



2022 – 2023

Student / Parent Calendar and Handbook

Hardyston School District
183 Wheatsworth Road
Hamburg, NJ 07419
973-823-7000
973-823-7010 Fax
www.hps.org

HARDYSTON TOWNSHIP BOARD OF EDUCATION
183 WHEATSWORTH ROAD
HAMBURG, NJ 07419
www.htps.org

Dear Parents/Guardians,

Welcome to the 2022-2023 school year! We have so much news to share with you.

Here are some of the exciting things that have happened this summer:

- The elementary school will have WATER again! We switched from well water to municipal water, and after all testing has been completed we will be able to use the new drinking fountains that have been installed.
- The elementary school also had new catch basins and drainage systems installed in the parking lot. Our plan is to pave and properly grade the parking lot next summer.
- The Wallkill Valley Coalition, which is a fully-funded partnership with the Center for Prevention, will have their office space located at the middle school. This alliance will benefit all students in the Wallkill Valley region and help us all learn more about the dangers of drug and alcohol use and many other lifestyle choices.
- This year we will begin training interventionists on how to use OTUS, which is our data warehouse platform. This will help interventionists analyze data and collaborate more effectively with teachers in order to help struggling students.
- The middle school will use Go Guardian, a software program that will allow teachers to monitor students using Chromebook usage online in the classroom.

The latest Department of Health guidelines states that we are no longer required to exclude COVID-19 close contacts, regardless of vaccination status. Instead, we will notify you if your child is in close contact and relay the recommendations to you, and the ultimate decision to exclude or attend school will now rest with you. Your child will receive work to do or be able to make it up if he/she is quarantined. We will not be utilizing virtual instruction this year.

Please use this Student Parent Handbook as a reference throughout the year, as it contains vital information on certain school policies and procedures. Also, please visit our website at www.htps.org often as we place important information on the homepage frequently. Most importantly, contact us whenever you have questions or concerns. We are here to provide an excellent educational experience and to be a valuable resource for you.

We are going to do great things together this school year! I look forward to seeing you all very soon.

Educationally yours,
Mike Ryder
 Chief School Administrator

AFFIRMATIVE ACTION

As Per N.J.A.C. 6A:7-1.7: The Hardyston Township School provides equal opportunity in all areas. Affirmative action policies include personnel policies and practices, such as recruitment, employment, placement, compensation, advertisement, promotion, selection for transfer and training. Individuals are considered on the basis of qualification without regard for race, color, marital status, sex, physical handicap, national origin, or other improper standards. The district maintains an environment free from all forms of sexual harassment or intimidation. The Affirmative Action Officer is Mr. Michael Ryder at 973-823-7000 x1080. Related Board policies are available in the Hardyston Board of Education Policy Book. Copies are placed in the offices of the Elementary School, Middle School and Board Office.

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HARDYSTON TOWNSHIP BOARD OF EDUCATION

The Hardyston Township Board of Education consists of nine elected voting members:

Ronald Hoffman, President	
David Van Ginneken, Vice President	
Donna Carey	Brian Drelick
Jennifer Cenatiempo	Susan Lucarelli
Nick Demsak	Catherine Maksymiuk
Michele Van Allen	

ADMINISTRATIVE STAFF

Michael Ryder	Chief School Administrator	973-823-7000 x1080
Richard Rennie	Business Admin/Bd. Sec.	973-823-7000 x1120
Robert Demeter	Middle School Vice Principal	973-823-7000 x1040
Jennifer Cimaglia	Elementary School Principal	973-823-7000 x8206
Gulay Maffia, Ed.D.	Supervisor of Special Education	973-823-7000 x8217

HIB PERSONNEL

Robert Demeter	Anti-Bullying Coordinator	973-823-7000 x1040
Larissa Potosnak	Anti-Bullying Specialist-MS	973-823-7000 x2010
Alizah Demczak	Anti-Bullying Specialist-ES	973-823-7000 x8215

DISTRICT FAX NUMBERS

Elementary School	973-827-6845
Middle School	973-823-7011
Board of Education	973-823-7010
Child Study Team	973-827-9440

Meetings are held in compliance with Chapter 231 of the New Jersey Public Laws of 1975, entitled "Open Public Meetings Act", and are advertised in the "New Jersey Herald" and posted at the Hardyston Township Middle School and Elementary School, and on our website www.htps.org.

