



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

HASBROUCK HEIGHTS ELEMENTARY SCHOOLS



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

Student Handbook

2023-2024

DISTRICT ADMINISTRATION

Administration

Mr. Michael Polizzi
 Mr. Robert Brown
 Mrs. Linda Simmons
 Mr. Joseph Mastropietro
 Mr. Michael Sickels
 Mr. Joseph Colangelo
 Mr. Michael Scuilla
 Mr. Vincenzo Barchini
 Mrs. Dominique Vetrano
 Dr. Matthew Helfant
 Mr. Christopher Garcia
 Mr. Frank D'Amico
 TBD

Title

Interim Superintendent of Schools
 Interim School Business Administrator
 High School Principal
 Middle School Principal
 Euclid School Principal
 Lincoln School Principal
 Director of Athletics
 Director of Testing and Guidance
 Director of Curriculum and Instruction
 Director of Special Services
 HS Vice Principal
 MS Vice Principal
 Supervisor of Instruction and Programming PreK-5

Email Address

polizzimic@hhschools.org
brownrob@hhschools.org
simmons1@hhschools.org
mastropietroj@hhschools.org
sickelsm@hhschools.org
colangeloj@hhschools.org
scuillam@hhschools.org
barchiniv@hhschools.org
vetranodom@hhschools.org
helfantm@hhschools.org
garciachr@hhschools.org
damicofra@hhschools.org

BOARD OF EDUCATION

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

HASBROUCK HEIGHTS PUBLIC SCHOOLS

MISSION STATEMENT

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

IMPORTANT TELEPHONE NUMBERS

Euclid School

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

Lincoln School

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

EUCLID SCHOOL DIRECTORY

Name	Title	E-Mail
Alosco, Patti	Paraprofessional	AloscoP@HHSchools.org
Altizio-Reiner, Maria	Paraprofessional	Altizioreinermar@HHSchools.org
Bari, Christina	3 rd Grade Teacher	BariC@HHSchools.org
Beer, Laura	Art Teacher	Beerlau@hhschools.org
Bothe, Lori	4 th Grade Teacher	BotheLor@HHSchools.org
Brunetti, Natalie	3 rd Grade Teacher	BrunettiNat@HHSchools.org
Calderon, Ernesto	Custodian	CalderonE@HHSchools.org
Chapin, Bridgette	2 nd Grade Teacher	ChapinBri@HHSchools.org
Chiu, Betty	Media Specialist	ChiuBet@HHSchools.org
Colaneri, Lisa	Special Education Teacher	ColaneriLis@HHSchools.org
Curtain, Alysha	1 st Grade Teacher	Curtinaly@hhschools.org
Cuttita, Catherine	2 nd Grade Teacher	CuttitaCat@HHSchools.org
DiGisi, Kristen	Guidance Counselor	DalcortivoKri@HHSchools.org
Farruggio, Maria	PSD Teacher	FarruggioMar@HHSchools.org
Ferrence, Michelle	1 st Grade Teacher	Ferrencemic@HHSchools.org
Gallucci, Joanie	5 th Grade Teacher	GallucciJ@HHSchools.org
Garfi, Nicole	Basic Skills Teacher	GarfiNic@HHSchools.org
Graney, Kerri	Paraprofessional	Graneyker@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Gyenes, Melissa	4 th Grade Teacher	GyenesMel@HHSchools.org
Hone, Patty	Secretary	HonePat@HHSchools.org
Hughes, Kathleen	Paraprofessional	HughesKat@HHSchools.org
Innis, Debbie	Paraprofessional	InnisDeb@HHSchools.org
Jones, Bill	Lead Custodian	JonesW@HHSchools.org
Kasper, Kelly	Paraprofessional	Kasperkel@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Kest, Keri	Kindergarten Teacher	KestKer@hhschools.org
Knaggs, Dawn	Custodian	KnaggsDaw@HHSchools.org
Lambe, Pamela	Basic Skills Teacher	LambePam@HHSchools.org
Latorre, Lisamarie	3 rd Grade Teacher	Latorrelis@HHSchools.org

