

# HASBROUCK HEIGHTS

## MIDDLE SCHOOL

### Student/Parent Handbook



2020-2021 School Year

**“WHERE TRADITION AND  
INNOVATION TAKE FLIGHT!”**

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### PRINCIPAL'S LETTER

It is with great pleasure that I take this opportunity to welcome you to Hasbrouck Heights Middle School. HHMS is a special place for students to learn and grow and we are extremely proud of the programs that we offer our students. We encourage you to make the most of your time with us!

This Handbook has been developed to help you and your parents learn as much as possible about our school services, procedures, and policies. It is a quick reference guide that you will find extremely useful throughout the 2020-2021 school year. It is the responsibility of the student and their parents/guardians to read this Handbook thoroughly and in its entirety, so that you can gain a clear understanding of the expectations, procedures, and policies that we have in place here at Hasbrouck Heights Middle School.

Due to the Covid-19 pandemic, we have included an Addendum to this Handbook, which is inclusive of both our Virtual Plan to start the school year, as well as our Phase 1 Reopening Plan (Hybrid A-B-C Model), which is scheduled to begin on October 5<sup>th</sup>, 2020. Please refer to the Addendum section of this Handbook for specific information regarding both our Virtual Plan AND the Phase 1 Reopening (Hybrid Model A-B-C Model). The other sections of the Handbook may or may not apply during our Virtual or Phase 1 Hybrid Model. (See the **YELLOW highlighted notations** for more details).

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

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

Very truly yours,

*Mr. Joseph Mastropietro*  
*Middle School Principal*

# “SAFETY, RESPONSIBILITY, RESPECT!”

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### DISTRICT ADMINISTRATION

#### Administrator

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

#### Title

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

#### Email Address

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

### BOARD OF EDUCATION

**Mr. Alan Baker, President**

**Ms. Nicole Russo, Vice President**

Mrs. Patricia Caruso

Mrs. Lori Cintron

Mr. Christopher DeLorenzo

Mr. Robert Faussette

Mrs. Jillian Ferdinand

Mr. Joseph Rinke

Mr. Robert Salerno

**HASBROUCK HEIGHTS MIDDLE SCHOOL**  
**Student/Parent Handbook**



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

**SCHOOL**  
**COLORS:**  
**ORANGE AND**  
**BLACK!**

**SCHOOL**  
**MASCOT:**  
**JUNIOR**  
**AVIATOR!**



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# HASBROUCK HEIGHTS MIDDLE 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 21<sup>st</sup> century, college and career ready.

#### **COMMUNITY STAKEHOLDERS**

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

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

#### **TECHNOLOGY**

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

- District enhances student learning through the use of technology tools.
- Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.

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- Students will use digital tools to access, manage, evaluate, and synthesize information 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 Student Learning Standards.

- The curriculum reflects the District's commitment to innovation, continuous improvement, and excellence.
- The teachers will maintain the curriculum to reflect changes in standards in order to meet the instructional needs of students.
- The curriculum provides students with the tools necessary to become 21<sup>st</sup> Century College and Career ready.
- The district will provide ongoing professional development to support the effectiveness of the curriculum and to strengthen instruction.
- The curriculum cultivates active student learning.



# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 2020-2021 SCHOOL CALENDAR

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

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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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

<del>1</del>	= Staff Only Report
<del>2</del>	= Single Session Day
<del>3</del>	= Schools Closed

Approved: January 23, 2020

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 2020-2021 SCHOOL REOPENING ADDENDUM

#### FULL VIRTUAL PLAN: September 8 – October 5, 2020

As part of the Virtual Plan to start the school '20-'21 school year, the Middle/High School will operate on a full-day schedule Monday through Thursday. Friday will be a single-session day for students. The outline of the plan is as follows:

#### ➤ Students

- During the **Virtual School Day**, the remote learning schedule will be from 7:55-2:39 pm (Full Day) on Monday through Thursday.
- Friday will be a single session day for students. The schedule will be 7:55 to 12:24 pm. Students will have the opportunity to catch up on assignments, talk to a guidance counselor, or reach out to a teacher in the afternoon.
- *Google Meet* is **required for each period** with a minimum face time of half the class period. All 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

#### ➤ Administrators

- Support Teachers' instructional needs.
- Organize and plan professional learning sessions for staff
- Monitor progress of Remote Learning models and make necessary adjustments
- Communicate and provide updates to the community on remote learning