Official minutes of the meetings are available on the school's website upon approval of the Board of Education.

BOARD OF EDUCATION COMMITTEES

Curriculum, Programs, Educational Technology & Community Relations

Finance, Facilities and Operations & Technology Infrastructure

Personnel, Negotiations, Grievance & Policy

BOARD OF EDUCATION MEETINGS

The Hardyston Township Board of Education holds workshop and regularly scheduled meetings on the second Tuesday (except as noted) of each month. Cancellations of any Board meeting will be rescheduled for the third Tuesday. All meetings will begin at 7:00 PM.

Meetings for the 2022/2023 school year:

July 12	February 28 <i>Budget Workshop</i>
August 9	March 14
September 13	April 25 Regular Meeting and <i>Budget Public</i>
October 11	<i>Hearing</i>
November 8	May 9
December 13	June 13
January 3 <i>Reorg/Reg. Mtg.</i>	June 27 <i>Annual Evaluation/Retreat</i>
January 24 <i>Budget Workshop</i>	July 11
February 14	August 8

Community members are always welcome.

Special meetings may be held as necessary and are advertised in the New Jersey Herald.

**HARDYSTON TOWNSHIP SCHOOL DISTRICT
SCHOOL CALENDAR
2022/2023**

September 1 - 2	Thursday-Friday	Teacher In-Service	
September 5	Monday	Labor Day (Closed)	
September 6	Tuesday	First Day of School for All Students	19 Days
October 10	Monday	Columbus Day – Teacher In Service <i>(school closed for students)</i>	20 Days
November 10 - 11	Thursday-Friday	NJEA Convention – School Closed	
November 23	Wednesday	Early Dismissal Day	
November 24 - 25	Thursday-Friday	Thanksgiving Recess – School Closed	18 Days
December 23	Friday	Early Dismissal Day	
December 26 – 30	Monday-Friday	Holiday Recess – School Closed	17 Days
January 2	Monday	New Year's Day Observed – School Closed	
January 3	Tuesday	School Resumes	
January 16	Monday	Martin Luther King Jr. Day – Teacher In Service <i>(school closed for students)</i>	20 Days
February 20 - 21	Monday-Tuesday	President's Day – School Closed	18 Days
March 13	Monday	Teacher In-Service <i>(school closed for students)</i>	22 Days
April 7 - 14	Friday-Friday	Spring Recess – School Closed	14 Days
May 29	Monday	Memorial Day – School Closed	22 Days
June 14	Wednesday	Last Day of School for Students- <i>Tentative</i>	10 Days
June 23	Thursday	<i>Last Day of School with 7 Emergency Closing Days</i>	<i>(17 Days)</i>
			<u>180 DAYS</u> <i>(187 Days)</i>

The above calendar reflects 180 school days (ending on June 14) plus an additional 5 days for teacher professional development. **If necessary an allowance of 7 emergency closing days are added (June 23).** In the event additional emergency closing days are needed, they will be taken away from either the Spring Recess or added on after the last day of school (June 23). This decision will be at the sole discretion of the Hardyston Township Board of Education.

NOTE: The last three days of school in June are early dismissal days for all students. The last two days of school prior to the official last day of school are early dismissal days for teachers.

Adopted: 2/8/22

SCHOOL DAY HOURS

ELEMENTARY SCHOOL

HOURS IN SESSION

PRESCHOOL:

AM SESSION 8:45 AM TO 11:15 AM

PM SESSION 12:45 PM TO 3:15 PM

GRADES K-4 - 8:40 AM TO 3:36 PM

NOTE: STUDENTS **WILL NOT BE ADMITTED** INTO THE BUILDING BEFORE 8:40 AM.

