

HASBROUCK HEIGHTS

HIGH SCHOOL

Student/Parent Handbook



2022-2023 School Year



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PRINCIPAL'S LETTER

Dear Aviators,

It is with great pleasure that I take this opportunity to welcome our students/ parents and guardians 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 our Aviators to make the most out of your time spent with us.

This Handbook has been developed to help you learn as much as possible about your school. Please be reminded that it is the responsibility of our students and parent(s)/guardian(s) to read this Handbook thoroughly in its entirety, and 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 our excellent academic foundation, we offer many activities and clubs to help you become well-rounded and self-reliant young adults.

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



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DISTRICT ADMINISTRATION

Administrator	Title	E-mail Address
Dr. Matthew Helfant	Superintendent of Schools	helfantm@hhschools.org
Mrs. Dina Messery	Business Administrator	messeryd@hhschools.org
Mrs. Linda Simmons	High School Principal	simmons1@hhschools.org
Dr. Jared Fowler	High School Vice Principal	fowlerjar@hhschools.org
Mr. Vincenzo Barchini	Director of Guidance	barchiniv@hhschools.org
Mr. Michael Sculla	Athletic Director	scullam@hhschools.org
Mr. Joseph Mastropietro	Middle School Principal	mastropietroj@hhschools.org
Mr. Frank D'Amico	MS 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
Ms. Rachel Carletto	Supervisor of Curriculum	Carlettovac@hhschools.org
Ms. Danica Davidman	Director of Special Services	Davidmand@hhschools.org

BOARD OF EDUCATION

Mrs. Jillian Ferdinand	President
Mrs. Lori Cintron	Vice President
Mr. Lauren Terranova	Trustee
Mrs. Patricia Caruso	Trustee
Mr. Christopher DeLorenzo	Trustee
Mr. Robert Faussette	Trustee
Mrs. Lisa Krommenhoek	Trustee
Mr. Kevin Mullins	Trustee
Ms. Nicole Russo	Trustee

HS CHILD STUDY TEAM

Name	Title	Email
Dr. Lisa Ciraco	School Psychology	ciracol@hhschools.org
Mrs. Suzanne Gallo	LDTC	gallos@hhschools.org
Mrs. Dawn Johnson	School Social Worker	johnsond@hhschools.org
Mr. Frank Avella	LDTC	avellaf@hhschools.org



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HASBROUCK HEIGHTS HIGH SCHOOL

ALMA MATER

There are many other schools
Of this there is no doubt.
Still we'll always cling to Hasbrouck,
For we know there's but one route.
That's to win all of the victories,
In the classroom and the track.
And be loyal sons and daughters,
Of the Orange and the Black.
When the cares of life o'er take us,
Mingling fast our locks with gray.
Should our dearest hopes betray us,
False fortunes fall our way.
Still we'll banish cares and sadness,
As we turn our memories back.
And recall the days of gladness,
'Neath the Orange and the Black.



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Mission Statement

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

Vision Statement

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

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

COMMUNITY STAKEHOLDERS

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

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

TECHNOLOGY

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

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

CURRICULUM

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with the New Jersey Student Learning Standards

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

District enhances student learning through the use of technology tools.



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2022-2023 DISTRICT CALENDAR

Hasbrouck Heights Public Schools 2022-2023 School Calendar

July 2022						
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 2022						
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 2022						
S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
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 2022						
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 2022						
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 31
September 1
September 2
September 5
September 6
September 7

October 5
October 10
October 12

November 8

November 10-11

November 23
November 24-25
December 23
Dec. 26-30
January 2

January 3
January 16

February 20-24
February 27
April 6
April 7
April 10-14
April 17
May 29

June 22-26

June 20

June 22

June 26

June 27

New Staff Orientation
Staff Report Only (PD Day)
Schools Closed
Labor Day – Schools Closed
Staff Only Report
First Day of School - (Students Only AM) In-Service 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 (Observed- 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 (Rain Date June 21)
High School Graduation (Rain Date June 23)
Last Day of School
Teacher Check-Out

Three snow days have been built into the calendar. If one snow day is left unused, schools will be closed on June 26, 2023, the last day of school will be June 23, 2023, and Teacher Check-Out will be June 26, 2023. If two snow days are left unused, schools will be closed on June 26, 2023 and May 30, 2023. If three snow days are left unused, schools will be closed on June 26, 2023, May 30, 2023 and May 26, 2023. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 14, 2023.

