

2025-2026 KEYS Staff for BOE Approval		
Name	Position	Hourly Rate
Betty Chiu	Teacher-in-Charge - Euclid	\$33.00
Gina Giordano	Teacher-in-Charge – Lincoln Monday-Thursday	\$33.00
Jennifer Martello	Teacher-in-Charge – Lincoln <i>Fridays Only</i>	\$33.00
Catherine Cuttita	Teacher	\$32.00
Allison Daly	Teacher	\$32.00
Jamie Giaquinto	Teacher	\$32.00
Jenna Giaquinto	Teacher	\$32.00
Gina Giordano	Teacher	\$32.00
Christa Jarosiewicz	Teacher	\$32.00
Danielle Kroncke	Teacher	\$32.00
Vincent Marchese	Teacher	\$32.00
MaryAnn McCann	Teacher	\$32.00
Gabrielle Mendoza	Teacher	\$32.00
Michael Mertz	Teacher	\$32.00
Jennie Porfido	Teacher	\$32.00
Danielle Reynolds	Teacher	\$32.00
Caroline Salerno	Teacher	\$32.00
Michele Schaffer	Teacher	\$32.00
Aida Signorile	Teacher	\$32.00
Karen Young	Teacher	\$32.00
Jordan Bothe	Teacher Assistant	\$20.00
Carolina Day	Teacher Assistant	\$20.00

Shana Gafner	Substitute Visitor Monitor	\$17.50
Patty Hone	Substitute Visitor Monitor	\$17.50
Daisy Sisco	Substitute Visitor Monitor	\$17.50

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Hasbrouck Heights High School
District Name: Hasbrouck Heights School District
School Year: July 1, 2024 - June 30, 2025



School Name: Hasbrouck Heights High School

District Name: Hasbrouck Heights School District

School Year: July 1, 2024 - June 30, 2025

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)		15

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Hasbrouck Heights High School
District Name: Hasbrouck Heights School District
School Year: July 1, 2024 - June 30, 2025

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A		
Indicators		Score (0-3)
A.	Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	Completion of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 <i>school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		Score (0-3)
A.	The school has a <i>procedure</i> for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)		6

TOTAL SCORE (possible 78)		75
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New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Hasbrouck Heights Middle School

District Name: Hasbrouck Heights School District

School Year: July 1, 2024 - June 30, 2025



School Name: Hasbrouck Heights Middle School
District Name: Hasbrouck Heights School District
School Year: July 1, 2024 - June 30, 2025

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)		14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Hasbrouck Heights Middle School
District Name: Hasbrouck Heights School District
School Year: July 1, 2024 - June 30, 2025

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A		
Indicators		Score (0-3)
A.	Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	Completion of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 <i>school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		Score (0-3)
A.	The school has a <i>procedure for ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)		6

TOTAL SCORE (possible 78)		74
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New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Lincoln Elementary School

District Name: Hasbrouck Heights School District

School Year: July 1, 2024 - June 30, 2025



School Name: Lincoln Elementary School
 District Name: Hasbrouck Heights School District
 School Year: July 1, 2024 - June 30, 2025

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	2
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)		14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Lincoln Elementary School
District Name: Hasbrouck Heights School District
School Year: July 1, 2024 - June 30, 2025

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b)) Option A		
Indicators		Score (0-3)
A.	Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	Completion of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 <i>school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		Score (0-3)
A.	The school has a <i>procedure</i> for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)		6

TOTAL SCORE (possible 78)		74
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New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Euclid Elementary School

District Name: Hasbrouck Heights School District

School Year: July 1, 2024 - June 30, 2025



School Name: Euclid Elementary School
 District Name: Hasbrouck Heights School District
 School Year: July 1, 2024 - June 30, 2025

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)		
Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)		14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)		
Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Euclid Elementary School

District Name: Hasbrouck Heights School District

School Year: July 1, 2024 - June 30, 2025

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))		
Option A		
Indicators		Score (0-3)
A.	Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	Completion of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a written report on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)		
Indicators		Score (0-3)
A.	The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)		6

TOTAL SCORE (possible 78)		74
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Hasbrouck Heights Public Schools 2025-2026 School Calendar