2 HOUR

DELAYED OPENING TIME

- 10:40 AM

(Preschool AM Session starts at 10:40-12:40;
PM Session Starts at 1:10 – 3:10)

EARLY DISMISSAL

- 1:15 PM

(Preschool AM Session starts at 8:45-10:45;
PM Session Starts at 11:15 – 1:05)

Please note: For emergency early dismissal closings, the preschool AM session dismisses at normal time of 11:15; there is no PM session.



MIDDLE SCHOOL

HOURS IN SESSION

GRADES 5 – 8

7:55 AM TO 2:49 PM

NOTE: STUDENTS **WILL NOT BE ADMITTED** INTO THE BUILDING BEFORE 7:40 AM.

2 HOUR

DELAYED OPENING TIME

- 9:55 AM

EARLY DISMISSAL

- 12:35 PM

Please check the parent portal regularly for your child's progress. We ask that you notify the main office of any changes to your student information. Our Weekend Updates are available on the website at www.htps.org, UPDATES, along with our district calendar located on the homepage.

ELEMENTARY SCHOOL Voice Mail Directory – 973-823-7000

TEACHING STAFF

Anzaldi-Franko, Lorrie	Kindergarten	x8004
Bennett, Josh	Physical Education	x8214
Brown, Jill	3 rd Grade	x8017
Burke, Sandra	Interventionist	x8015
Corbett, Jill	Resource	x8013
Cuccia, McKenzie	Kindergarten	x8003
Fish, Celena	1 st Grade	x8001
Garofalo, Angela	Interventionist	x8116
Graham, Bryan	Lower LLD	x8026
Guarino, Sharalyn	4 th Grade	x8028
Hall, Terri	3 rd Grade	x8022
Healy, Lisa	3 rd Grade	x8012
Higgins, Abigail	1 st Grade	x8008
Houghtaling, Jenna	Resource	x8024
Jensen, Elizabeth	Kindergarten	x8006
Kasa, Ann	Physical Education	x8214
Kervatt, Kasey	Art	x8025
Lapinski, Diane	Preschool Disabled	x8038
MacMillan, Edith	Resource	x8010
Margarum, Nancy	2 nd Grade	x8018
Meyer, Kristen	2 nd Grade	x8020
Mugavero, Karen	Multiple Disabilities	x8036
Napovier, Lisa	Preschool	x8037
Newsome, Michelle	Kindergarten	x8005
Perry, Alyssa	2 nd Grade	x8019
Ploch, Sue	Media Specialist	x8211
Reder, Christine	4 th Grade	x8027
Romahn, Holly	4 th Grade	x8029
Ryan, Cortney	1 st Grade	x8009
Stampone, Arielle	Resource	x8021
Trovato, Nancy	Interventionist	x8014
Veliz, Marina	1 st Grade	x8002
Vinkman, Katrina	Music	x8023
Von Oesen, Pamela	Interventionist	x8114

SPECIAL SERVICES

Maffia, Dr. Gulay	Supervisor of Special Education	x8217
Benvenuto, Francesca	Speech Language Specialist	x8218
Carrigan, Caitlin	Occupational Therapist	x8134
Demczak, Alizah	Guidance Counselor	x8215
Gibson, Gina	LDT-C	x3011
Goodman, Michelle	Reading Specialist	x8016
Hubbard, Maureen	Speech Language Specialist	x8011
Rosen, Dr. Jennifer	Psychologist	x3013
Sasso, David	Social Worker	x3012
Snyder, Jeanna	Behaviorist	x8034
Stoffels, Wendy	Nurse	x8220

OFFICE STAFF

Cimaglia, Jennifer	Principal	x8206
Balunis, Laura	Secretary to the Principal	x8202
Butti, Cyndy	School Secretary	x8203
Vierzchalek, Amy	Child Study Team Secretary	x3010

CAFETERIA

VanDyk, Rachel	Office Manager	x8212
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HEAD CUSTODIAN

Lenz, David		x8216
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TECHNOLOGY COORDINATOR

Kornak, Daniel		x1000
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ADMINISTRATIVE STAFF

Meyer, Nicole	Administrative Assistant	x1060
O'Malley, Dawn	Payroll/Benefits Coordinator	x1100
Verso, Susan	Assist. To BA/Accounts Payable	x1102

