



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

HASBROUCK HEIGHTS ELEMENTARY SCHOOLS



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

STUDENT HANDBOOK 2018-2019

DISTRICT ADMINISTRATION

Administrator

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

Title

Superintendent of Schools
 School Business Administrator
 High School Principal
 Middle School Principal
 Euclid School Principal
 Lincoln School Principal
 Director of Athletics
 Director of Curriculum
 Director of Special Services
 HS Vice Principal
 MS Vice Principal

Email Address

helfantm@hhschools.org
messeryd@hhschools.org
simmons@hhschools.org
mastropietroj@hhschools.org
sickelsm@hhschools.org
colangeloj@hhschools.org
scuillam@hhschools.org
debonisnic@hhschools.org
gribbinjan@hhschools.org
barchiniv@hhschools.org
damicofra@hhschools.org

BOARD OF EDUCATION

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

Mrs. Patricia Caruso, President	Mr. Alan Baker, Vice President
Ms. Nicole Campbell Russo, Trustee	Mrs. Cara Capasso-Murray, Trustee
Mrs. Constance Doheny, Trustee	Mr. Robert Faussette, Trustee
Mrs. Jillian Ferdinand, Trustee	Mr. Joseph Rinke, Trustee
Mr. Robert Salerno, Trustee	

HASBROUCK HEIGHTS PUBLIC SCHOOLS MISSION STATEMENT

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

IMPORTANT TELEPHONE NUMBERS

Euclid School

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

Lincoln School

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

EUCLID SCHOOL DIRECTORY

Name	Title	E-Mail
Alosco, Patti	Paraprofessional	AloscoP@HHSchools.org
Bari, Christina	5 th Grade Teacher	BariC@HHSchools.org
Bothe, Lori	Special Education Teacher	BotheLor@HHSchools.org
Brinker, Lesa	Art Teacher	BrinkerL@HHSchools.org
Calderone, Uncle Ernesto	Night Custodian	CalderoneE@HHSchools.org
Chapin, Bridgette	2 nd Grade Teacher	CavanaghBri@HHSchools.org
Christensen, Kathleen	Paraprofessional	ChristensenK@HHSchools.org
Colaneri, Lisa	1 st Grade Teacher	ColaneriLis@HHSchools.org
Crabbe, Lisamarie	3 th Grade Teacher	Crabbelis@HHSchools.org
Cuttita, Catherine	3 rd Grade Teacher	CuttitaCat@HHSchools.org
Czajkowski, Jolanta	Nurse	CzajkowskiJol@HHSchools.org
DeSantis, Erica	Paraprofessional	
Farruggio, Maria	Kindergarten Teacher	FarruggioMar@HHSchools.org
Gallucci, Joanie	3 rd Grade Teacher	GallucciJoa@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Gyenes, Melissa	4 th Grade Teacher	GyenesMel@HHSchools.org
Hone, Patricia	Secretary	
Hughes, Kathleen	Paraprofessional	HughesKat@HHSchools.org
Incognito, Danielle	4 th Grade Teacher	IncognitoDan@HHSchools.org
Inglesby, Nicole	Kindergarten Teacher	InglesbyNic@HHSchools.org
Innis, Debbie	Paraprofessional	
Jones, Uncle Bill	Lead Custodian	JonesW@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Knaggs, Aunt Dawn	Afternoon Custodian	KnaggsDaw@HHSchools.org
Lambe, Pamela	Basic Skills Teacher	LambePam@HHSchools.org
Leone, Elisabetta	Special Education Teacher	LeoneEli@HHSchools.org
Mabel, Michelle	Special Education Teacher	mabelmic@HHSchools.org
Mansfield, Jacquelyn	2 nd Grade Teacher	mansfieldjac@HHSchools.org
Mansfield, Linda	Reading Specialist	MansfieldLin@HHSchools.org
Minichiello, Rocco	Phys. Ed. Teacher	MinichielloRoc@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Muldoon, Lyndsey	Special Education Teacher	muldoonlin@hhschools.org
Mullins, Linda	Paraprofessional	MullinsLin@HHSchools.org