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

	= Staff Only Report
	= Single Session Day
	= Schools Closed

January 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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	

Approved: January 27, 2022
Revised: February 17, 2022



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HIGH SCHOOL BELL SCHEDULE

PERIOD 0	7:00-7:50 AM
PERIOD 1	7:55-8:39 AM
HOMEROOM	8:39-8:46 AM
PERIOD 2	8:49-9:33 AM
PERIOD 3	9:36-10:20 AM
PERIOD 4	10:23-11:07 AM
PERIOD 5	11:10-11:54 PM
PERIOD 6	11:57-1:05 PM
6A CLASS	11:57-12:41 PM
Lunch A	11:57-12:18 PM
Lunch B	12:44-1:05 PM
6B CLASS	12:21-1:05 PM
PERIOD 7	1:08-1:52 PM
PERIOD 8	1:55-2:39 PM

SINGLE SESSION DAY

PERIOD 1	7:55-8:33 AM
PERIOD 2	8:36-9:06 AM
PERIOD 3	9:09-9:39 AM
PERIOD 4	9:42-10:12 AM
PERIOD 5	10:15-10:45 AM
PERIOD 6	10:48-11:18 AM
PERIOD 7	11:21-11:51 PM
PERIOD 8	11:54-12:24 PM

High School announcements will be made during homeroom.

Emergency Closing and Delayed Opening

The chief school administrator is authorized by the Board of Education to close schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees. An automated phone call will be made via School Messenger. In the case of an emergency closing occurring at some point during the school day, the following procedures shall be adhered to. Students will be dismissed unless parents request alternate arrangements, in writing, at the beginning of the school year.

In the case of delayed openings, the following procedure shall be adhered to:

1. Administrative staff reports at 9:00 am
2. Administrative assistant staff reports at 9:00 am
3. Teaching staff reports at 9:55 am
4. Students report at 10:00 am
5. Period 1 - 10-10:20 am
6. Period 4 - 10:23 am followed by a regular full day schedule



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HIGH SCHOOL TEACHING STAFF

Last Name	First Name	E-mail address
Abbatiello	Maria	abbatiellom@hhschools.org
Angelillo	Samantha	angelillosam@hhschools.org
Ascolese	Joseph	ascolesej@hhschools.org
Balestra	Maurizio	balestramau@hhschools.org
Bellissimo	Kim	bellissimok@hhschools.org
Bernstein	Lisa	bersteinl@hhschools.org
Bevaqua	Nicole	Bevaquan@hhschools.org
Brooks Lee	Melanie	
Bui	Lisa	builis@hhschools.org
Cafferty	Beth	caffertyb@hhschools.org
Caines	Suzanne	cainessuz@hhschools.org
Camporeale	Joanne	
Calderon	Paola	calderonpaola@hhschools.org
Cassano	Philip	cassanop@hhschools.org
Cassidy	Catherine	cassidyc@hhschools.org
Centrella	Mary	centrellam@hhschools.org
Danny	Monica	dannymon@hhschools.org
Dennehy	Patrick	dennehypat@hhschools.org
Ditaranto	Gabrielle	musicgab@hhschools.org
Ferranti	Jackie	ferrantijac@hhschools.org
Freund	Kurt	freundkur@hhschools.org
Gierut	Antoinette	gierutant@hhschools.org
Gordon	Tammy	gordontam@hhschools.org
Healey	Carolynne	healeyc@hhschools.org
Krysz	Kristin	kryszk@hhschools.org
MacDonald	Kailey	macdonaldkai@hhschools.org
Marchese	Vincent	marchesevin@hhschools.org



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Mason	Paul	masonp@hhschools.org
McCue	Vanessa	mccuevan@hhschools.org
McShane	Patrick	mcschanepat@hhschools.org
Miller	Corinne	millerc@hhschools.org
Monetti	Danielle	monettid@hhschools.org
O'Brien	Allison	obrienall@hhschools.org
O'Shea-Canetti	Christine	canettichr@hhschools.org
Palumbo	Michael	
Pignatiello	Daniel	pignatiellod@hhschools.org
Pellegrino	Christine	pellegrinochr@hhschools.org
Pope	Heather	popehea@hhschools.org
Prashker	Hana	prashkerhan@hhschools.org
Roman	Ivana	romaniva@hhschools.org
Sapin	Sophie	sapinsop@hhschools.org
Schmarak	Justin	schmarakjus@hhschools.org
Sherbin	Micheal	sherbinm@hhschools.org
Squillace	Maria	squillacem@hhschools.org
Sturm	Rhonda	sturmrho@hhschools.org
Tague	Molly	Taguem@hhschools.org
Van Dam	John	vandamj@hhschools.org
Warren	Michael	warrenm@hhschools.org
Zellman	Ian	zellmanian@hhschools.org
Zukatus	John	zukatusjoh@hhschools.org

HIGH SCHOOL ENTRANCE

The High School Entrance is located at Door #1, which is the front entrance to the school on Boulevard. **All visitors, guests, parents, and guardians will use this door for early student pick-ups, meetings with school staff, dropping off lunches, etc.** A visitor Monitor will be available at Door #1 each school day to assist you upon your arrival. The hours of operation are 7:00am-3:30pm Monday through Friday during the school year.