MIDDLE SCHOOL Voice Mail Directory – 973-823-7000

TEACHING STAFF

Bennett, Josh	PE/Health	x4002
Blasdell, Stacey	Emotional Regulation	x2021
Castner, Kevin	Social Studies	x3120
Dugan, Whitney	Social Studies	x2080
Elko, Alycia	Resource	x3090
Gallagher, Moya	Nurse	x1011
Garofano, Lisa	Upper LLD	x2130
Gregory, Kaitlin	Resource	x2070
Hickey, MacKenzie	English Language Arts	x3070
Hull Aliena	Mathematics	x2060
Kempf, Emmaline	Music	x4010
Kervatt, Kasey	Art	x2150
Kretschmer, Michelle	Interventionist	x3060
Landgraff, Megan	English Language Arts	x3110
Luce, Stacey	Science	x3080
Luciano, Kristina	Mathematics	x2090
Maris, Justine	Resource	x2030
McInerney, Ashley	Resource	x3130
Metzgar, Lisa	Multiple Disabilities	x3150
Peek, Tammy	Interventionist	x2021
Raccioppi, Michael	PE/Health	x4001
Rosendale, Patricia	English Language Arts	x2120
Sanders, Amanda	English Language Arts	x2050
Schick, Rebecca	Upper LLD	x3030
Scognamiglio, Tara	Enrichment	x1180
Sliker, Frances	Mathematics/Algebra	x3140
Sonnenwald, Eric	Science	x3100
Torppey, John	Mathematics	x3050

SPECIAL SERVICES

Maffia, Dr. Gulay	Supervisor of Special Education	x8217
Benvenuto, Francesca	Speech Language Specialist	x8218
Carrigan, Caitlin	Occupational Therapist	x8134
Gibson, Gina	LDT-C	x3011
Hubbard, Maureen	Speech Language Specialist	x8011
Petronella, Marianne	Nurse	x1010
Potosnak, Larissa	Guidance Counselor	x2010
Rosen, Dr. Jennifer	Psychologist	x3013
Sasso, David	Social Worker	x3012
Snyder, Jeanna	Behaviorist	x8034

OFFICE STAFF

Demeter, Robert	Vice Principal	x1040
Russell, Deena	Secretary to the Vice Principal	x1023
Van Ginneken, Peggy	Office Secretary	x1020
Vierzchalek, Amy	Child Study Team Secretary	x3010

CAFETERIA

Corti, Amaya	Office Manager	x4050
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SUPERVISOR OF BUILDING & GROUNDS/HEAD CUSTODIAN

Platvoet, Carl		x5000
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TECHNOLOGY COORDINATOR

Kornak, Dan		x1000
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ADMINISTRATIVE STAFF

Meyer, Nicole	Administrative Assistant	x1060
O'Malley, Dawn	Payroll/Benefits Coordinator	x1100
Verso, Susan	Assist. To BA/Accounts Payable	x1102

September 2022

HARDYSTON SCHOOL DISTRICT




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
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18	<p>19</p>  <p>Educator of the Year Nominations begin</p> <p>Picture Day - ES / MS</p>	20	21	22	23	24																																																																																											
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October 2022

HARDYSTON SCHOOL DISTRICT



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2	3	4 Yom Kippur	5 <i>Progress Reports posted on Portal</i>	6	7	8
9	10 Columbus Day Teacher In Service Day SCHOOL CLOSED	11 BOARD OF EDUCATION Regular Mtg. 7:00 PM	12	13	14	15
16	17	18	19	20	21	22
23	24 ES - AM MS - PM Picture Make Up Day	25	26	27	28 <i>1st Marking Period Ends</i> <i>Educator of the Year</i> <i>Nominations due</i>	29
30	31  Halloween					




November 2022

HARDYSTON SCHOOL DISTRICT



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6 <i>Daylight Savings Time Ends</i>	7 ES / MS: 6:30 - 8:50 PM Report Cards Posted	8 BOARD OF EDUCATION Regular Mtg. 7:00 PM ES / MS: 6:30 - 8:50 PM	9 ES: 1:35 - 4:35 PM MS: 1:00 - 4:00 PM	10	11	12																																																																																																		
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18  Hanukkah begins	19	20	21	22	23 ES: 1:15 PM MS: 12:35 PM <div>Early Dismissal</div>	24																																																																																				
25  Christmas Day	26	27	28	29	30	31  New Year's Eve																																																																																				
Holiday Recess - SCHOOL CLOSED																																																																																										

