Hasbrouck

Heights

High School

Student/Parent Handbook



2023- 2024 School Year

TABLE OF CONTENTS

Principal's Letter	Page 3
District Administration/ Board Of Education/ HS Teams	Pages 4 & 5
Alma Mater	Page 6
Mission Statement & Vision Statements	Pages 7 & 8
District Calendar	Page 9
Bell Schedules/ Delayed Opening	Page 10
High School Staff & Coaches Directory	Pages 11 & 12
Marking Periods/ Exam Dates	Page 13
Testing Dates	Page 14
Parent Communication	Pages 15 -17
Clubs & Advisors	Page 17
National Honor Society	Pages 17 & 18
Important Policies & Procedures	Pages 19- 24
Counseling Department Services	Pages 25- 30
Course Offerings/ Dual Enrollment/ Advanced Placement	Page 31
Structured Learning Experience	Page 32
HHHS Graduation Requirements	Page 33
Safety Procedures	Page 34
Tuition Students	Page 35

Principal's Letter

Dear Aviators,

It is with great pleasure that I take this opportunity to welcome you to Hasbrouck Heights High School, Home of the Aviators. The HS Administrative Team is extremely proud of the programs that we offer our students and encourage all of you to make the most out of the time you spend with us.

This Handbook has been developed to help you learn as much as possible about our school. Please be reminded that it is very important for you and your parent(s)/guardian(s) to read this Student Handbook in its entirety, to obtain a clear understanding of the expectations, procedures, and policies that are in place at Hasbrouck Heights High School.

Whether you are joining the Hasbrouck Heights school community for the first time or have been with us for a number of years, we encourage you to become an active participant in our schools. In addition to providing you with an excellent academic foundation, we offer many activities and clubs of interest to help you become a well-rounded and self-reliant young adult.

We hold the highest expectations for all of you and are looking forward to the upcoming school year with great excitement and hope that it will be a rewarding and successful year for each of you. Our strong commitment to Excellence, and Equity is our promise to everyone!

For additional information, please visit our district website at www.hhschools.org

Respectfully yours,

Mrs. Linda Simmons High School Principal

District Administration

Administration	<u>Title</u>	Email Address
Mr. Michael Polizzi	Interim Superintendent of Schools	polizzimic@hhschools.org
Mr. Robert Brown	Interim Business Administrator	brownrob@hhschools.org
Mrs. Linda Simmons	High School Principal	simmonsl@hhschools.org
Mr. Christopher Garcia	High School Vice Principal	garciachr@hhschools.org
Mr. Vincenzo Barchini	Director of Guidance	barchiniv@hhschools.org
Mr. Michael Scuilla	Athletic Director	scuillam@hhschools.org
Mr. Joseph Mastropietro	Middle School Principal	mastropietroj@hhschools.org
Mr. Frank D'Amico	Middle School Vice Principal	damicofra@hhschools.org
Mr. Michael Sickels	Euclid School Principal	sickelsm@hhschools.org
Mr. Joseph Colangelo	Lincoln School Principal	colangeloj@hhschools.org
Mrs. Dominique Vetrano	Director of Curriculum	vetranodom@hhschools.org
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org

Board of Education

Click Here for Board Member Emails

Mrs. Lori Cintron	President
Mrs. Lisa Krommenhoek	Vice President
Ms. Nicole Russo	Trustee
Mr. Christopher DeLorenzo	Trustee
Mrs. Jillian Ferdinand	Trustee
Mr. Kevin Mullins	Trustee
Mrs. Kathleen Sausa	Trustee
Mrs. Helen Tejeda- Ramos	Trustee

Mrs. Lauren Terranova	Trustee

Child Study Team

<u>Name</u>	<u>Title</u>	<u>Email</u>
Dr. Lisa Ciraco	School Psychologist	ciracol@hhschools.org
Mrs. Dawn Johnson	Social Worker	johnsond@hhschools.org
Mrs. Suzanne Gallo	LDTC	gallos@hhschools.org
ТВА	LDTC	N/A

Custodial Team

<u>Name</u>	<u>Email</u>
Jorge Cruz	cruzjor@hhschools.org
Rafael Cuya	cuyaraf@hhschools.org
Dominick DePalma	depalmad@hhschools.org
Anthony Hassett	hassettant@hhschools.org
Patrick Hassett	hassettpat@hhschools.org
Pablo Montanez	montanezpab@hhschools.org