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HIGH SCHOOL MARKING PERIOD DATES

Marking Period 1

Marking Period 1 Start: September 7
Marking Period 1 End: November 15
Report Cards Issued: November 23

Marking Period 3

Marking Period 3 Start: February 1
Marking Period 3 End: April 19
Report Cards Issued: April 28

Marking Period 2

Marking Period 2 Start: November 16
Marking Period 2 End: January 31
Report Cards Issued: February 8

Marking Period 4

Marking Period 4 Start: April 20
Marking Period 4 End: June 26
Report Cards Issued: June 26

Mid Term Exams: January 19, 20, 23, & 24 (Make-ups January 25, 26 & 27)

Final Exams: June 14, 15, 19, & 20 (Make-ups June 16 & 22)

Senior Exams: June 1, 2, 5, & 6 (Make-ups June 7 & 9)

HIGH SCHOOL TESTING SCHEDULE

Start Strong (Grades 9-11) – September 13-16, 2022

ELA9-10, Algebra 1, Geometry and Algebra 2, Science 9 and 12 assessments give teachers and administrators baseline data that helps plan instruction. This is a computer based assessment.

PSAT (Grades 9-11) – October 12, 2022 (Half Day Schedule)

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

SAT- October 1, 2022 AND June 3, 2023

This is the first of two SAT's hosted by the district. Mostly upperclassmen will take this assessment to send to prospective colleges. This test is made up of two parts including Critical Reading and Mathematics. The SAT subject tests are also offered. Make sure to register at collegeboard.org.

NJSLA Assessments: Grades 9-11, Dates May 15 - May 19, 2023

(Subject to Change) The NJSLA-ELA, Math, and Science assessments test the skills the students have acquired during their current and previous years. This is a computer based assessment.

AP Testing: May 1-12, 2023

Our district offers students the chance to take Advanced Placement tests in multiple subject areas. Visit collegeboard.org for official dates of each test.



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PARENT COMMUNICATION

The Administrative Team recognizes that students in grades 9-12 are faced with multiple developmental, academic, physical, and social changes in their lives. To have a collaborative approach and to assist them in becoming self-sufficient, independent learners, we believe that effective and frequent communication between home and school is a must. We ask that you contact your child's teacher as a first means to resolve issues that may occur. In addition, counselors and members of the Child Study Team are also available as an initial contact for various situations. The following are procedures within the building that assist us with communication.

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

- **New Student/Parent Meeting**

August 30, 2022-5:00pm

- **9th Grade Parent Meeting**

August 30th. 2022-6:30 PM

- **Back to School Night- High School:**

September 21, 2022 - 6:00pm

Each fall, the High School invites parents to spend an evening at the school. The faculty presents an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities and to familiarize themselves with their child's daily routine.

- **Daily Homework Posting**

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

- **Official Staff Email Accounts**

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

- **Telephone**

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

- **Report Cards**

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

- **Live Grades**

All HHHS families have access to our "live grades" online reporting program via Genesis. When a student receives a grade below a 65 an email is sent to the parent/guardian/student. 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. *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**

All emails/announcements/flyers/etc... are sent through various offices including the main office and through Blackboard Connect.

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



Important Contact Information

Main Office	(201) 393-8164
Main Office Fax #-	(201) 288-2083
Attendance- Mrs. Fran Del Vecchio	(201) 393-8190
Nurse- Mrs. Mary Neumann/Mrs. Rita Perdomo	(201) 393-8160
Child Study Team Office	(201) 393-8150/8151
District HIB Coordinator- Ms. Danica Davidman	(201) 393-8379
Student Assistance Counselor- Mrs. Barbara Christianson	(201) 288-1426
Athletic Director- Mr. Michael Sculla	(201) 393-8174

Getting Messages to Students during the School Day

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

1. Students are permitted to use the office telephone only in the event of an emergency (Forgetting homework does not constitute an emergency!)
2. Students are responsible for checking in at the office to collect “dropped off” items.
3. Classrooms will not be interrupted to summon individual students to the office to collect items
“forgotten” at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day.