Lowe, Alison	Special Education Teacher	LoweAli@HHSchools.org
Mabel, Michelle	Special Education Teacher	Mabelmic@HHSchools.org
MacMillan, Meghan	MLL/BSI	
Mckernan, Julie	Special Education Teacher	Mckernanjul@HHSchools.org
Minichiello, Rocco	Phys. Ed. Teacher	MinichielloRoc@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Mullins, Linda	Paraprofessional	MullinsLin@HHSchools.org
Netelkos, Stephanie	Kindergarten Teacher	Netelkosste@hhschools.org
Oettinger, Eileen	4 th Grade Teacher	OettingerEil@HHSchools.org
Ortega, Jadira	Nurse	
Palladino, Lisa	5 th Grade Teacher	PalladinoLis@HHSchools.org
Philp, Maria	School Psychologist	PhilpM@HHSchools.org
Popadich, Kim	Paraprofessional	Popadichkim@HHSchools.org
Priore, Lynne	Paraprofessional	PrioreLyn@HHSchools.org
Rispoli, Evelyn	Paraprofessional	RinaldiEve@HHSchools.org
Robertson, Diane	5 th Grade Teacher	RobertsonDia@HHSchools.org
Romano, Connie	Secretary	RomanoC@HHSchools.org
Sabin, Tina	2 nd Grade Teacher	SabinTin@HHSchools.org
Salib, Corinne	Paraprofessional	SalibCor@HHSchools.org
Tacinelli, Courtney	Speech Therapist	TacinelliCou@HHSchools.org
Tattoli, Lorenzo	Phys. Ed. Teacher	TattoliLor@HHSchools.org
Thompson, Jackie	Paraprofessional	
TenBerge, Laurie	1 st Grade Teacher	tenbergelau@HHSchools.org
Verdi, Nancy	Paraprofessional	VerdiN@HHSchools.org
Warren, Jenn	Paraprofessional	warrenjen@hhschools.org
Werner, Jennifer	Kindergarten Teacher	WernerJen@HHSchools.org
TBD	Paraprofessional	

LINCOLN SCHOOL DIRECTORY

Name	Title	E-Mail
Altamura, Grace	Paraprofessional	AltamuraGra@HHSchools.org
Baptista, Katie	School Social Worker	BaptistaKat@HHSchools.org
Beer, Laura	Art Teacher	BeerLau@HHSchools.org
Bothe, Jordan	Paraprofessional	BotheJor@HHSchools.org
Brancato, Laurie	5 th Grade Teacher - Reading	BrancatoLau@HHSchools.org
Brander, Samantha	1 st Grade Teacher	BranderS@HHSchools.org
Capozzi, Cindy	Media Specialist	CapozziCin@HHSchools.org
Caputo, Eileen	Special Education Teacher	CaputoEil@HHSchools.org
Colaneri, Brenda	Paraprofessional	ColaneriBre@HHSchools.org
Colangelo, Joseph	Principal	ColangeloJ@HHSchools.org
Condal, Taylor	Phys. Ed. Teacher	CondalTay@HHSchools.org
Costello, Krisitn	Speech Therapist	CostelloKri@HHSchools.org
Daly, Allison	4 th Grade Teacher - Reading	DalyA@HHSchools.org
DePalma, Anna	Paraprofessional	DePalmaAnn@HHSchools.org
DePalma, Victoria	2 nd Grade Teacher/TIC	DePalmaVic@HHSchools.org
Edwards, Tina	Basic Skills - ELA	EdwardsTin@HHSchools.org
Felicetti, Karen	Reading Specialist	FelicettiKar@HHSchools.org
Ferreri, Kathy	Paraprofessional	FerreriKat@HHSchools.org
Follari, Melissa	Paraprofessional	FollariMel@HHSchools.org
Freschi, Kelly	Paraprofessional	FreschiKel@HHSchools.org
Gasparino, Katie	Speech Therapist	GasparinoKat@HHSchools.org
Mattina (Georgatos), Aundrea	2 nd Grade Teacher	GeorgatosAun@HHSchools.org
Giaquinto, Jamie	3 rd Grade Teacher	GiaquintoJam@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Incognito, Danielle	2 nd Grade Teacher	IncognitoDan@HHSchools.org
Jarosiewicz, Christa	Kindergarten Teacher	JarosiewiczChr@HHSchools.org
Jera, Aurora	Paraprofessional	JeraAur@HHSchools.org
Kane, Kimberly	Nurse	KaneK@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Kroncke, Danielle	Kindergarten Teacher	KronckeDan@HHSchools.org
LaTorre, Eileen	5 th Grade Teacher - Math	LaTorreEil@HHSchools.org
Leka, Rajmonda	Paraprofessional	LekaRaj@HHSchools.org
Lopera, Jennifer	PREK Teacher	LoperaJen@HHSchools.org
Luterzo, Michael	Lead Custodian	LuterzoMic@HHSchool.org
Lutz, Vanessa	Kindergarten Teacher	LutzVan@HHSchools.org
Magarelli, Erin	Paraprofessional	MagarelliEri@HHSchools.org
Marchese, Vincent	Phys. Ed. Teacher	MarcheseVin@HHSchools.org
Martello, Jennifer	Basic Skills	MartelloJen@HHSchools.org
Meli, Nicole	Guidance Counselor	MeliNic@HHSchools.org