Security Team

Name	Email
Barry Feinberg	feinbergbar@hhschools.org
Corey Lange	langecor@hhschools.org
Alan Lustmann	lustmannala@hhschools.org

Tech Team

<u>Name</u>	<u>Email</u>
John Hone	honejoh@hhschools.org

Bob larossi	iarossir@hhschools.org		
Tom Matty	matty@hhschools.org		
Ronald Todd	toddronald@hhschools.org		

ALMA MATER

There Are Many Other Schools

Of this there is no doubt

Still we'll always cling to Hasbrouck,

For we know there's but one route.

That's to win all of the victories

In the classroom and the track

And be loyal sons and daughters

Of the Orange and the Black.

When the cares of life o'er take us

Mingling fast our locks with gray

Should Our Dearest Hope Betray us

False fortunes fall our way.

Still we'll banish cares and sadness

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

'Neath the Orange and the Black

GO AVIATORS!!!!!

Mission & Vision Statements

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

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

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

Vision Statements Continued

COMMUNITY STAKEHOLDERS

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

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

TECHNOLOGY

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

- District enhances student learning through the use of technology tools.
- Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.
- Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.
- Students will develop an understanding of the nature and impact of technology as they relate to the individual and a global society.

CURRICULUM

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

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

Click Here for updates to the District Calendar

Hasbrouck Heights Public Schools 2023-2024 School Calendar

July 2023							
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July 3-4
August 30
August 31
September 1
September 4
September 5
September

September 25 October 9

October 11 November 7 November 9-10

November 22 December 22 Dec. 25-29 January 1

February 19-23

February 26 March 28 March 29 April 15-19 April 22 May 27

June 20-24 June 18 June 24

District Closed - July 4th New Staff Orientati Staff Report Only (PD Day) Schools Closed
Labor Day - Schools Closed
Staff Only Report
First Day of School (Students Only AM) InService for Staff PM

Yom Kippur – Schools Closed Columbus Day – Schools Closed Single Session Day (Students Only) Election Day – In-Service for Staff (No Students) NJEA Convention - Schools

Closed Single Session Day Thanksgiving Recess Single Session Day Holiday Recess

New Year's Day (Schools Closed) Schools Re-open Dr. Martin Luther King Jr. Birthday – Schools Closed Winter Recess Schools Re-open Single Session Day Schools Closed Spring Recess Schools Re-Open Memorial Day – Schools

Closed Single Session Days (Students only) Middle School Graduation

High School Graduation (Rain Date June 21) Last Day of School June 25 Teacher Check-Out

Three snow days have been built into the calendar. If one snow day is left unused, the last day of school will be June 21, 2024, and Teacher Check-Out will be June 24, 2024. If two snow days are left unused, the last day of school will be June 20, 2024, and Teacher Check-Out will be June 21, 2024. If three snow days are left unused, the last day of school will be June 20, 2024, Teacher Check-Out will be June 21, 2024 and schools will be closed on May 24, 2024. 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, 2024.

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

\times	= Staff Only Report
$\overline{}$	= Single Session Day
	= Schools Closed

Approved: April 27, 2023 Revised: May 18, 2023

January 2024							
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February 2024							
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March 2024						
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April 2024						
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May 2024							
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30						



HASBROUCK HEIGHTS MIDDLE SCHOOL/HIGH SCHOOL

BELL SCHEDULE

MIDDLE SCHOOL

7:55-8:39am

Grades 6-8



HIGH SCHOOL Grades 9-12

Period 0:	7:00- 7:50am	None
Period 1:	7:55- 8:39am	Period 1:

Homeroom: 8:39-8:46am Homeroom: 8:39-8:46am Period 2: 8:49-9:33am Period 2: 8:49-9:33am (Gr. 6 Cycle) Period 3: Period 3: 9:36-10:20am 9:36-10:20am (Gr. 7 Cycle)

Period 4: 10:23-11:07am Period 4: 10:23-11:31am Period 5: 11:10-11:54am 4A Class: 10:23-11:07am

11:10-11:31am (Gr. 6/7) Period 6: 11:57-1:05pm Lunch B: 6A Class: 11:57-12:41am Lunch A: 10:23-10:44am (Gr. 7/8)