Grades	Full Day	Single Session	Delay
Pre K-K	8:20AM-3:03PM	8:20AM-12:30PM	10:08AM-3:08PM
1-5	8:25AM-3:08PM	8:25AM-12:35PM	10:08AM-3:08PM
6-8	7:55AM-2:39PM	7:55AM-12:24PM	10:00AM-2:39PM
9-12	7:55AM-2:39PM	7:55AM-12:24PM	10:00AM-2:39PM

July						
Su	Mo	Tu	We	Th	Fr	Sa
		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						
Su	Mo	Tu	We	Th	Fr	Sa
					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						
Su	Mo	Tu	We	Th	Fr	Sa
	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						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
						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						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

January						
Su	Mo	Tu	We	Th	Fr	Sa
				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						
Su	Mo	Tu	We	Th	Fr	Sa
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						
Su	Mo	Tu	We	Th	Fr	Sa
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						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
					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						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

JUL	4	District Closed - Independence Day		1-2	District Closed - New Year's Day	Number of Scheduled Days		
AUG	19-21	New Teacher Orientation		5	Schools Reopen	Month	Students	Staff
	27-28	Staff In-Service		13-14	Elementary (only) Single Session-Conferences	AUG	0	2
SEP	1	District Closed-Labor Day	JAN	15-16	IIS (only) Single Session- Midterms	SEPT	21	21
	2	First Day of School		19	District Closed - Dr. MLK Jr. Birthday	OCT	21	21
		Single Session Day (Students Only)		20-21	HS (only) Single Session- Midterms	NOV	15	16
		In-Service for Staff PM		20-21	Elementary (only) Single Session-Conferences	DEC	17	17
	3	Single Session Day (Students Only)	FEB	16-20	District Closed - Winter Recess	JAN	19	19
		In-Service for Staff PM		23	Schools Reopen	FEB	15	15
OCT	16	High School- Back to School Night	APR	2	Single Session Day	MAR	22	22
	18	Middle School- Back to School Night		3-10	District Closed - Spring Recess	APR	16	16
	24	Elementary Schools- Back to School Night		13	Schools Reopen	MAY	20	20
	2	District Closed - Yom Kippur	MAY	25	District Closed - Memorial Day	JUNE	17	18
NOV	13	District Closed - Columbus Day		11-12	IIS (only) Single Session- Finals	Total	183	187
	17	Single Session Day- (IIS and MS Only)		15-16	IIS (only) Single Session- Finals			
		In-Service for Staff PM		17	If unused snow days are used- Single Session			
DEC	4	Staff In-Service		18	If unused snow days are used- Single Session			
	6-7	District Closed - NJEA Convention		19	If unused snow days are used- Last Day for Students			
	26	Single Session Day		19	High School Graduation			
DEC	27-28	District Closed - Thanksgiving Recess	*JUNE * Please note: Elementary and MS Field Days will also require single session days.	19-23	Single Session Days			
	23	Single Session Day		23	Last Day of School			
	24-31	District Closed - Holiday Recess		24	Staff Only			

	School Closed
	Single Session Day
	Staff In-Service
	New Staff Orientation
	Staff Only

UNUSED SNOW DAYS will be used in the following order: June 23rd, June 22nd, May 22nd

If more than three snow/ inclement weather days are used, schools will be in session during the Spring Recess starting, in reverse order, starting with Friday, 4/10. If unused snow days are applied to 6/22 and 6/23, half days will be observed on 6/17 and 6/18.

District Regulation

2624 - GRADING SYSTEM

Section: Program

Date Created: November 2014

Date Edited: September 2024

Section: Program

Date Created: November 2014

Date Edited: September 2024

Elementary School Grades K - Five

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the New Jersey Student Learning Standards. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments to determine a student's degree of mastery regarding the content outlined in the New Jersey Student Learning Standards (NJSLS) which is the curricula adopted by Hasbrouck Heights School District. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of the state standards.

General Elements of Grading

A student's grade in any course should reflect that student's skill proficiency and essential understanding of the New Jersey Student Learning Standards (NJSLS) at all grade levels. A balanced and regular schedule of formative and summative assessments is necessary to determine each student's skill proficiency and essential understanding of the NJSLS. Rubrics for projects and some assignments will be provided by teachers in advance so students and/or parents/guardians understand the criteria by which students will be graded (e.g., the level of skill proficiency and/or essential understandings required to obtain an "A" or "B" or "C" or the deficiency of skills/essential understandings that constitutes a "D" or "F"). Note that attitude, cooperation, and compliance with classroom rules affect a student's proficiency and essential understandings.