#### ➤ Teachers

- Use Google Classroom to share learning, post activities, and assignments, collect and grade appropriate assignments (documentation of learning), and provide timely feedback to students.
- Provide meaningful assessments and a minimum of 4 per marking period with no one assessment worth more than 15%.
- There will be no quarterlies, midterms, or finals for the 2020-2021 academic school year.
- Minimum of five (5) graded homework and classwork assignments per marking period with a maximum of ten (10).
- Grading percentages will be 60% for assessments, 20% for classwork, and 20% for homework.
- Use Google Meet for all live instruction, small group, office hours and 1:1 meetings.
- Provide a weekly (projected) calendar of lessons, assignments, and Google Meet sessions.

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- Use Google Meet, Google Hangout, and/or email to communicate with students/families about learning.
  - Use district curricula and resources to design and deliver instruction to students.
  - Collaborate with colleagues to share ideas, reflect on practices, and actively support others.
  - Collaborate with Child Study Team members, School Counselors and Special Education Department to meet the needs of students with IEPs.
  - Collaborate with the ESL teacher to meet the needs of ELLs.
  - Be available Friday afternoon and after-school one day a week for extra help.
- **Counselors**
- Use Google Meet, Google Hangout, and/or email to communicate with students/families about topics related to counseling, college/career planning, and wellness check-ins.
  - Counselors will host virtual live meetings daily prioritizing the needs of students in relation to the timeframe of the school year.
  - Collaborate with teachers, paraprofessional, and administrators while attending weekly meetings such as Intervention and Referral services, Child Study Team meetings, etc.
  - Communicate with students and parents regarding academic progress or concerns especially toward the conclusion of each marking period.
  - Be available on Friday afternoons for student-initiated questions or concerns.
  - Counselors will avoid, when possible, meeting with students during core academic subjects.
- **Child Study Team Members**
- Use Google Meet, Google Hangout, and/or email to communicate with students/families about topics related to counseling, academics and wellness check-ins.
  - Case managers will host virtual IEP meetings.
  - CST will conduct evaluations as required by code.
  - CST will collaborate with teachers and paraprofessionals to ensure accommodations and modifications are being implemented to the greatest extent possible.
  - Collaborate with teachers, paraprofessional, and administrators while attending weekly meetings such as Intervention and Referral services.
  - Be available for student-initiated questions or concerns.
- **Paraprofessionals**
- Communicate with teachers, department supervisors/chairs, building principals and/or child study team case managers about student needs.
  - Use Google Meet to provide online assistance to students, as appropriate.
  - Support teacher planning and/or instructional needs, as coordinated by administration.
  - Schedule real-time conferences with students to assess progress, and to offer assistance on work assigned by other teachers.
  - Use Google Meet, Google Hangout, and/or email to communicate with teachers about student learning.
  - Provide differentiation assistance to teachers, collaborating online and/or via Google Meet.

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➤ **Parents**

- Review the ***Guidelines for Students Participation in Live Teaching Sessions via Google Meets (see below)***, which will be communicated by the Building Principal.
- Communicate with your child’s teachers, counselors, and administrators to obtain needed assistance

➤ **5E Model of Instruction**

Lesson Elements	What does it look like?	What tools can I use?
<p style="text-align: center; font-size: 1.2em;"><b>Engage</b></p> <p><small>*Should have academic instructional meaning</small></p> <p style="text-align: center; color: #4a86e8;"><u><a href="#">Video Link</a></u></p>	<p>Brainstorm</p> <ul style="list-style-type: none"> <li>• What do you think?</li> </ul> <p>Ask questions</p> <ul style="list-style-type: none"> <li>• What do you wonder? What are you curious about?</li> </ul> <p>Access prior knowledge</p> <ul style="list-style-type: none"> <li>• What do you know? How did you learn it?</li> </ul>	<p>Google Classroom Question Google Forms</p>
<p style="text-align: center; font-size: 1.2em;"><b>Explore</b></p> <p style="text-align: center; color: #4a86e8;"><u><a href="#">Video Link</a></u></p>	<p>Research Watch videos Read Articles Offline Task Discuss</p>	<p>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</p>
<p style="text-align: center; font-size: 1.2em;"><b>Explain</b></p> <p style="text-align: center; color: #4a86e8;"><u><a href="#">Video Link</a></u></p>	<p>Live Synchronous Sessions through Google Meet consisting of live teaching inclusive of materials supporting:</p> <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Modeling</li> <li>• Scaffolding</li> </ul>	<p>Google Meet</p> <ul style="list-style-type: none"> <li>• Use to create virtual classroom</li> </ul> <p>Google Hangout</p> <ul style="list-style-type: none"> <li>• Use the chat feature to ask questions and engage the group</li> </ul> <p>Screencastify (Chrome Extension)</p> <ul style="list-style-type: none"> <li>• Share videos directly from Google Drive</li> </ul> <p>YouTube</p> <ul style="list-style-type: none"> <li>• Create online playlists</li> </ul> <p>Edpuzzle</p> <ul style="list-style-type: none"> <li>• Engage students around your video content with questions and monitor their progress</li> </ul> <p>FlipGrid</p>