Lunch B: 12:44- 1:05pm 4B Class: 10:47-11:31am

Period 5: Lunch A: 11:57-12:18pm 11:34-12:18pm (Gr. 8 Cycle) 6B Class: 12:21-1:05pm Period 6: 12:21-1:05pm (Gr. 6 PE) Period 7: Period 7: 1:08- 1:52am (Gr. 7 PE) 1:08- 1:52pm Period 8: Period 8: 1:55-2:39pm (Gr. 8 PE) 1:55-2:39pm

SINGLE SESSION SCHEDULE

SINGLE SI	ESSION SCHEDULE	SINGLE SI	ESSION SCHEDULE
Period 1:	7:55- 8:33am	Period 1:	7:55- 8:33am
Period 2:	8:36-9:06am	Period 2:	8:36-9:06am
Period 3:	9:09-9:39am	Period 3:	9:09-9:39am
Period 4:	9:42-10:12am	Period 4:	9:42-10:12am
Period 5:	10:15-10:45am	Period 5:	10:15-10:45am
Period 6:	10:48-11:18am	Period 6:	10:48-11:18am
Period 7:	11:21-11:51am	Period 7:	11:21-11:51am
Period 8:	11:54-12:24pm	Period 8:	11:54-12:24pm

DELAYED OPENING SCHEDULE (MS & HS)

Period 1: 10:00-10:20am

Period 4: 10:23am- Follow regular full-day schedule

STAFF LIST AND EMAILS

Last Name	First Name	Subject	Email
Abbatiello	Maria	PE	abbatiellom@hhschools.org
Ascolese	Joseph	Music	ascolesej@hhschools.org
Balestra	Mauritzio	Italian	balestramau@hhschools.org
Bancroft	Skyler	Art	bancroftsky@hhschools.org
Bernstein	Lisa	Social Studies	bersteinl@hhschools.org
Bevacqua	Nicole	Special Ed	bevacquanic@hhschools.org
Brooks	Melanie	Spanish	brooksleemel@hhschools.org
Caines	Suzanne	ELA/ Special Ed	cainessuz@hhschools.org
Calderon	Paola	Art	calderonpaola@hhschools.org
Cassano	Philip	Math	cassanop@hhschools.org
Cassidy	Catherine	Social Studies	cassidyc@hhschools.org
Centrella	Mary	Special Ed	centrellam@hhschools.org
Clifton	Robert	Science	cliftonrob@hhschools.org
Conner	Kerrianne	Math	connerker@hhschools.org
Danny	Monica	Special Ed	dannymon@hhschools.org
Dennehy	Patrick	Special Ed	dennehypat@hhschools.org
Freund	Kurt	PE	freundkur@hhschools.org
Gordon	Tammy	Science	gordontam@hhschools.org
Healey	Carolynne	Math	healeyc@hhschools.org
Ismailovski	Tracey	Special Ed	ismailovskitra@hhschools.org
Krysz	Kirstin	Special Ed	kryszk@hhschools.org
Lindquist	Antoinette	Music	lindquistant@hhschools.org
Mason	Paul	Social Studies	masonp@hhschools.org

McCue	Vanessa	Business	mccuevan@hhschools.org
McShane	Patrick	ELA/ Special Ed	mcshanepat@hhschools.org
Monetti	Danielle	English	monettid@hhschools.org
Music	Gabriella	ELA	musicgab@hhschools.org
O'Brien	Allison	Art.	obrienall@hhschools.org
Palumbo	Michael	Social Studies	palumbomic@hhschools.org
Pignatiello	Daniel	Chemistry	pignatiellod@hhschools.org
Pellegrino	Christine	Special Ed	pellegrinochr@hhschools.org
Pope	Heather	ELA	popehea@hhschools.org
Prashker	Hana	ELL	prashkerhan@hhschools.org
Putkisto	Alexis	Math	putkistoale@hhschools.org
Rodnite	Kailey	Social	rodnitekai@hhschools.org
Roman	Ivana	Math	romaniva@hhschools.org
Sapin	Sophie	Social	sapinsop@hhschools.org
Scano	Alysa	Music	scanoaly@hhschools.org
Schmarack	Justin	PE	schmarakjus@hhschools.org
Sherbin	Michael	Math	sherbinm@hhschools.org
Squillace	Maria	World Language	squillacem@hhschools.org
Tague	Molly	History	taguemol@hhschools.org
Van Dam	John	English	vandamj@hhschools.org
Warren	Michael	Social Studies	warrenm@hhschools.org
Zellman	lan	Science	zellmanian@hhschools.org
Zukatus	John	Math	zukatusjoh@hhschools.org