Kindergarten through Grade 3: Grading System

Numerical grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is

the student in attaining proficiency and understanding. Assignments completed outside of the classroom cannot be counted as a quiz. A test is a summative assessment that determines in a final and formal manner each student's proficiency and essential understanding of the NJSLs.

- A balanced and regular schedule of formative and summative assessments including projects, labs, quizzes, tests, reports is required to determine proficiency and understanding of the New Jersey Student Learning Standards (NJSLs). Teachers should strive to achieve a balance among the types of formative assessments and summative assessments best determine students' proficiency and understanding of the content.
- Teachers at each grade level will work cooperatively to stagger the dates of formative and summative assessments and assignments including due dates for special projects, reports, and assessments.
- No one assessment can count for more than 25% of the assessment portion of the grade.
- * Fourth and Fifth Grade Marking System for all subjects: Distributed three times per year

A 100- 93

A- 90- 92

B+ 87-89

B 83-86

B- 80- 82

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<65 (For marking period 4)

Progress reports will be available through GENESIS at the midpoint of each trimester for grades 4 & 5.

10% Participation: Includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere of the classrooms, while also paying attention to the contributions of others.

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

when assessments should be made up. Students will have up to three school days (or longer as per the teacher and/or Principal) to complete missed work or assessments.

10% Participation: includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system:

- 100 percent for completion or good effort;
- 75 percent for partial or average effort;
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework;

Teachers may assign one homework assignment per week to be graded for accuracy.

Teachers must make students aware of which homework assignment will be graded.

Grading for the completed work will abide by the following grading scale: 55 -100

A zero for no homework or nearly no homework will still be assigned.

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. These courses must have written or verbal administrative approval prior to changing the class participation weighting to 20%.

Makeup Work Criteria

Days absent is the amount of time students have to make up work. Exceptions: medical absences.

Numerical Grades

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.

Grading Scale

A+ 97-100

A 93-96

A- 90- 92

B+ 87-89

B 83-86

- All assessments will be graded and posted to Genesis within 1 week of completion, barring unforeseen circumstances.
- Common Assessments will be utilized in all subject areas.
- No one assessment can count for more than 25% of the assessment portion of the grade.

Procedures

At the midpoint in each marking period, students should have completed a minimum of two formative assessments and/or summative assessments which will be accurately recorded in GENESIS to reflect each student's proficiency and essential understanding of the New Jersey Student Learning Standards (NJSLS) at that point in the marking period.

If a student is absent for a summative or formative assessment, the assessment should not be "made-up" during the following class period/instructional time. Before/after school is when assessments should be made up. Students will have up to three school days (or longer as per the teacher and/or Principal) to complete missed work or assessments.

10% Participation: includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.

- A minimum of 5, and maximum of 15, class participation assignments per marking period, must be graded, in courses where classwork is weighted at 10%

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

- A minimum of 5, and maximum of 15, homework assignments per marking period, must be graded for effort or accuracy, in courses where homework is weighted at 10%

Class participation and homework may be combined into 1 category to reflect a 20% weighting (minimum 10 and maximum of 30 total graded assignments).

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<64 (For marking period 4)

Pass/Fail Grading

The Superintendent in conjunction with the Building Principal may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

Incomplete Grades

Must be resolved within two weeks of the end of Marking Period. The Principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

High School Criteria- The criteria for the two levels of honor roles is as follows:

- First Honors: Determined by cumulative GPA calculated at the end of each marking period
- Second Honors: Determined by cumulative GPA calculated at the end of each marking period

Determination of Class Rank 9 - 12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Grading scales are used adding extra weights for courses that are honors, or college level, dual-enrollment, or advanced placement courses, as these courses are more rigorous and academically challenging. See below.

- Only a student who has enrolled in Hasbrouck Heights High School PRIOR TO OR ON November 1 of that student's grade 9 year will be eligible for consideration as valedictorian, salutatorian, and third honors.