Oettinger, Eileen	4 th Grade Teacher	OettingerEil@HHSchools.org
Palladino, Lisa	5 th Grade Teacher	PalladinoLis@HHSchools.org
Parise, Kim	Paraprofessional	parisekim@hhschools.org
Philp, Maria	School Psychologist	PhilpM@HHSchools.org
Priore, Lynne	Paraprofessional	PriorLyn@HHSchools.org
Riccobono, Giovanna	Paraprofessional	RiccobonoGio@HHSchools.org
Riordan, Caitlin	Paraprofessional	riordancai@hhschools.org
Rispoli, Evelyn	Paraprofessional	RinaldiEve@HHSchools.org
Robertson, Diane	5 th Grade Teacher	RobertsonDia@HHSchools.org
Romano, Connie	Secretary	RomanoC@HHSchools.org
Sabin, Tina	2 nd Grade Teacher	SabinTin@HHSchools.org
Shenloogian, Leanne	Paraprofessional	ShenloogianL@HHSchools.org
Sturm, Rhonda	Special Education Teacher	sturmrho@HHSchools.org
Tacinelli, Courtney	Speech Therapist	CoccaroCou@HHSchools.org
Tattoli, Lorenzo	Phys. Ed. Teacher	TattoliLor@HHSchools.org
tenBerge, Laurie	1 st Grade Teacher	tenbergelau@HHSchools.org
Tomesco, Lori	Pre-Kindergarten Teacher	TomescoLor@HHSchools.org
Valente, Sabina	Paraprofessional	ValenteSab@HHSchools.org
Verdi, Nancy	Paraprofessional	VerdiN@HHSchools.org
Walsh, Nancy	Paraprofessional	walshnan@hhschools.org
Werner, Jennifer	Special Education Teacher	WernerJen@HHSchools.org

LINCOLN SCHOOL DIRECTORY		
Name	Title	E-Mail
Altamura, Grace	Paraprofessional	AltamuraGra@HHSchools.org
Baptista, Katie	Social Worker	BaptistaKat@HHSchools.org
Beer, Laura	Art Teacher	BeerLau@HHSchools.org
Brancato, Laurie	5 th Grade Teacher	BrancatoLau@HHSchools.org
Brander, Samantha	5 th Grade Teacher	BranderS@HHSchools.org
Capozzi, Cindy	Media Specialist	CapozziCin@HHSchools.org
Caputo, Eileen	Special Education Teacher	CaputoEil@HHSchools.org
Carlin, Pat	Secretary	CarlinP@HHSchools.org
Cebula, Michael	Phys. Ed. Teacher	CebulaMic@HHSchools.org
Cebula Sr., Robert	Afternoon Custodian	
Colaneri, Brenda	Paraprofessional	ColaneriBre@HHSchools.org
Condal, Taylor	Phys. Ed. Teacher	CondalTay@HHSchools.org
Dallara, Bonnie	Paraprofessional	DallaraBon@HHSchools.org
Daly, Allison	4 th Grade Teacher	DalyA@HHSchools.org
DePalma, Anna	Paraprofessional	DePalmaAnn@HHSchools.org
DePalma, Victoria	2 nd Grade Teacher	DePalmaVic@hhschools.org
Dubofsky, Gayle	5 th Grade Teacher	DubofskyGay@HHSchools.org
Dussault, Donna	Kindergarten Teacher	DussaultDon@HHSchools.org
Ellerbrock, AnneMarie	Paraprofessional	EllerbrockAnn@HHSchools.org
Felicetti, Karen	Reading Specialist	FelicettiKar@HHSchools.org
Ferreri, Kathy	Paraprofessional	FerreriKat@HHSchools.org