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## Student/Parent Handbook

		<ul style="list-style-type: none"> <li>• Allow students to teach each other concepts by recording videos</li> </ul> <p>Jamboard</p> <ul style="list-style-type: none"> <li>• Interactive Whiteboard</li> </ul>
<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 Eduastic 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>

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### MS/HS PHASE ONE REOPENING: HYBRID A-B-C MODEL Scheduled to begin on October 5<sup>TH</sup>

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/Middle School Administration has opted to utilize an ABC Hybrid Model for a Phase One Reopening with the least amount of people indoors for the least amount of time. **Phase 1 is scheduled to begin on Monday, October 5<sup>th</sup>, 2020, pending BOE approval.**

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 and every third Friday when Phase 1 begins.

**Group B (Last Names G-N)** will physically attend school on Tuesday and every third Friday when Phase 1 begins.

**Group C (Last Names O-Z)** will physically attend school on Thursday and every third Friday when Phase 1 begins.

**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.

#### **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 or HHMS 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.

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- 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]
  - 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.

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- **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

#### 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 Middle School/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.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

- 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.

### Middle School Counseling

**MS Counselors** will be divided alphabetically by Grade between the two MS Counselors (Mrs. Gesell A-L and Mrs. O'Hagan M-Z). Individual meetings regarding academic advisement, social-emotional counseling, career planning, and character development will continue both in-person and throughout Asynchronous/Remote-Learning adhering to social distancing guidelines.

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

Hybrid A-B-C Model (scheduled to begin on October 5<sup>th</sup>, 2020.)

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
2:15pm- 2:39pm	Period 2 Virtual Office Hours	Period 4 Virtual Office Hours	All Students Remote Learning (Full Day)	Period 6 Virtual Office Hours	Period 8 Virtual Office Hours

### 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?</li> <li>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

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## Student/Parent Handbook

<p><b>Explain</b> Video Link</p>	<p>Live Synchronous Sessions through Google Meet consisting of live teaching inclusive of materials supporting:</p> <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Modeling</li> <li>• Scaffolding</li> </ul>	<p>Google Meet</p> <ul style="list-style-type: none"> <li>• Use to create virtual classroom</li> </ul> <p>Google Hangout</p> <ul style="list-style-type: none"> <li>• Use the chat feature to ask questions and engage the group</li> </ul> <p>Screencastify (Chrome Extension)</p> <ul style="list-style-type: none"> <li>• Share videos directly from Google Drive</li> </ul> <p>YouTube</p> <ul style="list-style-type: none"> <li>• Create online playlists</li> </ul> <p>Edpuzzle</p> <ul style="list-style-type: none"> <li>• Engage students around your video content with questions and monitor their progress</li> </ul> <p>FlipGrid</p> <ul style="list-style-type: none"> <li>• Allow students to teach each other concepts by recording videos</li> </ul> <p>Jamboard</p> <ul style="list-style-type: none"> <li>• Interactive Whiteboard</li> </ul>
<p><b>Elaborate</b> Video Link</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</p> <p>Shared Google Docs, Slides, Drawings, Spreadsheets</p> <p>FlipGrid</p> <p>Quizlet</p> <p>Kahoot!</p> <p>Sora</p> <p>EduLastic</p> <p>IXL</p>
<p><b>Evaluate</b> Video Link</p>	<p>Formative assessments</p> <p>Quizzes</p> <p>Video reflections</p> <p>Digital exit tickets</p>	<p>Quizizz</p> <p>Kahoot!</p> <p>Teacher created quiz</p> <p>Google Forms</p> <p>Socrative</p>