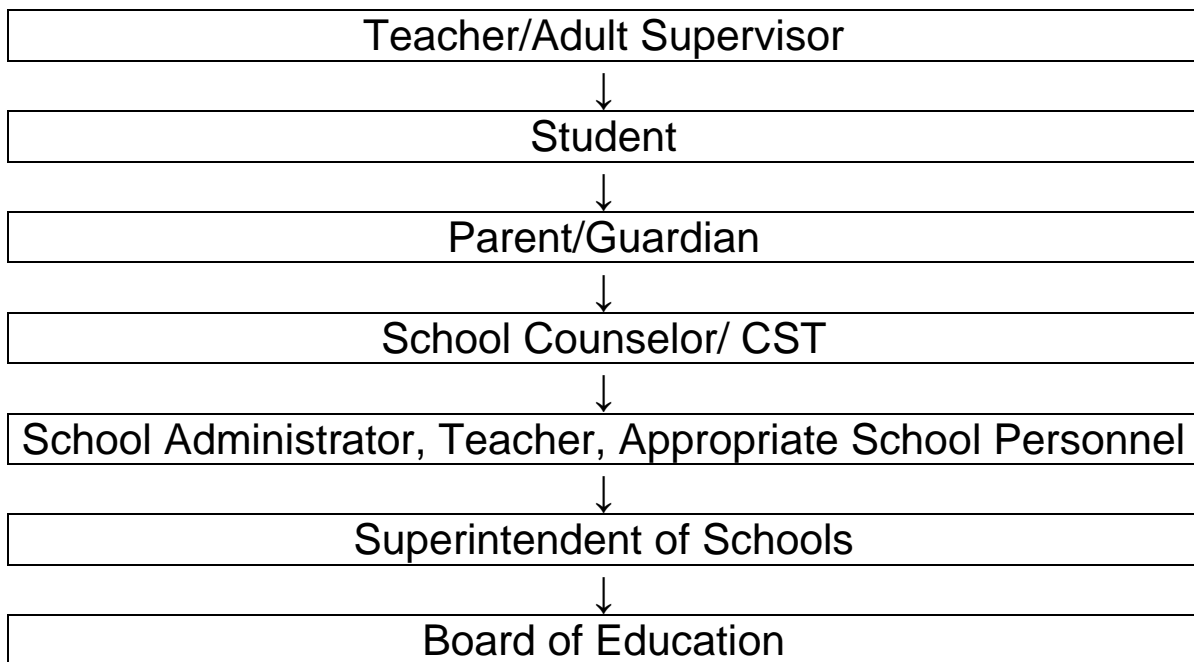
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CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the Teacher or other staff member with supervisory responsibilities. In order to effectively and efficiently address school-related concerns in the best interest of the student, the following Chain of Communication will be followed. If the concern is not resolved, proceed to the next step in the Chain of Communication. The Principal or her/his designee reserves the right to intervene at any point of the Chain of Communication in the best interest of the student.

Concern of Teacher/ Staff Member:

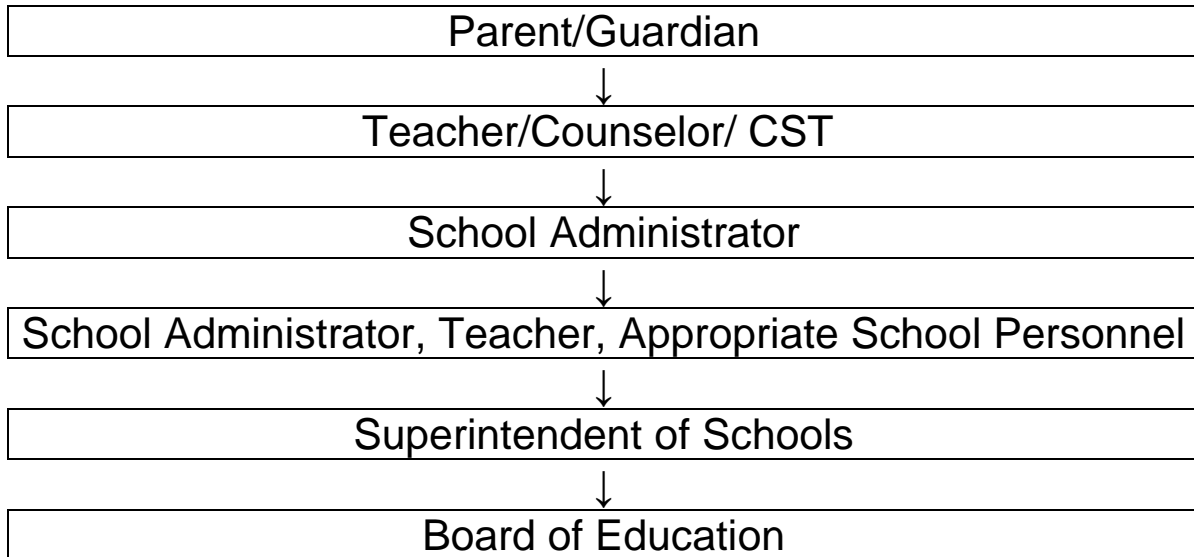
1. Teacher/Staff Member addresses/ communicates concern with student(s) involved.
2. Teacher/Staff Member addresses/communicates concern with the parent/guardian.
3. Teacher/Staff Member addresses/communicates concern with a School Counselor/CST staff member.
4. School Counselor/ CST staff member addresses/communicates concern with Student, Parent/Guardian, and Teacher/Staff Member.
4. School Administrator addresses/communicates concern and facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., Counselors, CST, etc.).
6. School Administrator addresses/communicates concern to the Superintendent of Schools.
7. The Superintendent of Schools communicates concern to the Board of Education.



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Concern of Parent/Guardian of Student:

1. Parent/Guardian of the student addresses/communicates concern to the Teacher, Counselor, or CST.
2. Parent/Guardian addresses/communicates concern to a School Administrator.
3. School Administrator facilitates communication between Parent/Guardian, Teacher, and appropriate school personnel (i.e. counselors, CST, etc.) in order to address/communicate concern.
4. Parent/Guardian addresses/communicates concern to the Superintendent of Schools.
5. Parent/Guardian addresses/communicates concern to the Board of Education.