Freschi, Kelly	Paraprofessional	FreschiKel@HHSchools.org
Garden, Maureen	Paraprofessional	GardenM@HHSchools.org
Georgatos, Aundrea	2 nd Grade Teacher	GeorgatosAun@HHSchools.org
Giaquinto, Lesley	Clerical	GiaquintoLes@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Hohnecker, Jaclyn	3 rd Grade Teacher	HohneckerJac@HHSchools.org
Jarosiewicz, Christa	3 rd Grade Teacher	JarosiewiczChr@HHSchools.org
Kammerer, Rosanne	Speech Therapist	KammerRos@HHSchools.org
Kane, Kimberly	Nurse	KaneK@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Kroncke, Danielle	Kindergarten Teacher	KronckeDan@HHSchools.org
LaTorre, Eileen	5 th Grade Teacher	LaTorreEil@HHSchools.org
Lopera, Jennifer	PREK Teacher	LoperaJen@HHSchools.org
Luterzo, Michael	Lead Custodian	LuterzoMic@HHSchool.org
Lutz, Vanessa	3 rd Grade Teacher	LutzVan@HHSchools.org
Martello, Jennifer	1 st Grade Teacher	MartelloJen@HHSchools.org
Mertz, Michael	4 th Grade Teacher	MertzMic@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Olivo, Joseph	Night Custodian	OlivoJos@HHSchools.org
Pagano, MaryAnn	5 th Grade Teacher	PaganoMar@HHSchools.org
Pasqualone, Helen	Paraprofessional	PasqualoneHel@HHSchools.org
Reynolds, Danielle	4 th Grade Teacher	ReynoldsDan@HHSchools.org
Rogers, Alyssa	2 nd Grade Teacher	RogersAly@HHSchools.org
Rucci, Nichole	ESL Teacher	RucciN@HHSchools.org
Siconolfi, Lauren	1 st Grade Teacher	SiconolfiLau@HHSchools.org
Sisco, Daisy	Secretary	SiscoDai@HHSchools.org
Unglert, Sandra	Kindergarten Teacher	UnglertSan@HHSchools.org
Valenti, Shannon	Special Education Teacher	ValentiSha@HHSchools.org
Warren, Jennifer	Paraprofessional	WarrenJen@HHSchools.org
Wheeler, Karen	Paraprofessional	WheelerKar@HHSchools.org
Young, Karen	Special Education Teacher	YoungKar@HHSchools.org
Zito, Alyssa	Special Education Teacher	ZitoAly@HHSchools.org

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

Euclid School PTA

Kim Parise, President
Lori Zorat, 1st Vice President
Lori Schmatz, 2nd Vice President
Kristin Doherty, Recording Secretary
Corinne Ponte, Correspondance Secretary
Erin Ranieri, Treasurer
Daniel Chartock, VP Communications & Media

Lincoln School PTA

Maria Gaeta-Alvarez, President
Jennie Porfido, 1st Vice President
Michelle Nipitella, 2nd Vice President
Denise Ejgird, Recording Secretary
Mercedes Carvajal, Correspondance Secretary
Barbara Pantiliano, Treasurer



EUCLID EAGLES

LINCOLN LEOPARDS



FUTURE JUNIOR AVIATORS!

Child Study Team		
Ms. Janine Gribbin	Director of Special Services	gribbinjan@hhschools.org
Ms. Julie Canavatchel	Secretary	canavatcheljul@hhschools.org
Ms. Lucy Gomez	Secretary	gomezluc@hhschools.org
Mrs. Katherine Baptista	School Social Worker	baptistak@hhschools.org
Ms. Lisa Ciraco	School Psychologist	ciracol@hhschools.org
Mrs. Maria Philp	School Psychologist	philpm@hhschools.org
Ms. Dawn Johnson	School Social Worker	johnsond@hhschools.org
Ms. Suzanne Gallo	LDTC	gallos@hhschools.org
Mrs. Linda Pizzute	LDTC	pizzutel@hhschools.org

SPECIAL SERVICES

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

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

The Intervention and Referral Services Committee (I & RS)

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

504 PROCEDURES

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

- **Euclid School** contact: Mrs. Czajkowski & Ms. Brinker at 201-288-0753.
- **Lincoln School** contact: Ms. Kane & Ms. Dussault at 201-393-8184.