Coaching Directory

Click here for Sports and Coaching Staff

Marking Period Dates

Marking Period 1:

Start Date: September 6th, 2023 End Date: November 8th, 2023

Report Cards Issued: November 16th, 2023

Marking Period 2:

Start Date: November 13th, 2023 End Date: January 25th, 2024

Report Cards Issued: February 2nd, 2024

Marking Period 3:

Start Date: January 26th, 2024 End Date: April 3rd, 2024

Report Cards Issued: April 10th, 2024

Marking Period 4:

Start Date: April 4th, 2024 End Date: Last Day of School

Report Cards Issued: Last Day of School

Midterm Exams (Single Session Days for High School Students): January 18-Periods 1 &

8. January 19- Periods 2 & 7. January 22- Periods 3 & 6. January 23- Periods 4 & 5.

Final Exams: TBD BASED ON SNOW DAYS ETC.

Testing Dates

PSAT (Grades 9-11)- Date: October 11, 2023

This is a practice test to help students prepare for the SAT test. The test is made up of two parts including critical reading and mathematics.

SAT- Dates: October 7, 2023 & June 1, 2024

There are two different dates for SAT's hosted by the Hasbrouck Heights School District. The location for both test dates is HHHS. Please remember to register at collegeboard.org. Any questions please contact your guidance counselor.

NJGPA Assessment Dates: March 11-15, 2024

The New Jersey Graduation Proficiency Assessment (NJGPA) consists of an ELA and a mathematics component to be administered to students in grade 11 for the purpose of meeting the state graduation assessment requirement. Each assessment is typically administered in computer-based format. ELA focuses on grade 10 standards with an emphasis on writing effectively when analyzing text. Mathematics focuses on Algebra 1 and Geometry with an emphasis on applying skills and concepts and understanding multi-step problems that require abstract reasoning and modeling real-world problems.

NJSLA- Assessment Dates: April 29-May 24, 2024

The New Jersey Student Learning Assessment focuses on math, english and science. The assessment tests skills acquired during their current and previous years. This is a computer based assessment.

AP Testing- Dates May 6-10 & May 13-17, 2024

Hasbrouck Heights High Schools offers students the chance to take advanced placement tests in multiple subject areas. Visit collegeboard.org for official dates for each test.

Parent Communication

The Administrative Team recognizes that students in grades 9-12 are faced with multiple developmental, academic, physical, and social changes in their lives.

To have a collaborative approach and to assist them in becoming self-sufficient, independent learners, we believe that effective and frequent communication between home and school is a must.

We ask that you contact your child's teacher as a first means to resolve issues that may occur. In addition, counselors and members of the Child Study Team are also available as an initial contact for various situations.

The following are procedures within the building that assist us with communication. Thank you for taking the time to read this as we look forward to a great school year.

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

Back to School Night- Date: September 20th, 2023 (6:00 PM)

Each fall the High School Invites parents to spend an evening at the school with our wonderful faculty and staff. The faculty will present their instructional programs and classes. This includes classroom rules and expectations as well.

Daily Homework Postings

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

Staff Email Accounts

All HHHS staff members have an official email account ending in "@hhschools.org." Teachers are expected to respond to all emails in a timely manner. A complete list of staff email addresses is located in this handbook or online on the district's website.

Telephone Communication

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

Report Cards

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

Live Grades

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

Please note that lengthy assignments, exams, projects, and essays might take up to a week to post to Genesis. At the beginning of each school year, parents will receive directions, a username and password in order to access Genesis. Genesis will replace the formal "paper" mid-term progress report.

Parent Emails

In addition to emails and Genesis, on the 30th of each month we will be sending out a slideshow entitled "Aviators in Action." The goal of this newsletter is to highlight our students and all of the various things they do throughout their high school experience.

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

Numbers to Remember

Getting Messages to Students during the School Day

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

- 1. Students are permitted to use the office telephone only in the event of an emergency.
- 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. Cell phones are not permitted in the hallways and should only be used during lunch time. Teachers will take phones if they are being used during class time or in the hallways, this includes the locker rooms as well.