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the supervisor/administrator.
2. If a course is dropped before the add/drop deadline, ~~which is the first week of October~~, for a full year course, the course will not be reflected on the transcript. Semester courses must be dropped within the first two weeks of the start of the course. After that time, a grade of "W or W/Fail" will be given for that course.
- ~~3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.~~
4. 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.
5. Students in grades 9, 10, and 11 who meet the criteria for remediation courses are required to remain in the course for the entire school year. The grade and credits from remediation courses are included in G.P.A. calculations.
6. 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.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 8 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 8 with parental permission. Athletic eligibility must be considered before dropping a course.

Scheduling and Program Changes

1. Students register for classes in the Spring. Choices are signed off by the student and parent/guardian indicating agreement with the schedule. If a student does not sign the form, the schedule will be developed by the counselor.

2.3	2.7	3.0
2.0	2.4	2.7
1.3	1.7	2.0
0.0	0.0	0.0

*Beginning with the class of 2025- Dual Enrollment courses will be weighted on the Honors/Pre-AP academic scale.

Quality Points for a Five Credit Course

A	23	25	26
+	0	0	5
A	21	23	25
	5	5	0
A	20	22	23
	0	0	5
B	18	20	21
+	0	0	5

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

Exemptions for final examinations for grade 12 students in semester courses:

Attain a grade of 90 or higher in each marking period.

Accumulate no more than six (6) unexcused absences in a full year course or three (3) unexcused absences in a semester course.

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

AP Courses- In lieu of taking a final examination in June, students may be required to take an AP test at the time approved by the College Board. In order to be exempt from an AP course final after taking an AP exam, students must be in good academic standing, holding a cumulative course average of 80 or higher at the end of the third marking period, to be calculated using the following formula: $(MP1 \text{ Avg} * 30\% + MP2 \text{ Avg} * 30\% + MP3 \text{ Avg} * 30\% + \text{Midterm Exam} * 10\%)$. 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.), however the assessment/assignment minimums per marking period must still be met.

Teacher Procedures

Teachers will complete the required exhibit for all students who will receive an exemption. A copy of the completed exhibit will be submitted to the guidance counselor and attendance administrator for verification purposes and forwarded to the Principal.

Junior English

Exemptions from the final examination in English II or English II H will be granted for Grade 11 students according to the following criteria:

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

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other

2. Students orally, in writing, or by signals, obtaining copies of the examination illegally and/or other similar activities. Unless authorized by the classroom teacher, no student may use a cell phone during a formative or summative assessment. Use of an unauthorized cell phone or other electronic device (iPod, iPad, etc.) may be construed by the classroom teacher as an act of plagiarism.

3. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.

4. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. The penalty for plagiarism and/or cheating is determined by the classroom teacher in conjunction with the Principal and/or Principal's designee and in accordance with District Regulation 5701.

A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:

Reprimand the student orally and/or in writing. The teacher in conjunction with the Principal and/or Principal's designee may also authorize to withhold credit in the work tainted by the academic dishonesty.

If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the

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BOARD OF EDUCATION**R 2624.1 HIGH SCHOOL AP/HONORS: ACADEMIC STANDARDS, ACADEMIC
ASSESSMENTS and ACCOUNTABILITY
QUALIFYING CRITERIA****Honors Criteria**

Students must have a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. In addition, students must have 1 of the 3 following criteria:

Data Point	Required Score
PSAT/SAT	Minimum scores of 450 or higher for grade 8 in Evidence-Based Reading & Writing (ERW) and/or Mathematics Minimum scores 480 or higher for grades 9-11 in ERW and/or Mathematics *Most recent test scores will be utilized
NJSLA	Score of 4 or 5 in English Language Arts (ELA) and/or Mathematics *Most recent test scores will be utilized



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Honors Precalculus	Algebra 2 (H/CP)	85	92	n/a	480
Honors Statistics	Algebra 2 (H/CP)	85	92	n/a	480
Honors Biology	Earth Science 8 (H/CP)	85	92	450 or 480 (Pending grade level)	450 or 480 (Pending grade level)
Honors Chemistry	Biology (H/CP)	85	92	480	480
Honors Physics	Chemistry (H/CP)	85	92	480	480
Honors World History	Social Studies 8 (H/CP)	85	92	450	n/a
Honors Early Modern US	World History (H/CP)	85	92	480	n/a
Honors Early Modern US	Early Modern US (H/CP)	85	92	480	n/a

* If a student does not obtain the required PSAT/SAT/ ~~ACT~~ or NJSLA standardized test score(s), the following menu may be used:

Students must have a minimum of 2 of the following data points in addition to the required semester 1 average. However, placement in science courses require data points from both English Language Arts and Mathematics.