January 2023

HARDYSTON SCHOOL DISTRICT




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15	16 Martin Luther King Day Teacher In Service Day SCHOOL CLOSED	17	18	19	20	21																																																																																				
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29	30	31	<div>Dec 2022</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>1</td><td>2</td><td>3</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>22</td><td>23</td><td>24</td></tr> <tr><td></td><td></td><td></td><td></td><td>29</td><td>30</td><td>31</td></tr> </table> <div>Feb 2023</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>				S	M	T	W	T	F	S	4	5	6	7	1	2	3	11	12	13	14	8	9	10	18	19	20	21	15	16	17	25	26	27	28	22	23	24					29	30	31	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				
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February 2023

HARDYSTON SCHOOL DISTRICT




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28	27	28 BOARD OF EDUCATION Budget Wkshp. 7:00 PM																																																																																							

March 2023

HARDYSTON SCHOOL DISTRICT




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<div>12</div> <div>Daylight Savings Time Begins</div>	<div>13</div> <div>Teacher In Service Day</div> <div>SCHOOL CLOSED</div>	<div>14</div> <div>BOARD OF EDUCATION Regular Mtg. 7:00 PM</div>	<div>15</div>	<div>16</div>	<div>17</div> <div>  <div>St. Patrick's Day</div> </div>	<div>18</div>																																																																																											
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April 2023

HARDYSTON SCHOOL DISTRICT




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May 2023

HARDYSTON SCHOOL DISTRICT



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June 2023

HARDYSTON SCHOOL DISTRICT



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July 2023

HARDYSTON SCHOOL DISTRICT



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August 2023

HARDYSTON SCHOOL DISTRICT



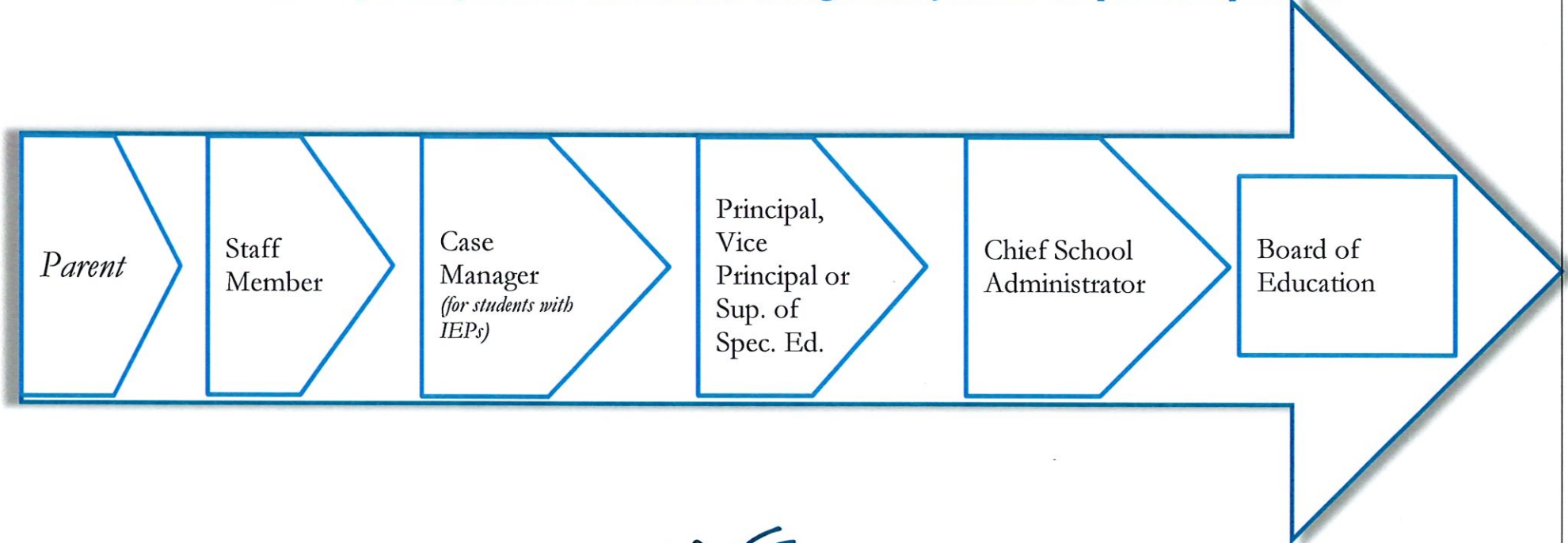
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Who do I contact when I have a concern?