Clubs, Programs & Advisors

Click Here for Clubs & Advisors

Click Here for Programs & Advisors

National Honor Society

Advisors:

Johana Feria- <u>feriajoh@hhschools.org</u>
Samantha Incremona- incremonasam@hhschools.org

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

Section1. The Faculty Council of the chapter elects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

Scholarship: The scholarship requirement is a 4.2 GPA (students in the Class of 2026 will need a 4.4; scale of 5.3) based on a student's cumulative grade point average after their 3rd, 5th or 7th semester.

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

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

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

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

Character:

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

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

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

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

Update: Candidates must have a cumulative scholarship average of at least a 4.4 (scale of 5.3) beginning with the Class of 2026. Candidates shall then be evaluated on the basis of service, leadership, and character.

Important Policies

The following policies and regulations support student learning for the 2023-2024 school year. **It is very important to review the following policies/ regulations with your child** prior to the start of the school year. Please Click Here to review Board Policies. Thank you.

- Attendance- 5200
- Grading System- 2624 and AP/ Honors Criteria- 2624.01
- Code of Conduct/ Discipline- 5600
- Communicable Disease- 8451
- Pediculosis Management- 8454
- Promotion/ Retention 5410
- Harassment, Intimidation and Bullying- 5512
- Graduation Requirements- 5460
- **Dress Code- 5511**
- Substance Abuse- 5530
- Field Trips- 2340
- Plagiarism- 5701
- Use of Electronic Communication and Recording Devices- 5516
- Search and Seizure- 5770
- Reporting Potentially or Abused Children- 8462

Procedure for Absenteeism

All students are expected to make attendance in school a top priority. It is critical that every student and their parent/ guardian accept responsibility for the students attendance and make every effort possible to be on time for school. This will promote a positive learning environment and will positively impact student achievement.

If a student is to miss school as a result of an excused absence or unexcused absence, it is the responsibility of the student's parent/ guardian to notify the school no later than 8:15 AM.

The process of Notifying the main office is as follows:

- 1. Please call Mrs. Del Vecchio in the attendance office at **201-393-8190** again, no later than 8:15.
- 2. Please include the student's **name**, **grade**, **and a call back phone number** for the parent/ guardian.

Types of Absences & Tardies

- Tardiness/ absent from school or class that is caused by a student's illness (supported by documentation), 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/ absences, excused or unexcused, will be given an attendance action plan and offered counseling with an appropriate staff member to determine the cause of the tardiness.

Late to School

- Any student who reports to school after 7:55 am must report to the Hall Monitor located at the front door. The student must sign in and receive a late pass. The pass must be given to the classroom teacher for admittance to his/her class.
- In addition, if a student is late for any reason, the student's parent/ guardian must call Fran Del Vecchio (201-393-8190) in the attendance office prior to the student's arrival

Discipline for Tardiness to School

- 1-3 tardies excused
- 4th tardy- central detention
- 7th tardy- 2 central detentions
- 10th tardy- Saturday school (8-11 am HS Media Center; Parent notification)
- 13th tardy- Saturday school (8-11 am HS Media Center; Parent notification, **Attendance Action Plan**)
- >20 tardies- may lose 1st period credit

Late to Class

Lateness to class is excused **only when a student has a pass from a staff member when arriving to 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 three times for more than three minutes, it will be considered a "cut" and disciplinary action will be taken.

Student Conduct:

Lockers

Lockers are designed only for the storage of books, school supplies, and outerwear and are not designed to provide security for valuables.

All students are urged to take precautions with their possessions. **Make sure lockers are closed and locked.**

Personal belongings should not be left where others may have the opportunity to take them. Please keep the lockers clean and free from odor-causing items.

Students who tamper with other students' lockers will be subject to disciplinary action. Locker inspections will occur during the school year.

The Hasbrouck Heights School District respects student privacy and provides students with 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 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 occupant of the school buildings.

School administrators reserve the right to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental guardianship or pupil consent, and without reasonable suspicion of the presence of contraband.

Cafeteria

Lunch period is an opportunity to relax and interact with friends.

Students are expected to clean up after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this regard. Leaving trash on the table or throwing trash on the floor is unacceptable. Students who display inappropriate behavior during lunch or who do not clean up after themselves may have restricted lunchroom access as a consequence.