Data Point	Required Score
LinkIt Form B or C	Meeting or Exceeding in English Language Arts and/or Mathematics



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2: A minimum score of 550 on the most current ERW and/or Mathematics PSAT/SAT sections OR ACT equivalent(s); minimum score of 43 in English and Reading (combined) and a minimum score of 23 in mathematics; required section(s) depending on subject area. Exceptions: For Art, Computer Science, Music, and World Language, please see specific AP course description below.

All students who enroll in an AP course may take the corresponding AP test at the end of the course, or take a school administered final assessment. When taking the AP test, earning a score of 4 or 5 will result in a 100% reimbursement of the test fee. (A score of 3 will result in 50% reimbursement).

Course	Prerequisite	Semester 1 Honors (H) / AP Grade	Semester 1 College Preparatory (CP) Grade	PSAT/SAT Evidence-Based Reading & Writing (ERW) Score	PSAT/SAT Mathematics Score
AP Seminar	ELA 9 (H/CP)	85	92	550	n/a
AP English Language & Composition	ELA 10 (H/CP)	85	92	550	n/a
AP English Literature & Composition	ELA 11 (H/CP) OR AP ELA & Composition	85	92	550	n/a
AP Pre-Calculus	Algebra 2 (H/CP)	85	92	n/a	550
AP Calculus	Pre-Calculus (H/CP)	85	92	n/a	550
AP Statistics	Pre-Calculus (H/CP) OR Statistics (H/CP)	85	92	n/a	550



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AP Music Theory	Subject specific elective	85	92	n/a	n/a
AP Studio Art	Subject specific elective	85	92	n/a	n/a
AP Macroeconomics/AP Microeconomics	Economics	85	92	550	550

*AP Italian and AP Spanish require students to earn an 90 or higher on a level 3/4 honors midterm or final exam OR a 90 or higher on a level 3/4 college preparatory midterm or final exam, along with the corresponding semester grade. If a student does not earn the required midterm/final exam grade, a teacher recommendation form may be used to potentially qualify for honors course placement.

*AP Music Theory and AP Studio Art -A minimum semester 1 average of 85 in a current honors prerequisite course OR a minimum semester 1 average of 92 in a current college preparatory prerequisite course, as well as a 90 or higher on the course midterm or final exam, and a teacher recommendation. ~~Require a subject-specific elective along with a teacher recommendation and corresponding semester grade.~~

Students who do not meet the initial semester 1 grade requirement(s) may still qualify if their semester 2 average meets the grade requirement(s), along with subsequent qualifying criteria.

Students enrolled in AP courses who do not meet the criteria for AP course placement the following school year will level down to honors course placement in that specific content area.

Students who do not meet the required standardized test score(s) may register on their own and provide an updated test score to their school counselor to amend their schedule prior to the start of the upcoming school year.

Approved: February 26, 2015



REGULATION

HASBROUCK HEIGHTS BOARD OF EDUCATION

R 5200 ATTENDANCE (M)

A. Attendance Recording

1. School Register (N.J.A.C.6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and



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- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership;
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
- b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective



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- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death supported by a written letter from the parent upon the student's return to school;
- College visit(s), up to 3 days per school year for students in grades eleven and twelve;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (required written notification);
- Take Our Children to Work Day;
- Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- Closure of a busing school district that prevents a student from having transportation to the receiving school;



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present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of 3 school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



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forwarded to the Juvenile-Family Crisis
Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.



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- b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
- c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.



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HASBROUCK HEIGHTS

BOARD OF EDUCATION**R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)**

Section: Students

Date Created: November 2014

Date Edited: ~~August 2024~~ July 2025**M****A. Purpose**

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene



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5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, non-liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or



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d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.

b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.

c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

(1) Moving freely about the school building;

(2) Participation in co-curricular or inter/intra-scholastic activities;

(3) Attendance at a school-related social or sports activity;

(4) Participation in a graduation ceremony;

(5) Transportation to and from school on a school bus; or

(6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.

b. Transportation to detention before school or from detention after school will be the responsibility of the parent.

c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment



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Clearance from a medical professional may be required before a child is able to return to school as dictated above.

STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the chart of Student Discipline.