Concerns should first be brought to the attention of school staff (secretary, teacher, guidance counselor), then to the appropriate administrator(s), and finally to the Chief School Administrator if you are unable to resolve the concern with the other staff.

The Board of Education only becomes involved in individual concerns if all efforts to resolve an issue with school staff and district administrators have been unsuccessful. Board involvement generally entails asking the CSA to report on the status of the concern, or to follow up.

Communication with the person you have the concern with generally solves the problem quicker.



EMERGENCY CLOSINGS/DELAYED OPENINGS

In the event of inclement weather or other emergencies, school may be closed, have a delayed opening or early closing. When such a decision is made, a parent notification message will be sent to each family. Please be sure to inform the main office of either school for any changes to your contact information. Also, an announcement will be made over radio stations WNNJ 1360 - Newton, or WSUS 102.3 - Franklin. Closings for inclement weather are also posted on our website at www.htps.org or at www.sussexcountyweather.net.

ATTENDANCE

State statutes mandate regular school attendance. ***A full day is four or more hours of actual class time.*** The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. A student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day. ***To be considered a full day of instructional time, middle school students must be in attendance from 7:55 AM to 12:35 PM; elementary students from 8:40 AM to 1:15 PM.*** Upon his/her return to school, the student must report to the Homeroom Teacher with a **written excuse as to the reason for his/her absence.** This excuse must be signed by a parent or legal guardian and received within five (5) days of the absence. ***Email notification will not be accepted.*** Students who are absent for more than three consecutive days should report to the nurse's office upon return to school.

Parents are asked to call the school nurse on the day of the absence (973-823-7000 x8220 at the Elementary School) or (973-823-7000 x1010 at the Middle School) and leave a message on our absentee reporting answering system any time before 10:00 AM. Parents must notify the office in writing of any extended leaves of absence. ***Email notification will not be accepted.***

DISMISSAL DURING THE SCHOOL DAY - All students are expected to remain in school for the entire school day. If a student must leave the building, he/she must be signed out from the main office by a parent or legal guardian. The school must also receive advanced written parental notification of such instances. Students are responsible for school assignments missed.

Appointments for doctors, dentists, etc., should be scheduled before or after school so that the learning process is not interrupted. ***Please schedule accordingly.***

TARDINESS - Persistent lateness is a violation of state attendance laws, and parents are encouraged to see that their children attend school at the proper time. Any student arriving after the appointed time for the starting of classes is considered tardy and will be marked as such. Tardy students must report to the office with a signed excuse.

All work missed by the absent student must be made up. If a student is absent for two or more days, parents may request homework by accessing teacher voice mail to request

assignments. Please do not request homework when reporting an absence to the school nurse. Homework will be ready for pick-up by parents at **3:30 PM at the Elementary School** or **3:00 at the Middle School** on the **second day of absence.**

For complete Board Policy 5200- **ATTENDANCE** and Regulation 5200R, visit our website at www.htps.org.

BEDSIDE INSTRUCTION

Any child who is unable to attend school due to extended illness may be eligible for bedside instruction. If this service is required, please contact the school and procedures will be discussed. (Policy 2412)

CARE OF SCHOOL PROPERTY

All computers, calculators, textbooks and library books should be handled with care. If any school property is damaged, lost or stolen, the student is expected to pay for the damage before the end of the school year. Books may be inspected periodically as well as when they are returned at the end of the year. Book covers are required for all textbooks.