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### 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 6-12 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
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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Bell Schedule: Phase 1 Hybrid A-B-C Model



HASBROUCK HEIGHTS  
MIDDLE SCHOOL/HIGH SCHOOL  
**BELL SCHEDULE**



### Phase 1 of Reopening Bell Schedule

#### HIGH SCHOOL

##### Grades 9-12

Period 0: 7:00- 7:50am

##### STUDENT ENTRY- 7:55- 8:10am

Period 1: 8:10 - 8:40am  
 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 -12:31pm

#### MIDDLE SCHOOL

##### Grades 6-8

Period 0: None

##### STUDENT ENTRY- 7:55- 8:10am

Period 1: 8:10 - 8:40am  
 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 - 12:31pm

#### OFFICE HOURS FOR BOTH MS/HS

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

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### GUIDELINES 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. D'Amico."* 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).

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

- 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.

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 Middle 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/ Junior Aviator is to reciprocate that HARD WORK by doing YOUR ABSOLUTE BEST to show respect and cooperation at all times.**

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### ENTRY/ EXIT PLAN FOR PHASE 1 Hybrid A-B-C MODEL

- ❑ **Student Entrances:** There will be 4 total entrances for STUDENTS to enter the school building during Phase 1, which is scheduled to begin on October 5<sup>th</sup>, 2020.
- ALL Students **MUST** have their Temperature checked upon arrival.
- Students should **NOT** be sent to school if they are exhibiting ANY of the following symptoms



**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.**



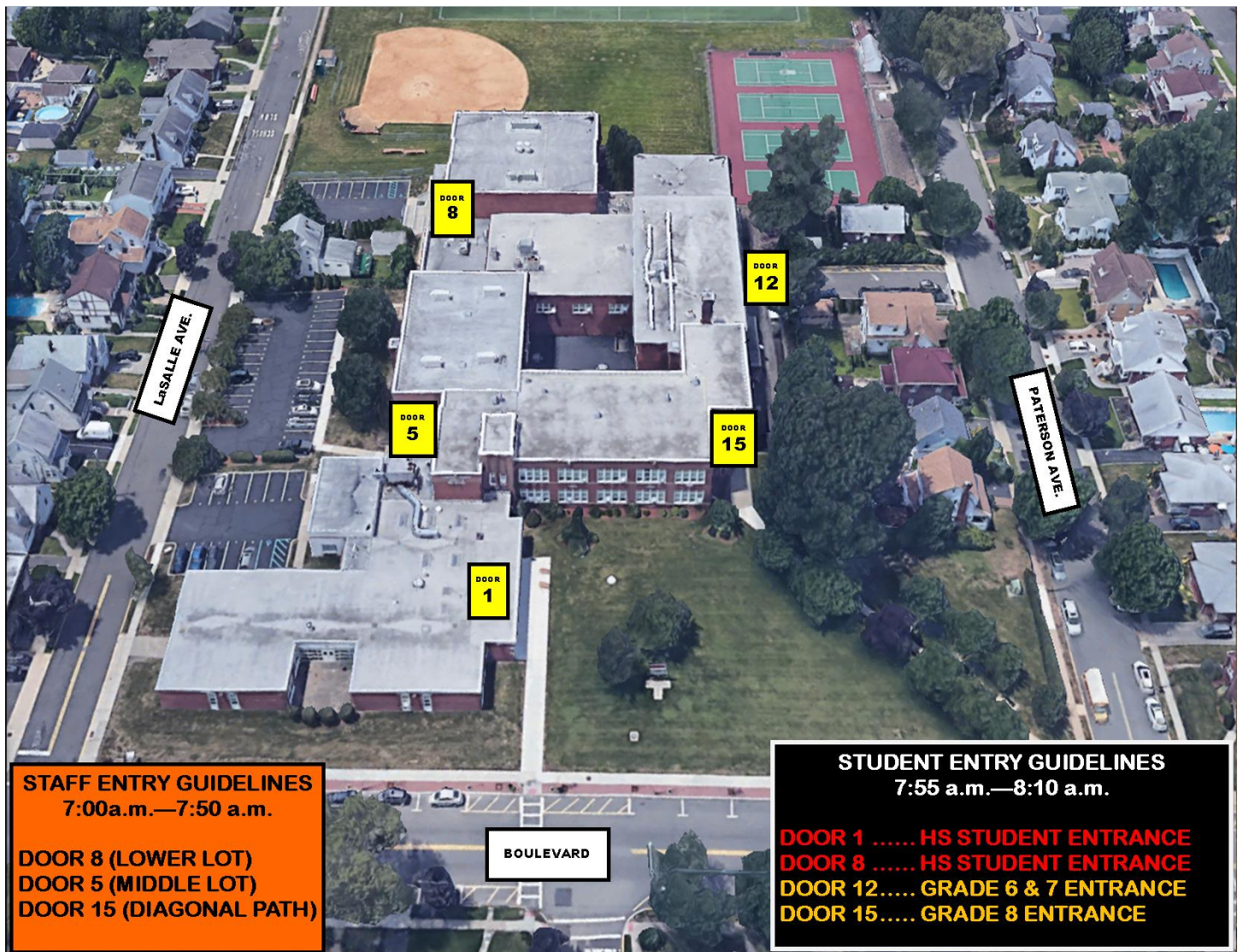
# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