ELEMENTARY SCHOOL TRIMESTER DATES
Grades K-2 (Only)

# of Days	TRI	Start	Finish	Report Cards
60	1	9/05/18	12/05/18	12/20/18
60	2	12/06/18	3/18/19	4/02/19
63	3	3/19/19	6/21/19	6/21/19

ELEMENTARY SCHOOL MARKING PERIOD/PROGRESS REPORT DATES
Grades 3-5 (Only)

# of Days	MP	Start	Finish	Progress Report	Report Cards
47	1	9/05/18	11/14/18	10/09/18	11/21/18
43	2	11/15/18	1/28/19	12/20/18	2/04/19
44	3	1/29/19	4/05/19	3/06/19	4/11/19
49	4	4/08/19	6/21/19	5/16/19	6/21/19

Hasbrouck Heights Public Schools 2018-2019 School Calendar

July 2018						
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 2018						
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 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
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 2018						
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 2018						
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 29 New Staff Orientation
- September 3 Labor Day – Schools Closed
- September 4 Teacher Check In
- September 5 **First Day of School**
- October 8 Staff In-Service – No Students
- November 6 Staff In-Service – No Students
- November 8-9 NJEA Convention – Schools Closed
- November 21 Single Session Day
- November 22-23 Thanksgiving Recess
- December 21 Single Session Day
- Dec. 24-31 Holiday Recess
- January 1 Schools Closed
- January 2 Schools Re-Open
- January 21 Staff In-Service – No Students
- February 18-22 Winter Recess
- February 25 Schools Re-Open
- April 12 Single Session Day
- April 15-19 Spring Recess
- April 22 Schools Re-Open
- May 27 Memorial Day – Schools Closed
- June 19-21 Single Session Days (Students Only)
- June 21 **Graduation, Grades 8, 12**
- June 21 **Last Day of School**
- June 21 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 24, 2019. If two snow days are left unused, schools will be closed on May 24, 2019 and May 28, 2019. If three snow days are left unused, schools will be closed on May 24, 2019, May 28, 2019 and June 7, 2019. **If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 19, 2019.**

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

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: May 17, 2018

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

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

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

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

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

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

ELEMENTARY SCHOOL TESTING

Grades 3-5 Testing

PARCC

April 8, 2019 – May 28, 2019

Regular Administration (Computer Administration Window)

Elementary Science

May 6, 2018 – June 7, 2019

ARRIVAL AND DISMISSAL PROCEDURES

BELL SCHEDULE (Full Day)

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

BELL SCHEDULE (Half Day)

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

EMERGENCY-CLOSING

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

DELAYED OPENING

- Administrative and secretarial staff reports at 9:00 am
- Teaching staff reports at 9:55 am
- Students report at 10:00 am and receive a 1 hour lunch period.
- The Superintendent of schools will utilize School Messenger.
- Information is also posted on the district web site and Genesis.
- The following news outlets are notified: WOR, WCBS, WINS, NJ12, WVNJ, Ch. 2, 4, 5 & 7.
- Before school programs are cancelled (KEYS, Extra Help, etc.)

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

- The superintendent of schools will start the automated phone system. (It is extremely important that your contact information is up to date)
- The following news outlets are notified- WOR, WCBS, WINS, NJ12, WVNJ, Ch. 2, 4, 5 & 7
- Information is also posted on the district web site and Genesis.

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

- The Superintendent of schools will utilize School Messenger.
- Information is also posted on the district web site and Genesis.

SAFETY

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

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

VISITORS

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

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

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

FIRE & LOCK-DOWN DRILLS

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

Security Drills are conducted at least once a month and are designed to secure the school buildings efficiently and effectively.

ADMISSIONS/WITHDRAWALS

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

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

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

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

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

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

COMMUNICATION

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

- **Daily Homework Posting**

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

- **Official Staff Email Accounts**

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

- **Weekly Message**

Each Friday a newsletter is sent with important information that is pertinent to the school's programming.

- **Back to School Night**

Each fall, Euclid and Lincoln School invites parents/guardians to spend an evening at the school. The faculty presents an overview of their instructional programs including classroom rules and procedures.

Parents/Guardians are encouraged to participate in the evening's activities.

- ***Live Grades***

All Elementary School families have access to Genesis.