Students are encouraged to take proper care of school property. Any student who willfully cuts, defaces, or otherwise damages **any** property belonging to the school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the pupil. The parent or guardian of a pupil shall be liable to the school district for all property belonging to the school district loaned to the pupil and not returned upon demand. The parents/guardians are also responsible to see that their children take proper care of all school property. In the event that these debts are not paid, report cards will be withheld and promotion will be postponed until these obligations are met. (Policy 5513 / R5513)

OPERATION AND MAINTENANCE OF A PLANT

Board Policy # 7422: School Integrated Pest Management Plan (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. Hardyston School District will use site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention and to build support for the IPM program.

Indoor Air Quality Program (IAQ) has been developed by the District to promote good indoor air quality for staff and students in both buildings. This program follows the requirements established by the PEOSH IAQ Standard as it applies to our District.

Mr. Carl Platvoet is the District's New Jersey Compliance Designee, in addition to our Asbestos Plan Manager.

Asbestos Management Plan is located in the business office. Our program coordinator is Carl Platvoet at 973-823-7000, Ext. 5000.

POLICIES

Policies and/or regulations referenced upon in this parent/student handbook are available on our website www.htps.org.

HEALTH

ELEMENTARY SCHOOL NURSE - The Nurse is on duty from 8:40 AM to 3:36 PM.

MIDDLE SCHOOL NURSE - The Nurse is on duty from 7:55 AM to 2:49 PM.

PHYSICAL EXAMINATIONS - All students in grades 4 and 7 are recommended to be examined either by the school physician or by a private physician. Further, all students who engage in extra-curricular/sports activities must be examined prior to participation.

School sports physical examinations will be conducted in June. Parents will be notified of dates and times before summer recess. All athletic permission forms must be completed and submitted to the school nurse prior to examination. All examinations are individual and in the presence of the school nurse. Any problems found will be reported to the parents who are asked to cooperate by contacting their own physician. If you prefer, you may have your own family physician conduct the physical. Physical forms may be obtained through the Nurse's Office. **It is important to have physicals in on the assigned date in order to have your child participate in a particular sports activity.**

September 1: *Field Hockey, Soccer, Cross Country, Intramural Floor Hockey*

October 30: *Cheerleading, Basketball, Ski Club, Intramural Basketball*

February 1: *Gymnastics, Track*

IMMUNIZATION REGULATIONS - Every child born after Jan. 1, 1997 and entering or attending gr. 6 or a comparable age level *special education* must receive one dose of Tdap (Tetanus, diphtheria, acellular pertussis) and **must receive one dose of meningococcal vaccine**. This is to be given no earlier than the 10th birthday. Documentation must be received by the Health Office no later than **September 1 in order to be permitted to attend school**.

EYE AND EAR - All students receive eye and hearing examinations, and parents are notified of any possible problems.

COMMUNICABLE DISEASES - Notice of any communicable disease in the family where school children are involved should be reported to the School Nurse.

FIRST AID - First aid is given for injuries which occur at school. The School Nurse may not remove dressings which were not applied at school or treat injuries which occurred at home.

MEDICATION - The nurse will administer medication if a signed slip from a doctor giving instructions for the administration of the medication and a signed permission slip from the parents are presented.

SELF-ADMINISTRATION OF MEDICATION - New Jersey State statute permits certain medication to be self-administered. If your child needs to self-administer medication, please contact the School Nurse for proper forms and procedures.

SCOLIOSIS SCREENING - Students ages 10 and up will be screened by the School Nurse and other trained personnel for curvature of the spine or scoliosis as required by law (N.J.A.C. 18A:40-5).

SCHOOL HEALTH SERVICES - Listed below are the required services that are part of the School Health Program conducted in the Nurse's Office pursuant to N.J.A.C 6A:16-2.2. **If you prefer your child be examined by your private physician, please submit a letter to the health office in your child's school prior to September 1.** All physical examination forms, athletic or non-athletic, must be obtained from the Nurse's Office in either the Middle or Elementary school.