**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**
- 3) MS Entrance (Door # 12) - **Grades 6 & 7 Students ONLY**
- 4) Diagonal Path (Door # 15) - **Grade 8 Students ONLY**



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## 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 MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL CLUBS AND ADVISORS

2020-2021 SCHOOL YEAR

**\*Clubs that are approved to start the '20-'21 school year are highlighted in YELLOW (will run virtually). More information on Clubs will be made available as the school year progresses, pending BOE approval.\***

<u>CLUB</u>	<u>ADVISOR</u>
Academic Challenge Club	Catherine Cassidy
Art Club	Dawn Massa
Beta Club	James Muska
Book Club	Kim DiMartino
Chess Club	Mike Binazeski
Choir Club	Antoinette Gierut
Cross Country Club	Jesse Coffey
Gay/ Straight Alliance Club	Bette Medina
Geography Club	James Muska
Golf Club	Matthew Sicilian
Junior Police Academy	Michael Stillman
Middle School Volleyball	Christine Warren
Mock Trial Club	Jane Gay/ Michael Stillman
Morning Sports	Vinnie Marchese
Middle School Play	Paula Jacobs
Peer to Peer	Kim Caputo
STEAM Club	Mike Binazeski
Student Council	Kim Caputo
Writing Club	Mike Stillman

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Gay-Straight Alliance Club- Advisor: Ms. Shelly**

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

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

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

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

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

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

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

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## Student/Parent Handbook

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

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

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

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

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

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

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

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

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

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

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

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

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## Student/Parent Handbook

### Writing Club- Advisor: Mr. Stillman

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

### MIDDLE SCHOOL ENTRANCE

***\*This will apply when we are back to school full-time with all students. \****

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

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

### MIDDLE SCHOOL CONTACT INFORMATION:

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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### COMMUNICATION

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

- **Daily Homework Posting**  
All HHMS classroom teachers will post all homework, test, and project due dates on Genesis.
- **Official Staff Email Accounts**  
All HHMS staff members have an official email account ending in "@hhschools.org." Teachers are encouraged to respond to all emails in a timely manner. A complete list of staff email addresses is in this handbook and on the district website. Please contact all staff members directly via email. At that time, you may request a return phone call or a meeting.
- **Telephone**  
Please contact the **Middle School Office at 201-393-8170** with any questions or concerns regarding Hasbrouck Heights Middle School.
- **Google Classroom**  
Parents should work closely with their child to monitor their Google Classrooms that have been set up for each class. Quite often, the most pertinent and timely information about upcoming assignments and assessments is communicated directly through Google Classroom.
- **Back to School Night**  
Each fall, the Middle School invites parents to spend an evening at the school. The MS Faculty will present an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities in order to best familiarize themselves with their child's daily routine.  
**\* Middle School Back to School Night will take place virtually on Thursday, September 24<sup>th</sup>, 2020. More information to follow at the start of school. \***

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### ➤ **Report Cards**

Report cards are issued four times throughout each school year, once for each of the four Marking Periods. See the ***MS Marking Period Dates*** section of this Handbook for more information regarding specific dates.