Hallway Behavior

Students are expected to keep to the right while traveling in the hallway, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class (which would require a late pass). 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 issues, cleaning problems, costly repair and most importantly a lack of pride in your school.

Assemblies and Performances

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

Theft

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

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Smoking and Vaping

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

Steroids:

Student athletes participating in our sports programs will be subject to random steroid testing. For more information please contact Athletic Director, Michael Scuilla, at scuillam@hhschools.org.

Narcotics Drugs and Alcohol:

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C.6A:16-7.5.

Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Plagiarism:

One of our main goals each school year is to provide an atmosphere where academic honesty is valued. Students who engage in cheating and plagiarism are using someone else's work and efforts, claiming them as their own, for their own benefit.

Cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, research paper, or homework. Plagiarism is also considered cheating. A student who is identified as cheating or plagiarizing by giving or receiving answers on a quiz or test or copying someone else's work on an essay, research paper, homework or other assignments will be disciplined according to the Code of Conduct.

Technology Acceptable Use:

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

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

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

Counseling Department Services

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights High School has a complete staff of certified counselors and a Student Assistance Counselor (SAC), all who are ready to assist families in dealing with a wide range of issues, including those of academics, career exploration, personal concerns, and college admissions. By providing services such as individual and group counseling, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral.

The School Counselors have the goal of helping students to make those choices that will lead to success in all aspects of school life and beyond. Periodically, information highlighting certain activities and events will be emailed home and/or posted on the district website to help parents support the efforts of the school in regard to their child's development.

Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify the counseling staff of any difficulty a child may be experiencing so that as much personal assistance as possible may be offered.

Director of Guidance & Testing

Mr. Vincenzo Barchini 201- 393-8163 barchiniv@hhschools.org

Johanna Feria

School Counselor Grades 10-12 (A-F) feriajoh@hhschools.org

Alisa Rios

School Counselor Grades 10-12 (G-N) riosali@hhschools.org

Ashley Calligy

School Counselor Grades 10-12 (O-Z) calligyash@hhschools.org

Jessica Pinelli

School Counselor Grade 9 pinellijes@hhschools.org

Samantha Incremona

School Counselor (Mental Health) Grades 9-12 incremonasam@hhschools.org

Individual Counseling

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

Intervention and Referral Services (I&RS)

The I&RS Committee is a team of teachers, administrators and counselors who receive referrals about students who are not performing to academic expectations. The Committee provides counseling and guidance to students. The High School I&RS Coordinator is Mrs. Barbara Christianson, who can be reached at christiansonb@hhschools.org

504 Officer

The 504 Officers for the High School are Mary Neumann, school nurse and Barbara Christianson, SAC. They can be contacted at 201-393-8160.

Student Assistance Counselor (SAC)

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

Extra Help

If a student requires extra help in a particular subject area, the student should speak to the teacher in order to schedule an appointment outside of their scheduled extra help sessions. Morning and afternoon extra help sessions are available. A schedule is set at the beginning of the year that the students are made aware of during the first couple weeks of school.

Home Instruction

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

Access to Student Records

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

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

A non-adult pupil may assert rights of access only through his/her parent/guardian. However, guidance or child study team personnel, at their discretion, may disclose pupil records to non-adult pupils; or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons. The parent/guardian shall either have access or be specifically informed about only that portion of another pupil's record that contains information about his/her own child.

College Application Process

Schedule and Course Change

The course schedule distributed to each student at the beginning of the semester expresses the results of a prior planning process shaped by the student's educational needs, interests, and desires.

During that process, school counselors and other personnel provide guidance to students and their parents so that individual choices are informed by an awareness of available options and the longer range impact of course selections. The results of this process are used to build the master schedule, balance class selections and equalize teacher load.

In summary, the scheduling process is designed to achieve the following goals:

- To encourage students to undertake a challenging and balanced program of study that widens their life options.
- To help students make and abide by informed decisions that serve their educational interests.
- To enable the school to make full use of available human resources.