Chart of Student Discipline

HIGH SCHOOL & MIDDLE SCHOOL:

Student Infraction	Offense	Action
INSUBORDINATION- Examples of this type of conduct include, but are not limited to:		
Tardiness to Class	1st offense	Teacher's Discretion
Students are expected to be in class on time.	2nd offense & Subsequent offenses	Teacher's Discretion
.	Excessive offenses	Issue referred to Administration – Central Detention(s), Saturday



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Failure to Report to Late Sign-In Table and/or Main Office When Late to School If for any reason you are late to school and arrive after the first period bell, you are to report directly to the <i>Late Sign-In Table</i> for an admit-to-class slip. If you arrive after the first period bell, you are to bring one slip to the Main Office for an admittance.	Any offense	<i>Depending on Circumstance :</i> May accrue an unexcused absence from class if not in class for a minimum of 30 minutes May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action
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	Subsequent Offense	Saturday detention 1 day of Out of School Suspension
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extracurricular activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by the Administrator



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		eges may occur
Left class without permission (more than 10 minutes)	Any offense	Refer to Administratio n as Cutting Class



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Truancy and/or Leaving School Grounds Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit. Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.	1st offense	1- Day In-School Suspension; Removal of Privileges may occur
	2nd offense	2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)
	Subsequent offenses	2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)



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Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363) Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved. The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day. No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescu squad on a case-by-case basis.	Middle School 1st offense 2nd offense 3rd offense Subsequent	<i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i> Issue referred to Administration – Warning Issued Central Detention Saturday Detention



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	High School	
	1 st offense	Central Detention (electronic device(s) returned to student at end of the day)
	2 nd offense	Saturday School (electronic device(s) returned to student parent at end of the day)
	Subsequent	1 Day In-School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)



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Dress Code Violation (Policy 5511)

The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to ensure a safe and effective learning environment. At the Hasbrouck Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:

1. For health and safety, footwear must be worn at all times.
2. Garments designed to be worn as underwear may not be worn as outerwear.
3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).

Any
offense

Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.

Administration's Discretion
Chronic offenses may result in disciplinary action being taken



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Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Refer to Administration
Students in the Hasbrouck Heights Middle/High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1st offense Subsequent offenses	Confiscation of delivery – Warning Issued Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or



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e. A student will not be permitted in the cafeteria while on ISSIP without staff supervision.

9. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

10. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

11. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five

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



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Disruptive Behavior	1 st offense	Teacher warning	Subsequent offense may include: ISS/OSS or Alternate Placement
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/Parent Notification/ Principal's Detention	
	5 th offense	Referral to the Principal/ Principal's Detention/ Parent Conference	



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Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/ Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/Parent Notification/	
	3 rd offense	Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference	



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Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Electronics/c ell phone	1 st offense	Referral to the Principal/ Parent Notification/	
	2 nd offense	Principal's Detention	
	Subsequ ent	Referral to the Principal/ Principal's Detention/ Parent Conference Referral to the Principal/ISS Parent Conference	



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Theft Personal/School Property	1 st offense	Referral to the Principal/ Parent Notification/	Police may be notified at any level of offense
	2 nd offense	Principal's Detention Referral to the Principal/Principal's Detention/	
	Subsequent	Parent Conference Referral to the Principal/ISS/ Parent Conference	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/Parent Notification
	2 nd and subsequent offense	Up to 10 Days OSS and restitution for damages	



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Fighting	Any offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	If definite self-defense is proven, only the instigator may be punished. Police may be notified. Subsequent offense may include: OSS or Alternative Placement
Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	Police will be notified. Subsequent offense may include: Alternative Placement



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Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All	Referral to the Principal/ Parent Notification/	
	1 st offense	Removal from class until change of clothes is available	
	Subsequent	Warning Principal's Detention	
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified.
	2 nd offense	Referral to the Principal/ Principal's Detention/ Parent Conference	Possible referral to the SAC
	3 rd offense	Referral to the Principal/ISS/ Parent Conference	



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Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Referral to the Principal/ 2 Principal's Detentions/Parent Conference	
Harassment/Intimidation/ Bullying (HIB)		As indicated in Policy	

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds



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1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.



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



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Forging an Official Document	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 rd offense	Referral to the Principal/In School Suspension/Parent Conference	
Forging an Official Document			

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	



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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	



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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

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