Mertz, Michael	4 th Grade Teacher - Math	MertzMic@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Musco, Jaclyn	3 rd Grade Teacher	MuscoJac@HHSchools.org
Nazeh, Rula	Paraprofessional	NazehRul@HHSchools.org
Olivo, Joseph	Night Custodian	OlivoJos@HHSchools.org
Stayback, Jaclyn	Secretary	PerezJac@HHSchools.org
Porfido, Jennie	Special Education Teacher	PorfidoJen@HHSchools.org
Reynolds, Danielle	4 th Grade Teacher - Writing	ReynoldsDan@HHSchools.org
Rogers, Alyssa	1 st Grade Teacher	RogersAly@HHSchools.org
Rooney, Mary Claire	Paraprofessional	RooneyMar@HHSchools.org
Rucci, Nichole	ESL Teacher	RucciN@HHSchools.org
Salerno, Caroline	3 rd Grade Teacher	SalernoCar@HHSchools.org
Schaffer, Michelle	5 th Grade Teacher - Writing	SchafferMic@HHSchools.org
Siconolfi, Lauren	1 st Grade Teacher	SiconolfiLau@HHSchools.org
Signorile, Aida	Basic Skills - Math	SignorileAid@HHSchools.org
Silva, Johnny	Night Custodian	SilvaJoh@HHSchools.org
Sisco, Daisy	Secretary	SiscoDai@HHSchools.org
Valenti, Shannon	Special Education Teacher	ValentiSha@HHSchools.org
Wheeler, Karen	Paraprofessional	WheelerKar@HHSchools.org
Young, Karen	Special Education Teacher	YoungKar@HHSchools.org
Zito, Alyssa	Special Education Teacher	ZitoAly@HHSchools.org
TBD	Paraprofessional	
TBD	Paraprofessional	

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

Euclid School PTA

Amanda Carullo, President
Lori Zorat, Vice President
Kareen Medina, Vice President
Michelle Vallone, Vice President
Jessica Stanzione, Recording Secretary
Tara Morrill, Corresponding Secretary
Daniel MacMilan, Treasurer

Lincoln School PTA

Adrienne Simmons, President
Jennie Porfido, 1st Vice President
Heather Meli, 2nd Vice President
Rebecca Sagi, Recording Secretary
Dayna Merino, Corresponding Secretary
Helen Tejada-Ramos, Treasurer



Euclid Eagles

Lincoln Leopards



Future Junior Aviators!

HEIGHTS: Where Tradition & Innovation Take Flight!