During the first five days of the new semester, the Counseling Department will attempt to quickly resolve requests that reflect the following:

- A scheduling error resulting in an incomplete or inaccurate program (Example: no lunch, wrong course);
- Changes warranted by summer school makeup;
- Course addition(s) that do not require course drops and/or multiple course changes;
- Level changes as per course requirements

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

After the first five days of the new semester and through the end of the second week of the new semester, the Counseling Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change. **Changes that would not be considered:**

- Teacher preference
- Lunch considerations
- An interest in joining friends in a particular class
- Or any combination of the above

Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule changes (with the exception of course withdrawals as discussed below) will be processed after the **second week of the semester**.

Any change in a student's program must have parent's written permission if the student is under 18 years of age, as well as approval by the supervisor/administrator.

If a course is dropped prior to the add/drop deadline, October 6, the course will not be reflected on the transcript.

In addition, a student must replace the dropped course with a replacement course. After the add/drop deadline has passed, a grade of "W or W/Fail" will be given for the dropped course, and no additional credit course may be taken.

If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.

If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.

Students in grades 9, 1 0, and 11 who meet the criteria for the test taking skills courses are required to remain in the course until proficiency is shown (mid-year or full-year). The grade and credits from test taking skills courses are included in GPA calculations. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exceptions could be necessitated for transfer students or with administrative approval.

No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.

Senior Final Exam Exemption

Exemptions for final examinations will be granted for grade 12 students who, in each course:

- Attain a grade of 90 or higher in each of the four marking periods.
- Attain a grade of 90 or higher on the midterm examination.
- Accumulate no more than six (6) unexcused absences in a full year course or three (3) unexcused absences in a semester course.

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

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

Summer School

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

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year.

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

Transcripts

Official Transcripts: Are sent to a college, university, a state or federal agency, etc. In no case will an Official Transcript be sent or given directly to the student or parent.

Unofficial Transcripts: Are for a student's personal or general use. It does not bear the official seal of the high school. They may be sent or given directly to a student or parent/ guardian.

Working Papers: Please visit Myworkingpapers.nj.gov for directions on how to create an account. **Click Here.**

Course Offerings & Graduation Requirements

For all course offerings and graduation requirements, **PLEASE CLICK HERE**.

Dual Enrollment & AP Cources

Dual Enrollment

A dual enrollment course is a class sponsored by a college or university, which is taken by a high school student for college credits. Upon completion, students receive credit from a sponsoring institution and can apply to transfer these credits to whatever college or university they attend. Tuition is minimal. Hasbrouck Heights currently has a relationship with the following colleges. Please visit their websites to view the colleges that accept their courses.

Dual Enrollment Partnerships:

Bergen Community College Courses:

- Intro to Accounting
- Entrepreneurship
- Modern U.S. History Honors
- Chemistry Honors
- Italian 3
- Italian 4
- Psychology (Pending approval)
- Sociology (Pending approval)

Seton Hall University Courses:

- Anatomy and Physiology
- Calculus
- English Language Arts 12 Honors
- Music Theory Honors
- Spanish 4
- Statistics CP (Pending approval)
- Statistics Honors

Advanced Placement:

AP Biology
AP Calculus
AP Chemistry
AP Spanish
AP Statistics

AP Computer Science

AP English Language & Composition

AP English Literature & Composition

AP Music Theory

AP Studio Art

AP Physics

Project Forward

Hasbrouck Heights High School, in partnership with Felician University, is proud to offer the Project Forward program to upperclassmen. Students can register for fall, spring, and/or summer classes. All college courses are in addition to, and not in place of, classes taken at Hasbrouck Heights High School.

Program Requirements:

Hasbrouck Heights High School upperclassmen interested in Project Forward must:

- Maintain at least a 3.0 GPA at HHHS.
- Receive a B or higher in all college courses in order to register for additional courses.
 - *HHHS has the right to drop any student from any course upon receiving the previous semester's final grades.
- Maintain an acceptable disciplinary record and must be cleared by HHHS's School Counseling Department.
- Not exceed or come close to the allotted number of late arrivals/absences as per the HHHS attendance policy.
- Make all payments to Felician University online or directly to the Bursar's office. A receipt must be given to the HHHS School Counseling Department to confirm payment upon course registration.

Program Enrollment

There will be a maximum of 20 students enrolled in Project Forward (10 in the Fall term and 10 in the Spring term). Students will have the option to take summer classes. Priority will be given to seniors first.

Courses

Students may take up to 30 credits at Felician University. Students must choose from courses in the 100 and low 200 levels with no prerequisites. Students must choose their first, second, and third choices to ensure that every effort can be made to enroll them in the courses that fit their schedule. All Felician University courses can be found on the Felician University website.