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CLUBS AND ADVISORS

Academic Challenge	Catherine Cassidy
Art/Scenery Club	Samantha Angelillo
Chess Club	Mike Binazeski
Community Service	Ashley Calligy/Suzanne Caines
Color Guard (Marching band)	TBA
Computer Programming	TBA
Dance Club	Bette Shelly
Director of Instrumental Music	Joe Ascolese
Director of Vocal Music	Antoinette Geirut
Drama Club and Senior Play	Antoinette Geirut
Future Nurses Club	Mary Neumann
Future Scientist Club	Ian Zellman
Gay/Straight Alliance	Patrick McShane
Heroes and Cool Kids	Ashley Calligy/B. Christianson
Italian Club/Italian Honor Society	Maurizio Balestra
Medical Science Club	Dan Pignatiello
Model UN	Catherine Cassidy
MultiCultural Club	Molly Tague
National Honor Society	Johanna Feria
Outreach Club	Patrick Dennehy
Pierrot Winter Guard	TBA
Pilot's Log	Heather Pope
Musical Director	Antoinette Geirut
Spanish Club/Spanish Honor Society	Maria Squillace
Spirit Club	Molly Tague
Sustainability/Going Green	Lisa Bui
Student Council	Sophie Sapin
Wellness Club	Maria Abbatiello
Yearbook	Catherine Cassidy
Yoga Club	Lisa Bernstein
Young Democratic/Republican Club	Catherine Cassidy

CLASS ADVISORS

Senior Class	Kailey MacDonald
Junior Class	Catherine Cassidy
Sophomore Class	Catherine Cassidy
Freshman Class	Ian Zellman



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NATIONAL HONOR SOCIETY

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

Section 1. 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 3.9 GPA (updated to 4.4 beginning with students in the Class of 2026) 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

Section 2. To be eligible for membership the candidate must be a member of junior or senior class. Applying sophomores must be currently enrolled or have taken 2 honors/AP/DE courses. Applying Juniors/Seniors must be currently enrolled or have completed 3 honors/AP/DE courses. Candidates must have been in attendance at the school the equivalent of one semester.

Section 3. Candidates must have a cumulative scholarship average of at least a 3.9 for the class of 2022 and 2023, at least a 4.2 for all classes after beginning with the Class of 2024, and at least a 4.4 beginning with the class of 2026. Candidates shall then be evaluated on the basis of service, leadership, and character.



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2022-2023 SPORTS AND COACHING STAFF

FOOTBALL

HEAD COACH BRIAN ILLE
ASST COACH ROCCO MINICHELLO
ASST COACH COREY LANGE
ASST COACH TOMMY BRENNAN
ASST COACH SEAN MANSFIELD
FROSH COACH DIMITRI FORDE/JOE FISCHER

VOLLEYBALL

HEAD COACH JACKIE FERRANTI
ASST. COACH KERRI O'HAGAN
ASST. COACH SAMANTHA ANGELILLO

GIRLS TENNIS

HEAD COACH SUZANNE CAINES
JV COACH VANESSA MCCUE

BOYS BASKETBALL

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

WRESTLING

HEAD COACH KURT FREUND
ASST. COACH EVAN DOLAN
ASST. COACH SEAN ZAHN/DOM ROMEO

SWIMMING

HEAD COACH COOP WITH GARFIELD
ASST. COACH

BASEBALL

HEAD COACH PAT GABRIELE
ASST. COACH CRAIG LABIANCO
ASST. COACH TBA

TRACK

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

BOYS SOCCER

HEAD COACH PEDRO MARTINEZ
ASST COACH TBA
ASST COACH JUSTIN MCCANN

BOWLING

HEAD COACH CATHERINE CASSIDY

GIRLS SOCCER

HEAD COACH JENNIFER KELLER
ASST. COACH MOLLY TAGUE
ASST. COACH KRISTINE GARCIA

CROSS COUNTRY

HEAD COACH MIKE RYAN
ASST. COACH LEIGH ANN RUROEDE

GIRLS BASKETBALL

HEAD COACH MOLLY TAGUE
ASST. COACH ALISA SELLITTO
ASST COACH TBA

WINTER TRACK

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

GOLF

HEAD COACH DAN PIGNATIELLO

SOFTBALL

HEAD COACH JACKIE FERRANTI
ASST. COACH JENNIFER KELLER
ASST COACH TBD

BOYS TENNIS

HEAD COACH SUZANNE CAINES
JV COACH JUSTIN MCCANN

CHEERING

HEAD COACHES GABBY MUSIC and
JENNA GIAQUINTO



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IMPORTANT POLICIES

Changes were made to various Policies and Regulations to support student learning for the 2022-2023 school year. **It is very important that you review these important policy updates with your child prior to starting school in September.** The policies can be accessed via the Board of Education tab on www.hhschools.org.

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

*Denotes policies pending BOE approval.