### ➤ **Live Grades**

All HHMS parents and guardians have access to live grades online, via Genesis. When a student receives a grade below a 65, an email is sent to the parent, guardian, and student. Once again, please note that Google Classroom should also be monitored on a regular basis, as a means of tracking your child's assignments.

### ➤ **Friday Folder**

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

### ➤ **Twitter**

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

### Getting Messages to Students during the School Day

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

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

### Attendance

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

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Absences

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

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

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

Prolonged or repeated absences from school or from a class, excused or unexcused, deprives the student of the educational and classroom experiences deemed essential to learning. Excessive absences may result in retention at grade level or loss of credit/ removal from a course, in accordance with policies of the Board of Education. According to BOE policy, a student who accrues more than 15 Absences may be in danger of losing credit for their course. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

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

### Tardiness

We believe that punctuality is an important element of school attendance. Pupils who are late to school or late to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and the other students.

Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

*HEIGHTS: Where tradition and innovation take flight!*

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **Late to School:**

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

### **Discipline Issued for Tardies to School:**

**Students are considered late if they have not arrived in Period 1 by 7:55am.** In accordance with Board policy, students who are tardy will be subject to disciplinary action as outlined below:

1-3 Tardies:	Excused
4 <sup>th</sup> Tardy:	Central Detention
7 <sup>th</sup> Tardy:	2 Central Detentions
10 <sup>th</sup> Tardy:	Saturday School Detention
13 <sup>th</sup> Tardy:	Saturday School Detention & Action Plan Implemented
20 <sup>th</sup> Tardy:	Potential loss of course credit (if Action Plan not followed)

### **Late to Class:**

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

### **Fire Drills**

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

### **Lock Down Drills**

Lock-Down Drills are conducted once each month and are designed to secure the school buildings efficiently and effectively. Students will be given clear directions by their classroom teacher regarding the procedures at the start of the school year. Students are expected to cooperate with all of the rules and procedures outlined by the classroom teacher.

### **Shelter-In-Place**

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

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Backpacks

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

### Cell Phones

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

### Dress Code

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

### School Lockers

Lockers are designed only for the storage of books, backpacks, school supplies, and outerwear. All students are urged to take proper precaution with their possessions. Make sure lockers are closed and locked at all times. **Only school-issued locks will be used on lockers at Hasbrouck Heights Middle School.** Personal belongings should not be left where others may have the opportunity to take them. Please keep the lockers clean and free from odor-causing items. Students who tamper with other students' lockers will be subject to disciplinary action. Locker inspections will occur during the school year.

The Hasbrouck Heights School District respects student privacy and provides students with the use of a locker in which they may store clothing, school materials, and other personal property. Although each student is responsible for maintaining the locker assigned to him/her, all lockers are and shall remain the property of the school district. Students may not use multiple lockers for storage.

Lockers may not be used as a depository for substances or objects which are illegal or which constitute a threat to the health, safety, and welfare of the occupants of the school buildings. **\*Lockers will NOT be used during Phase One Hybrid A-B-C Model. More**

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

**information on lockers to follow when students return to school full-time. \***

### 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. **\*The Cafeteria will NOT be used during Phase**

**One Hybrid A-B-C Model.**

### Hallway Behavior

Students are expected to keep to the right while traveling in the hallways, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class. Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the lockers until the teacher arrives and/or permits student entrance.

### Gum Chewing

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

### Assemblies & Performances

Students are expected to:

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

### Academic Integrity

One of our main goals each school year is to provide an atmosphere where academic honesty is valued. Students who engage in cheating and plagiarism are using someone else's work, claiming it as their own, for their own benefit. Cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, research paper, or homework. Plagiarism is also considered cheating. A student who plagiarizes someone else's work will be disciplined according to BOE policy.

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### Grading Scale

The Middle & High School will use the following grading scale:

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

### Grading Percentages

Grading percentages for school year 2020-2021:

- 60% Assessment
- 20% Classwork/ Class Participation
- 20% Homework

\*No one assessment will be worth more than 15%\*

### **FIELD TRIPS**

**\*NO Field Trips have been approved or scheduled at this time for the 2020-2021 School Year.\***

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

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

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# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### HARASSMENT, INTIMIDATION AND BULLYING

1. Report all HIB's verbally to Vice Principal (Principal Designee) –staff member has two days to write report.
2. Vice Principal informs parents of all students involved on the day it occurs.
3. Investigation must begin within 1 day of the incident-investigation must be completed within ten school days.
4. Investigation must be given to the Superintendent within two days of completion.
5. Results must be provided to the School Board by the time of the next Board meeting.
6. Within five days of the Board of Education meeting the parents are sent a letter regarding the outcome of the investigation.
7. Parents can request a hearing in Executive Session after receiving all information and the hearing must be held within ten days of the request.
8. The Board of Education's decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the Board's decision.
9. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:5-1 et seq.).