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

Work Based Learning

To prepare students for college and career, success in life, and work in an economy driven by information, knowledge, and innovation. that requires a public education system where teaching and learning are aligned with 21st-century learning outcomes."

This program is designed to assist students to find opportunities to prepare themselves for the changing world. Students will work with the SLE Coordinator to find meaningful work experiences that allow them to gain experience and a competitive edge in post-secondary planning and transition. If you have questions regarding SLE and how to take advantage of this program please email me and we can explore if this is the right fit for you.

Graduation Requirements

The Hasbrouck Heights School District Board of Education will recognize the successful completion of the secondary school instructional program by awarding a state-endorsed diploma, certifying that the student has met all state and local requirements for high school graduation, which are consistent with state and district goals, objectives, and proficiency standards in accordance with the Board Policy 5460, students are required to complete the following:

A. A minimum of 40 documented community service hours (prorated at 10 hours per academic year)

Subject Area	Total credits to include the following:
Math	Minimum of 15 credits *(Class of 2024-Min 20 credits) Must include Algebra I and Geometry
English	Minimum of 20 credits
Science	Minimum of 15 credits Must include Biology
Social Studies	Minimum of 15 credits Must include Early US, Modern US, and World History
Personal Finance	Minimum of 2.5 credits
World Language	Minimum of 5 credits (10 or more credits recommended for 4-year college entrance)
Fine/Practical Performing Arts	Minimum of 5 credits
21st Century Life & Careers	Minimum of 5 credits
Physical Education/Health	Minimum of 5 credits each year in attendance
Additional Coursework/Electives	Minimum of 20 credits

Credit Revision

Students Graduating in 2024- Minimum of 130 Credits

Weighted Grading Scale (Per Credit)

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

	Standard(CP)	Honors	College Level (AP/DE)
Α+	4.6	5.0	5.3
Α	4.3	4.7	5.0
A-	4.0	4.4	4.7
B+	3.6	4.0	4.3
В	3.3	3.7	4.0
B-	3.0	3.4	3.7
C+	2.6	3.0	3.3
С	2.3	2.7	3.0
C-	2.0	2.4	2.7
D	1.3	1.7	2.0
F	0.0	0.0	0.0

All students must: Meet the NJ Department of Education Graduation Assessment Requirements: https://nj.gov/education/

Students who do not complete all graduation requirements will <u>not</u> be permitted to participate in graduation ceremonies. Any modification in the requirements contained in this policy must be approved by the Superintendent of Schools, with the exception programs as defined in N.J.A.C.6:8 or in N.J.A.C. 6:28-4.8 (Special Education, Diplomas and Graduation).

Safety Procedures

Fire Drills

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

Lock Down Drills

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

Cell Phones

Cell phones must be turned off and put in cell phone cadi during class time, unless instructed otherwise by the classroom teacher. **Cell phones are no longer permitted for use in the hallways, locker rooms, and bathrooms.** Cell phones may be used during lunch. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.

Unauthorized use of cell phones will lead to **confiscation of the phone as well as disciplinary action** against the violator. Any student who needs to make an emergency phone call may use the phone in the Main Office.

Electronic Devices

Electronic devices, including but not limited to earbuds, airpods, headphones, smart watches, and lpads are not permitted in halls or classrooms. Teachers may allow use of particular electronic devices in their classroom, this is up to the individual teacher and the educational purpose.

Items in violation will be confiscated and turned into the Main Office. All entertainment is to be school-appropriate. Devices will be confiscated if misused, and will be returned only to a parent.

Recording and Social Media

Social media can not be accessed during school hours. All students and staff members are prohibited from using cell phones, cameras, webcams, school computers or any form of audio or video recording device in the classroom or during any instructional time outside the classroom, to record, display, post or transmit any form of personally identifiable information about any district employee or student, unless written permission is given by the staff member or the parent of the student whose information is involved.

It shall also be a violation of this policy for any student or staff member to use privately or commercially owned devices, networks or websites to post, display or transmit personally identifiable information about school employees or students, if that information was obtained in the classroom, during an instructional session outside of the classroom, or during a school related activity.

Tuition Students

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

Thank you for taking the time to read our student handbook. We are looking forward to a wonderful 2023/2024 school year.