The other **IMPORTANT** policies and regulations that should be reviewed by both students and parents prior to the start of the 22-23 school year are:

- [Promotion/Retention 5410](#)
- [Harassment, Intimidation, and Bullying 5512](#)
- [Graduation Requirements 5460](#)
- [Dress Code 5511](#)
- [Substance Abuse 5530](#)
- [Field Trips 2340](#)
- [Plagiarism 5701](#)
- [Use of Electronic Communication and Recording Devices 5516](#)
- [Search and Seizure_Pupil Lockers 5770](#)
- [Community Service 5461](#)
- [Reporting Potentially Missing or Abused Children 8462](#)



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Beneath are some highlights from each policy. Please navigate to [www.hhsHasbrouck Heights School District / Homepagechools.org](http://www.hhsHasbrouckHeightsSchoolDistrict/Homepagechools.org) to read each policy in its entirety.

Attendance (#5200)

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

If a student is to miss school as part of an excused / unexcused absence, it is the responsibility of the student's parent/guardian to notify the school. The process for notifying the school of the student's absence should be followed as outlined below:

1. The parent/guardian is requested to call Mrs. Delvecchio in the Attendance Office at (201) 393-8190, no later than 8:45am (notification after 8:45am will be considered truant). If there is no answer, please leave a message on the voicemail system.
2. The information provided should include the student's name, grade, and a callback phone number for the parent/guardian.

IT IS VITAL TO THE SAFETY OF OUR STUDENTS AND THE PROPER FUNCTIONING OF THE SCHOOL TO HAVE ALL STUDENTS ACCOUNTED FOR AT ALL TIMES. PLEASE BE SURE TO CALL IN ALL ABSENCES!

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

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

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200. Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.

Repeated absences from school interfere with efforts this Board and its staffing the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

Tardiness

1. The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.



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2. Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.
3. A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

Late to School:

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

Late to Class:

Lateness to class is excused only when a student has a pass from a staff member when arriving in class. If a student is less than three minutes late to class, the teacher has the authority to address the "time lost" as they see fit. If a student is late to class two times for more than three minutes, it will be considered a "cut" and disciplinary action will be taken. Discipline for Tardies:

1-3 tardies – excused

4th tardy- central detention (30 minutes before or after school)

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

DRESS CODE (#5511)

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools. Therefore, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or others; materially interfere with schoolwork, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in or affiliation with any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal, or his/her designee, shall determine whether the dress or grooming of pupils comes within these prohibitions.

Staff members shall demonstrate, by example and precept, wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

HARASSMENT, INTIMIDATION, AND BULLYING (#5512)

1. Report all HIBS verbally to Vice Principal (Principal Designee) –staff member has two days to write report.
2. Vice Principal informs parents of all students involved on the day it occurs.
3. Investigation must begin within 1 day of the incident-investigation must be completed within ten school days.
4. Investigation must be given to the Superintendent within two days of completion.
5. Results must be provided to the School Board by the time of the next Board meeting.



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6. Within five days of the Board of Education meeting the parents are sent a letter regarding the outcome of the investigation.
7. Parents can request a hearing in Executive Session after receiving all information and the hearing must be held within ten days of the request.
8. The Board of Education's decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the Board's decision.
9. A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:51 et seq.).

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

STUDENT CONDUCT (#5600)

School 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 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/Lunchroom

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

Hallway Behavior

Students are expected to keep to the right while traveling in the hallway, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class.

Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the lockers until the teacher arrives and/or permits student entrance.



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Assemblies & Performances

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

Masks

Optional while in the building (Subject to change pending direction from the NJDOE).

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 / 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 Scuillea 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 (see policy #5701)

Academic Integrity

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

GRADING SYSTEM (#2624-Updated) and Honors Criteria (#2624.1Updated)

Please refer to these policies which can be found on our district website, as changes have been made.

Technology, Acceptable Use Policy

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

The Board also recognizes technology allows pupils access to information sources that have not been prescreened 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.



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GUIDANCE DEPARTMENT SERVICES

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights High School has a complete staff of certified counselors and a Student Assistance Counselor, all 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 guidance, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral, the Guidance Counselors have the goal of helping students to make those choices that will lead to success in all aspects of school life and beyond. Periodically, information highlighting certain activities and events will be 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

Mr. Vincenzo Barchini
201 393-8163

barchiniv@hhschools.org

Johanna Feria

Grades 9-12 (A-F)

feriajoh@hhschools.org

Alisa Selitto

Grades 9-12 (G-N)

sellittoali@hhschools.org

Ashley Calligy

Grades 9-12 (O-Z)

calligyash@hhschools.org

Individual Counseling

Your school counselor is available in the Guidance 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 and RS)

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

The 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.

The Student Assistance Counselor

The function of a Student Assistance Counselor (SAC) is to provide confidential assistance to students who are experiencing serious social difficulties or emotional difficulties. Our SAC, Mrs. Barbara

Christianson, is always available to assist students. Mrs. Christianson can be reached at (201) 288-1426 or the student's counselor can be contacted at (201-393-8164). Frequently, students or teachers



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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 students 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.

Hasbrouck Heights High School does not track students into separate programs such as academic, business, technical, etc. Students are expected, with the help of the counselor, to develop a program of studies in line with their abilities, interests and plans. In the absence of a specific career goal, students are encouraged to carefully select those courses, which keep open the most options.