Child Study Team		
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org
Ms. Julie Canavatchel	Secretary	canavatcheljul@hhschools.org
Ms. Lucy Gomez	Secretary	gomezluc@hhschools.org
Mrs. Katherine Baptista	Lincoln's Case Manager	baptistak@hhschools.org
Mrs. Maria Philp	Euclid's Case Manager	philpm@hhschools.org

SPECIAL SERVICES

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

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

The Intervention and Referral Services Committee (I & RS)

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

- **Euclid School** contact: Mrs. DiGisi at 201-338-8820.
- **Lincoln School** contact: Miss Meli at 201-338-8821.

504 PROCEDURES

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

- **Euclid School** contact: Mrs. Bothe at bothelor@hhschools.org.
- **Lincoln School** contact: Ms. Reynolds at reynoldsdan@hhschools.org.

MARKING PERIODS

2023-2024 Elementary School Trimester Dates K-5

Elementary Schools

# of Days	Tri	Start	½ Way Point	Open Genesis Grading	Finish	(4-5) Report Cards	(K-3) Report Cards
60	1	9/6/23	10/19/23	12/4/23	12/7/23	12/14/23	12/21/23
60	2	12/8/23	1/29/24	3/11/24	3/18/24	3/26/24	4/2/24
60	3	3/19/24	5/7/24	6/3/24	6/24/24	6/21/24	6/21/24

Report Cards for Trimester 1 and Trimester 2 will be mailed home, while Trimester 3 Report Cards will go home via backpack delivery.

Hasbrouck Heights Public Schools 2023-2024 School Calendar

July 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					

August 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		

September 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

October 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				

November 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		

December 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						

July 3-4 District Closed – July 4th
 August 30 New Staff Orientation
 August 31 Staff Report Only (PD Day)
 September 1 Schools Closed
 September 4 Labor Day – Schools Closed
 September 5 Staff Only Report
September 6 First Day of School - (Students Only AM) In-Service for Staff PM
 Yom Kippur – Schools Closed
 October 9 Columbus Day – Schools Closed
 October 11 Single Session Day (Students Only)
 November 7 Election Day – In-Service for Staff (No Students)
 November 9-10 NJEA Convention – Schools Closed
 November 22 Single Session Day
 November 23-24 Thanksgiving Recess
 December 22 Single Session Day
 Dec. 25-29 Holiday Recess
 January 1 New Year's Day (Schools Closed)
 January 2 Schools Re-open
 January 15 Dr. Martin Luther King Jr. Birthday – Schools Closed
 February 19-23 Winter Recess
 February 26 Schools Re-open
 March 28 Single Session Day
 March 29 Schools Closed
 April 15-19 Spring Recess
 April 22 Schools Re-Open
 May 27 Memorial Day – Schools Closed
 June 20-24 Single Session Days (Students only)
June 18 Middle School Graduation
June 20 High School Graduation (Rain Date June 21)
June 24 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

	= Staff Only Report
	= Single Session Day
	= Schools Closed

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

January 2024						
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 2024						
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		

March 2024						
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 2024						
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 2024						
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 2024						
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						

ARRIVAL AND DISMISSAL PROCEDURES

BELL SCHEDULE (Full Day)

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

BELL SCHEDULE (Half Day)

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

EMERGENCY-CLOSING

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

DELAYED OPENING

- Administrative and secretarial staff reports at 9:30 a.m.
- Teaching staff reports at 9:40 a.m.
- Students drop-off begins at 9:50 a.m., while the school day starts at 10:08 a.m.
- Students will receive their 1 hour lunch/recess period starting at 11:45 a.m.
- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.
- **Before school** programs are **canceled** (KEYS, Extra Help, etc.)

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

- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.

SAFETY

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

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

VISITORS

ALL visitors need to have a scheduled appointment with a building secretary and/or a faculty/staff member.

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

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

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

FIRE & LOCK-DOWN DRILLS

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

Security Drills are conducted monthly and are designed to secure the school buildings efficiently and effectively.

- You will receive a letter throughout the school year after a drill is conducted.