**For additional information, complaint forms and the policy on HIB (#5512), please visit our district website [www.hhschools.org](http://www.hhschools.org).**

### SCHOOL SAFETY TEAM

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

# HASBROUCK HEIGHTS MIDDLE SCHOOL

## Student/Parent Handbook

### **EMERGENCY CLOSING/DELAYED OPENING**

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

In the event of an emergency, an automated phone call will be made via ***School Messenger***, which is our emergency communication system. All timely communications will be made through our School Messenger system (phone, text, email).

#### **Middle School Delayed Opening**

##### **In the event of a delayed opening, the following procedure shall be adhered to:**

1. Administrative staff reports at 9:00am
2. Administrative Assistant staff reports at 9:55am
3. Teaching staff reports at 9:55am
4. Students report at 10:00am

##### **Delayed Opening Schedule:**

10:00am-10:20am: Report to Period 1

10:23am- 2:39pm: Follow Regular Schedule (Periods 4- 8)

##### **Notifications**

1. School Messenger (phone, text, email)
2. District Website- [www.hhschools.org](http://www.hhschools.org)

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL COURSE OFFERINGS for 2020-2021

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

Reading 6  
Reading 6 Honors  
Writing 6  
Writing 6 Honors  
Reading 7  
Reading 7 Honors  
Writing 7  
Writing 7 Honors  
English 8  
English 8 Honors

#### **Middle School History**

Ancient Civilizations 6  
Ancient Civilizations 6 Honors  
American History 7  
American History 7 Honors  
American History 8  
American History 8 Honors

#### **Middle School Science**

Physical Science 6  
Physical Science 6 Honors  
Life Science 7  
Life Science 7 Honors  
Earth Science 8  
Earth Science 8 Honors  
Principles of Technology/ STEAM 8

#### **Middle School Mathematics**

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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

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

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

Grade 6  
Grade 7  
Grade 8

### **Electives**

**(30-day cycle)**

Art 6, 7, 8  
American Sign Language 6, 7, 8  
Concert Band 6, 7, 8  
Music Appreciation 6, 7, 8  
Research Seminar 6, 7, 8  
Supplemental Reading 6, 7, 8  
Theater 6, 7, 8  
ESL 6, 7, 8

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### GUIDANCE DEPARTMENT SERVICES

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights Middle School has a complete staff of certified counselors and a Student Assistance Counselor, all of whom are ready to assist students, as well as their families with any issue that may arise.

By providing services such as individual and group guidance, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral, our guidance counselors' # 1 goal is to help our students make positive and productive choices that will lead to success in all aspects of school, life, and beyond. Periodically, information highlighting certain activities and events will be mailed home via our Guidance Department Newsletter. Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify their child's guidance counselor of any difficulties their child may be experiencing so that the student receives the necessary help that they may need.

#### Supervisor of Guidance

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

#### Guidance Counselors

Mrs. Lindsey Gesell: Grades 6-8 (Last Name A-L)

Mrs. Kerrie O'Hagan: Grades 6-8 (Last Name M-Z)

#### The 504 Officer

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

#### Student Assistance Counselor

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

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

The I&RS Committee is a team of teachers, administrators and counselors who work to create educational plans for struggling students who have been identified as such by their subject area teachers. The team works collaboratively to set up a plan that will target areas of academic support as well as behavior supports, as needed. The Committee provides feedback to teachers, coordinates academic counseling sessions for students, and prepares a personalized learning plan to monitor student success and growth.

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### Affirmative Action Officer

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

### **Extra Help**

If a student requires extra help in a subject area, each teacher will have at least one designated time for extra help each week (morning or afternoon). The Extra Help schedule will be disseminated to all students and parents at the start of each school year. The High School National Honor Society is also available every week on Tuesdays, Wednesdays, and Thursdays throughout the school year to assist any middle school students with academic work.