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.



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College Application Procedures

September

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

October

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

November

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

December

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

January

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

February

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

March/April

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

May

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

June

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

July/August

- Look for information from your new college on summer orientation, skills testing, course registration, etc.
*Other grade levels can locate information about the college process on our school website under HH High School Counseling Dept.



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Schedule & Course Change

The course schedule distributed to each student at the beginning of the semester expresses the results of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, school counselors and other personnel provided guidance to students and their parents so that individual choices were informed by an awareness of available options and the longer range impact of course selections. The results of this process were then used to build the master schedule, balance class sections, and equalize teaching loads. In sum, the scheduling process is designed to achieve the following goals:

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

Students sometimes seek schedule changes after the semester begins. To minimize the problems that result from inappropriate student-initiated change requests, the following procedures will be implemented:

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

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

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

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

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

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

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

5. **If a course is dropped prior to the first week of October, the course will not be reflected on the transcript.** In addition, a student must replace the dropped course with a replacement course. After the second week of October, a grade of "W or W/Fail" will be given for the dropped course.

6. If a student is a senior, the quality points and credits for any course dropped after first week of October 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 school counselor.

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

8. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course until proficiency is shown (mid-year or full-year). The grade and credits from test taking skills courses are included in GPA calculations.

9. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exceptions could be necessitated for transfer students or with administrative approval.

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



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Senior Final Exam Exemption

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

Attain a grade of 90 or higher in each of the four marking periods.

Attain a grade of 90 or higher on the midterm examination.

Accumulate no more than six (6) total 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 as listed in number 5 of this policy.

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

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.

Transcripts

There are two types of transcripts:

OFFICIAL Transcripts which are sent to a college, university, a state or federal agency, etc. Parents can have access to student records.

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.

Working Papers

Procedure for Obtaining Employment Certificate:

Step 1: Pick up the New Jersey State Department of Education A300/Combined Certification form in the main office from Ms. Klenk. The student should complete Section A in its entirety.

Step 2: Have the employer complete "Section B" and the "Employment Information" on the form. Wages and hours of employment must be indicated. A signature by a Parent or Guardian is also required in this section. Have the school nurse complete Section C if a physical examination was done within the last year. Otherwise, a physician must complete this form. The signature of the minor is required in Section G of the form.

Step 3: Return the completed "New Jersey Combined Certificate" form and a birth certificate (Copy acceptable) or other proof of age (i.e., baptismal certificate, passport – driver's license not acceptable) to the main office.

Step 4: The next school day, pick up the "Employment Certificate" in the main office.



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High School Course Offerings (2022-2023)

<https://sites.google.com/hhschools.org/hh-high-school-counseling-dept/courses-scheduling>

DUAL ENROLLMENT COURSES

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

Fairleigh Dickinson University (Middle College): <http://view.fdu.edu/default.aspx?id=2748>

Seton Hall University (Project Acceleration): <http://www.shu.edu/academics/artsci/project/project-acceleration/>

Syracuse University: <http://supa.syr.edu>

Projected Dual Enrollment Courses for 2022-2023:

- English 12 Honors
- AP Language and Composition
- Anatomy and Physiology
- Small Business Management
- Introduction to Accounting
- Finance-Pending Approval
- Modern US Honors
- Italian IV
- Physics Honors
- Chemistry Honors
- AP Calculus AB
- Spanish IV
- Early US History-Pending Approval

Advanced Placement (AP) Courses

An Advanced Placement Course is a class sponsored by the College Board. It enables a high school student to earn college credit in accordance with the guidelines of each college. Students enrolled in an AP course will be expected to take the Advanced Placement test in May (cost minimal). The Board of Education will reimburse 100% of your cost for a test score of a '4' or '5' and reimburse 50% of your costs for a test score of '3'.

Projected AP Courses for 2022-2023:

- AP Biology
- AP Italian
- AP Physics
- AP Music
- AP Computer Science
- AP Calculus AB
- AP Chemistry
- AP Studio Art
- AP Psychology
- if you have additional questions, please contact your school counselor.
- AP English Literature and Composition
- AP Statistics
- AP Spanish
- AP Language and Composition



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Structured Learning Experience

Coordinators: [Barbara Christianson](#) and [Mary Centrella](#)

"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. For more information regarding SLE, please check out the [NJDOE website](#).



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HHHS 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)
- B. A total of 130 credits for high school graduation (Class of 2023):

Subject Area	Total credits to include the following:
Math	Minimum of 15 credits *(Class of 2024-Min 15 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

Projected Credit Revision

Students Graduating in 2023	Minimum of 130 Credits
Students Graduating in 2024	Minimum of 130 Credits

Weighted Grading Scale (Per Credit)

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

	<u>Standard (CP)</u>	<u>Honors/DE</u>	<u>College Level (AP)</u>
A+	4.6	5.0	5.3
A	4.3	4.7	5.0
A-	4.0	4.4	4.7
B+	3.6	4.0	4.3
B	3.3	3.7	4.0
B-	3.0	3.4	3.7
C+	2.6	3.0	3.3
C	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

- *Weights of DE courses moves to the honors scale for class of 2025*



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Classes of 2023–2025

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023-2025.