ADMISSIONS/WITHDRAWALS

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

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

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

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

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

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

COMMUNICATION

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

- **Daily Homework Posting**

All Elementary School classroom teachers will post homework, tests (grades 4-5 only) and project due dates in Genesis. Quizzes *will not* be posted but won't be administered until the topic has been introduced, practiced, and discussed. Kindergarten-3rd grade operates under a Standards Based Report Card and students' assessments happen on an ongoing and consistent basis, but won't be administered until the topic has been introduced, practiced, and discussed.

- **Official Staff Email Accounts**

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

- **Back to School Night**

Back to School Night will be held on Wednesday, September 27, 2023. The faculty will present an overview of their instructional programs including classroom rules and procedures.

- ***Live Grades***

All Elementary School families have access to Genesis.

PARENT/TEACHER CONFERENCE DATES

Tuesday, January 9, 2024	1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i>)
Wednesday, January 10, 2024	6:00 – 8:00 pm (Evening, <i>½ Day Students</i>)
Tuesday, January 16, 2024	6:00 – 8:00 pm (Evening, <i>½ Day Students</i>)
Wednesday, January 17, 2024	1:45 – 3:15 pm (Afternoon, <i>½ Day Students</i>)
Tuesday, January 23, 2024	P/T Conference Snow Date (potential <i>½ Day Students</i>)

EMERGENCY INFORMATION

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

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

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

A student information sheet will be sent home electronically in order to update our school files. **Please make corrections/additions and return to the school by Monday, October 2, 2023.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

Grades 3– 5

PUPIL DISCIPLINE/CODE OF CONDUCT (Policy #5600)

- PREK-2nd grade student infractions will be handled at the discretion of the Principal.
- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

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

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

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/Parent Notification	
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
Inappropriate Physical Contact	1 st offense	Referral to the Principal/Parent Notification	
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
Inappropriate Physical Contact of a Sexual Nature	All offenses	Referral to the District Affirmative Action Officer.	
Insubordination	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	

Forging an Official Document	3 rd offense	Referral to the Principal/In School Suspension/Parent Conference	
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STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Theft Personal/School Property	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
Destruction of Property/Stealing/Arson/False Alarm	1 st offense	Up to 5 Days Out School Suspension & Restitution for Damages	Police Contacted/Parent Notification
	2 nd & Subsequent offense	Up to 10 Days Out School Suspension & Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/Parent Notification/Principals Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/In School Suspension/Parent Conference	Possible Restitution
Verbally Threatening a Staff Member	1 st offense	Referral to the Principal and Guidance Counselor/In School Suspension/Parent Conference	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal and Guidance Counselor/Out School Suspension/Parent Conference	Subsequent offense may include: Alternative Placement
Fighting	Any offense	<i>Penalties may vary according to the</i>	Police may be notified

		<i>severity and frequency of the offense.</i> 1- Day or up to 3-Days In School Suspension and/or Out School Suspension.	
Possession of CDS	Any offense	Indefinite suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified Subsequent offense may include: Alternative Placement

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Sale & Distribution of CDS	Any offense	May include: 10 Day Out School Suspension/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team Police will be notified	Sellers of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession/Alcohol	1 st offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 nd offense	10 Days Out School Suspension and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (Policy #5132)	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 st offense	Warning	
	Subsequent	Principal's Detention	
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 rd offense	Referral to the Principal/In School Suspension/Parent Conference	Possible Referral to the Student Assistance Counselor

Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/In School Suspension/Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Firearms/Zero Tolerance	Any offense	Up to 10 Days Out School Suspension/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for school (policy # 5110)		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee

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

Harassment, Intimidation, and Bullying Definition

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

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

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

HEALTH SERVICES

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

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

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

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

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

AFFIRMATIVE-ACTION

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

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

Mr. Joseph Colangelo – colangeloj@hhschools.org

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

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

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

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

POLICY/REGULATION

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

Policies:

- 5512 – Harassment, Intimidation, and Bullying (M)
- 2624 – Grading System
- 2330 – Homework
- 5200 – Attendance (M)

Regulations:

- 2464 – Gifted and Talented Pupils (M)
- 5410 – Promotion and Retention (M)
- 5511 – Dress Code
- 8462 – Reporting Potentially Missing or Abused Children (M)