

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.

## 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.

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## 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.

## Procedure for Submitting College Applications

### September

- Review your complete high school transcript with your counselor to check for accuracy of courses, grades, rank in class, etc.
- Meet with your school counselor to be sure that colleges remaining on your list are appropriate to your academic and personal record.
- Meet with the teachers of your choice to discuss letters of recommendation.
- Plan visits to college campuses if you didn't get to them during the summer or if you want to return for a second time. ACT offered.

### October

- Continue to attend College Fairs to investigate further those colleges to which you will probably apply.
- If applying for early decision or early action, be aware of deadlines.
- Work hard, your first quarter senior grades are important.
- If you are applying to colleges that require the CSS profile for financial aid, initiate this process now.

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- SAT and SAT subject tests offered.

## November

- Continue filing applications to colleges. Be aware of deadline dates.
- Continue to meet with college representatives when they visit your school. SAT and SAT subject tests, ACT offered.

## December

- File your last college applications.
- SAT, SAT subject tests, ACT offered.

## January

- Maintain a strong senior year.
- Attend financial aid information sessions.
- If applying for financial aid, access the Free Application for Federal Student Aid (FAFSA) online.

## February

- Monitor your college applications to be sure that materials are sent and received on time, especially your first semester grades.
- Be certain that your FAFSA and/or CSS profile has been filed by this time if needed for financial aid.

## March/April

- Continue monitoring your college applications.
- Attend Open House Programs on college campuses.

## May

- Decide on the college you will attend. Send in the required tuition deposit by May 1<sup>st</sup>.
- Write to college you have not selected to inform them that you plan to enroll elsewhere.
- Take Advanced Placement examinations if appropriate.

## June

- Request that your school counselor send your final transcript to the college you will attend.

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## July/August

- Look for information from your new college on summer orientation, skills testing, course registration, etc.

## **IMPORTANT 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.

#### ***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 4-7 10:23 a.m. - end of day-follows regular full-day schedule

#### ***Notifications***

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



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## 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 complete 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 scheduled 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.

### Electronic Entertainment Devices

Electronic entertainment devices are not permitted in halls or classrooms except in the cafeteria. Items in violation will

# HASBROUCK HEIGHTS HIGH SCHOOL Student/Parent Handbook

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.



## **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).

## 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> <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> <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> NJSLA/PARCC ELA Grade 11 $\geq$ 725 (Level 3) <i>or</i> SAT Critical Reading (taken before 3/1/16) $\geq$ 400, <i>or</i> SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) $\geq$ 450, <i>or</i> SAT Reading Test (taken 3/1/16 or later) $\geq$ 22, <i>or</i> ACT Reading or ACT PLAN Reading <sup>1</sup> $\geq$ 16, <i>or</i> ACCUPLACER WritePlacer $\geq$ 6, <i>or</i> ACCUPLACER WritePlacer ESL $\geq$ 4, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) $\geq$ 40, <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) $\geq$ 22, <i>or</i> ACT Aspire Reading <sup>1</sup> $\geq$ 422, <i>or</i> ASVAB-AFQT Composite $\geq$ 31	NJSLA/PARCC Geometry $\geq$ 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II $\geq$ 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) $\geq$ 400, <i>or</i> SAT Math Section (taken 3/1/16 or later) $\geq$ 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) $\geq$ 22, <i>or</i> ACT or ACT PLAN Math <sup>1</sup> $\geq$ 16, <i>or</i> ACCUPLACER Elementary Algebra $\geq$ 76, <i>or</i> Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) <sup>2</sup> $\geq$ 255, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) $\geq$ 40, <i>or</i> PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) $\geq$ 22, <i>or</i> ACT Aspire Math <sup>1</sup> $\geq$ 422, <i>or</i> ASVAB-AFQT Composite $\geq$ 31
<b>Third Pathway:</b> <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).