PARENT/TEACHER CONFERENCE DATES

Monday, November 26, 2018	1:45 – 3:15 pm (Afternoon, <i>1/2 Day Students</i>)
Tuesday, November 27, 2018	6:00 – 8:00 pm (Evening, <i>1/2 Day Students</i>)
Monday, December 3, 2018	1:45 – 3:15 pm (Afternoon, <i>1/2 Day Students</i>)
Tuesday, December 4, 2018	6:00 – 8:00 pm (Evening, <i>1/2 Day Students</i>)

EMERGENCY INFORMATION

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

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

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

A student information sheet will be sent home the first day of school in order to update our school files. **Please make corrections/additions, sign and return to the school by September 16, 2016.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

PRE-K – 5

PUPIL DISCIPLINE/CODE OF CONDUCT

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for **grades 3, 4 & 5 ONLY**.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

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

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Disruptive Behavior (Policy #5600)	1 st offense	Teacher warning	
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/ Parent Notification/Principal’s Detention	
	5 th offense	Referral to the Principal/Principal’s Detention/Parent Conference	Subsequent offense may include: ISS/OSS or Alternative Placement
Littering on School Property	1 st offense	Referral to the Principal/Warning	
	2 nd offense	Referral to the Principal/Parent Notification	
	3 rd offense	Referral to the Principal/ Parent Notification/Principal’s Detention	

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

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

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Sale & Distribution of CDS (policy #5131.6)	Any offense	May include: 10 Day OSS/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team Police will be notified	Seller of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession/Alcohol (policy #5131.6)	1 st offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 nd offense	10 Days OSS and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (policy #5132)	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 st offense	Warning	
	Subsequent	Principal's Detention	
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	Possible Referral to the Student Assistance Counselor
	3 rd offense	Referral to the Principal/ISS/Parent Conference	
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS/Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Firearms/Zero Tolerance (policy # 5131.7)	Any offense	Up to 10 Days OSS/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for school (policy # 5110)		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	

Harassment, Intimidation, and Bullying Definition

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

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

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



School Food Service Information

2018-2019
School Year

EUCLID & LINCOLN ELEMENTARY SCHOOL

The School Day Just Got Healthier!

Maschio's is committed to making a nutritious difference in your school. Your child will be satisfied with nutrient-dense, "right-sized" meals that include more fruits, vegetables, and whole grain-rich options. We know some highly active students, like athletes, may need more calories; therefore schools may offer second helpings of food components a-la-carte, including fruits, vegetables and lean proteins.

We take great pride in being able to offer your children healthier food choices so that they can fuel their bodies to get them through the school day and beyond! Making healthy choices and engaging in proper physical activity is a winning combination for another successful school year! As a team we can set up your students for a lifetime of health by implementing nutritious eating at home, at school and achieving an active lifestyle!

Lunch

All meals include:

Hot or Cold Entrée

Fruit Choice

Vegetable of the Day

Refreshing Beverage Choice of:

4 oz. Milk or 4 oz. Juice

First Day of Service:

Sept. 5, 2018

Meal Prices and Payments

Student Lunch \$2.90

Reduced Price \$0.40

Adult Lunch: \$3.65

Ala carte snack items may be purchased daily at an additional cost, not on your child's lunch account.

Please access the online portal for your Child's Lunch Account Payment: **PayForIt.net**

Cash or a check are also accepted as payment for meals

Please make checks payable to:

Hasbrouck Heights BOE Food Services Acct

Contact Information

If you have any questions, suggestions, or concerns please contact Marilyn Giancaspro of Maschio's Food Services

at 201-288-6476 or rsarro@maschiofood.com.

Please visit your school website for our monthly menus, price lists, Cafeteria Connection newsletters and updates.

For nutrition information, please visit:
www.maschiofood.com.

We greatly appreciate your cooperation and look forward to a great year!

Connect with us!



HEALTH SERVICES

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

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

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

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

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

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

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

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

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

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

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

**HASBROUCK HEIGHTS PUBLIC SCHOOLS
SCHOOL HEALTH SERVICES**

RETURN TO SCHOOL GUIDELINES

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

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

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

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

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

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

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

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

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

Conjunctivitis (Pink-eye)

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

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

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

INSURANCE

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

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

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

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

AFFIRMATIVE-ACTION

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

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

Mr. Joseph Colangelo – colangeloj@hhschools.org

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

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

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

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

POLICY

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

ALL policies):

- HIB
- Grading
- Homework/Make-up
- Gifted and Talented
- Attendance
- Promotion/Retention/Acceleration
- Dress and Grooming
- Personal Electronics
- Child Abuse and Neglect