Graduation Assessment Requirements

ELA

If, after completing the New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the ELA component, such students may access the following pathways:

- **Pathway 2:** By meeting the designated cut score on a substitute competency test (see Table 5 under Pathway 2 below); or
- **Pathway 3:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

Mathematics

If, after completing the required New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the mathematics component, such students may access the following pathways:

- **Second Pathway:** By meeting the designated cut score on a substitute competency test (see Table 5 under Second Pathway below); or
- **Third Pathway:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

Information for Students with Disabilities

Under the Individuals with Disability Education Act (IDEA), all students with disabilities must be included in all general state and district-wide assessments. IEPs of students with disabilities will address whether the student must meet the passing score on the state assessments or demonstrate proficiency through an alternate pathway. Students with disabilities whose IEPs specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs. It is the responsibility of the student's IEP team to ensure that the IEP is implemented as written, including components addressing state graduation assessment requirements.

IEP teams should reserve the exemption of the statewide assessment graduation requirement for students with significant intellectual disabilities and for students with disabilities who have made repeated unsuccessful attempts to meet statewide assessment requirements through New Jersey Graduation Proficiency Assessment, a substitute competency test, or a student portfolio appeal. Districts are encouraged to begin convening meetings of the student's IEP team when the student is in grade 9, or as early as possible. The IEP team includes the student, and the student's parent(s)/guardian(s) to discuss the student's specific graduation requirements.

Questions about IEP components concerning graduation assessment requirements should be directed to the



Classes of 2023–2025

Office of Special Education Policy and Dispute Resolution at oseinfo@doe.nj.gov.

Pathways Available

First Pathway

Students must take and demonstrate proficiency in grade 11 on the New Jersey Graduation Proficiency Assessment, which includes content aligned to the grade 10 New Jersey Student Learning Standards (NJSLS) in ELA, and the NJSLS in Algebra 1 and Geometry. If after completing the New Jersey Graduation Proficiency Assessment a student does not demonstrate proficiency on the ELA or mathematics section, the student may retake the New Jersey Graduation Proficiency Assessment in the following summer or fall.

A student with disabilities whose IEP states that they are not eligible for the alternate assessment (Dynamic Learning Maps) must take the New Jersey Graduation Proficiency Assessment in grade 11.

Table 4: First Pathway — New Jersey Graduation Proficiency Assessment

ELA	Mathematics
New Jersey Graduation Proficiency Assessment-ELA	New Jersey Graduation Proficiency Assessment-Mathematics

Second Pathway

Note: This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

Students who sat for the New Jersey Graduation Proficiency Assessment in grade 11 and did not demonstrate proficiency are able to demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the assessments on the menu of substitute competency tests in Table 5 on the next page.

Important Notes:

- Tests marked with an asterisk (*) are no longer administered but can be used for the graduating year.
- Beginning on Monday, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.



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Classes of 2023–2025

Table 5: Second Pathway – Menu of Substitute Competency Tests

ELA	Mathematics
<p>One of the following:</p> <ul style="list-style-type: none"> NJSLA/PARCC ELA Grade 9 SAT Critical Reading (taken before 3/1/16) SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) SAT Reading Test (taken 3/1/16 or later) ACT Reading or ACT PLAN Reading* ACCUPLACER WritePlacer ACCUPLACER WritePlacer ESL PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) ACT Aspire Reading* ASVAB-AFQT Composite 	<p>One of the following:</p> <ul style="list-style-type: none"> NJSLA/PARCC Algebra 1 NJSLA/PARCC Geometry NJSLA/PARCC Algebra II SAT Math (taken before 3/1/16) SAT Math Section (taken 3/1/16 or later) SAT Math Test (taken 3/1/16 or later) ACT or ACT PLAN Math ACCUPLACER Elementary Algebra Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) ACT Aspire Math* ASVAB-AFQT Composite

Third Pathway

Note: This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

Students who completed the New Jersey Graduation Proficiency Assessment in grade 11 and did not demonstrate proficiency are able to demonstrate proficiency in ELA and/or mathematics through a portfolio appeal in grade 12.

Table 6: Third Pathway –Portfolio Appeals

ELA	Mathematics
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math



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GRADING SYSTEMS (Policy 2664)

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore, directs the instructional program of this school district include a system of grading that measures progress toward the New Jersey Student Learning Standards (NJSLS) and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

IMPORTANT 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.

Mask Mandate (Optional)

All students and staff in grades 9-12 have the option to wear a mask within the school building.

Personal Property

Cell Phones

Cell phones must be turned off during class time, unless instructed otherwise by the classroom teacher. Unauthorized use of cell phones could lead to disciplinary action. Any student who needs to make an emergency phone call may use the phone in the Main Office.

Electronic Entertainment Devices

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

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.



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