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

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

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

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

### **Sidekicks Program**

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

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### CHILD STUDY TEAM

<b>Mrs. Janine Gribbin</b>	<b>Director of Special Services</b>	<b><a href="mailto:gribbinjan@hhschools.org">gribbinjan@hhschools.org</a>  (201) 639-6901</b>
<b>Mrs. Julie Canavatchel</b>	<b>Special Services Secretary</b>	<b><a href="mailto:canavatcheljul@hhschools.org">canavatcheljul@hhschools.org</a>  (201) 393-8151</b>
<b>Mrs. Lucy Gomez</b>	<b>Special Services Secretary</b>	<b><a href="mailto:gomezluc@hhschools.org">gomezluc@hhschools.org</a>  (201) 393-8150</b>
<b>Ms. Angela Gallina</b> <b>Grades 6 &amp; 7</b> <i>(leave replacement for Ms. Johnson)</i>	<b>School Social Worker</b>	<b>(201) 393-8368</b>
<b>Mrs. Suzanne Gallo</b>  <b>Grade 8</b>	<b>LDTTC</b>	<b><a href="mailto:gallos@hhschools.org">gallos@hhschools.org</a>  (201) 338-8818</b>
<b>Mrs. Denise Miniatis</b>	<b>School Behaviorist</b>	<b><a href="mailto:miniatisden@hhschools.org">miniatisden@hhschools.org</a></b>

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MIDDLE SCHOOL STAFF 2020-2021

<b>LAST</b>	<b>FIRST</b>	<b>E-MAIL ADDRESS</b>
Abbatiello	Maria	abbatiellom@hhschools.org
Aiello	Vincent	aiellovin@hhschools.org
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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

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Toy	Kathleen	toyk@hhschools.org

# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### IMPORTANT DATES for 2020-2021 School Year

#### Marking Period Dates

Marking Period 1 start: September 8  
Progress Reports 1: October 9  
Marking Period 1 End: November 13  
Report Cards Issued: November 18

**MS Back to School Night:**  
September 24th, 2020

Marking Period 2 start: November 16  
Progress Reports 2: December 23  
Marking Period 2 end: January 27  
Report Cards Issued: February 1

Marking Period 3 start: January 28  
Progress Report 3: March 5  
Marking Period 3 end: April 1  
Report Card Issued: April 6

Marking Period 4 start: April 12  
Progress Reports 4: May 14  
Marking Period 4 end: June 24  
Report Cards Issued: June 24

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# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

## Student/Parent Handbook

### MS TESTING

**PSAT (Grades 8-11):** There will be **NO PSAT** test during the 2020-2021 School Year.

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

**NJSLA Assessment in Language Arts and Mathematics: Grades 6-8: TBD**

This is a computer-based assessment that measures student growth and readiness for college and career. It tests the skills that the students have acquired during their current and previous years in Language Arts and Mathematics.

**NJSLA-Science (Grade 8 ONLY): TBD**

This is a computer-based assessment that measures student proficiency with the New Jersey Student Learning Standards for Science, which examines their performance of scientific and engineering practices.

**Link It Assessments (Grades 6-8): TBD**

*Link It* is a computer-based benchmark assessment that all middle school students will take in the areas of Mathematics and Language Arts three separate times throughout the school year. These assessments mirror the NJSLA assessment and are aligned to the New Jersey Student Learning Standards.



# HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL Student/Parent Handbook

## POLICIES AND REGULATIONS

For a complete list of Hasbrouck Heights Board of Education approved Policies and Regulations please visit our website or click here:

[Policies and Regulations](#)

### **IMPORTANT POLICIES AND REGULATIONS TO BE READ BY STUDENTS AND PARENTS:**

*\*Items highlighted in yellow are pending BOE approval.\**

Attendance 5200

Tardiness 5240

Dress Code 5511

**Discipline/Code of Conduct 5600**

Field Trips 2340

**Grading System 2624**

Promotion/Retention 5410

Harassment, Intimidation, and Bullying 5512

Plagiarism 5701

Use of Electronic Communication and Recording Devices 5516

Search and Seizure- Pupil Lockers 5770

Substance Abuse 5530

**Remote Learning 1648.02**

**Restart and Recovery 1648**

Communicable Disease 8451

Pediculosis Management 8454

Reporting Potentially Missing or Abused Children 8462

**Middle School Honors Criteria- 2624.2**

**Middle School Honors Criteria- 2624.21**

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