Annual height, weight, and blood pressure kindergarten through grade 8.

Vision screening biennially for kindergarten through grade 8.

Hearing screening annually from kindergarten through grade 3 and in grade 7.

Scoliosis screening examination by the school physician or nurse biennial - gr. 4-8.

A complete physical assessment in grades 4 and 7.

A complete physical assessment for all students participating in **any school sponsored athletic programs**, i.e. Track (Gr. 5-8), Field Hockey (Gr.5-8), Soccer (Gr.5-8), Cheerleading (Gr. 5-8), Basketball (Gr. 6-8), Cross Country (Gr. 5-8), Gymnastics (Gr. 3-4), Intramurals (Gr.5-8), and Ski Club.

HEALTH OFFICE GUIDELINES - If your child is experiencing any of the following symptoms listed below, they **MUST** remain home. Please call the school nurse for guidance on when your child can return to school as we follow Department of Health guidelines which may change in response to COVID-19.

- Students with fever of 100 and above must stay home (call the Nurse's office for a return to school date)
- Gastrointestinal symptoms such as vomiting or diarrhea. A rule of thumb is to make sure your child is eating and drinking normally.
- Shortness of breath
- Cough
- Body aches
- Unexplained rash

If your child has a strep culture, they are not to return to school until results of the culture are received. If a strep culture is positive, your child must be treated with an antibiotic for 24 hours before returning to school.

Encourage your child to wash hands with soap and water, and cover coughs and sneezes. As per CDC guidelines and state mandates, a mask is required at all times.

Medications sent from home **MUST** be in original container and labeled with child's name/gr.

If an Epi-pen or inhaler is used, please supply the health office with needed medications and supporting documentation

FYI: The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hrs. a day, 7 days a week, to all New Jersey young people, ages 10-24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professional & trained volunteers.

GYM EXCUSES

The nurse may excuse a student from gym for two days. A note from a parent must be submitted to the School Nurse. In the event a longer period is needed, you must present a doctor's authorization. This authorization must include an expiration date. In most cases, if a student is well enough to be in school, he/she is well enough to change and to participate in physical education activities. If a student is to be excused from gym for all or part of the school year, a medical excuse stating specific limitations must be obtained from the attending physician.

SERVICES

GUIDANCE

As per N.J.A.C. 6A:7-1, 7(c) Title IX, Education Amendment of 1972 - The District's school Guidance program provides access to adequate and appropriate counseling services for all students, including females, minority students, limited English proficient students, non-college bound students, and students with disabilities. The presentation of a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers is provided to 8th grade students. Classroom teachers will address student needs as necessary. For students who need additional support, a referral is made to the Guidance Counselor/504 Officer/I&RS Coordinator. Parents and Administrators may also initiate a referral to the Guidance Counselor/504 Officer/I&RS Coordinator. The Guidance Counselor/504 Officer/I&RS Coordinator will follow appropriate procedures including review of all pertinent data and records, staff conferences, parent conferences and student conferences.

GRADING SCALE:

A = 90 – 100	C = 70 – 79	F = Below 65	X = Excused
B = 80 – 89	D = 65 – 69	I = Incomplete	

Honor Roll Criteria (Gr. 5-8): High Honor Roll: An A in all major subjects with perfect conduct and an average of not less than a B maintained in all minor subjects; Honor Roll: An A and B in major subjects with perfect conduct and an average of not less than a C maintained in all minor subjects; Honorable Mention: An A and B and one C in major subjects with perfect conduct and an average of not less than a C maintained in minor subjects. (No Needs Improvement on items 5-8 in Conduct Blocks of Report Card for any criteria.)

CHILD STUDY TEAM

The Child Study Team is an interdisciplinary team which provides evaluative services for children being considered for special education. In addition, the Team may provide consultation services. For information regarding a referral to the Child Study Team, contact the CST Office at 973-823-7000 x3010.

SEPAG

The mission of the Hardyston Township Special Education Parent Advisory Group (SEPAG) is to increase community involvement while engaging with the school district with regards to the districts' special education programs targeting critical issues and jointly establish solutions to ensure the best educational and emotional outcomes. For up-to-date events and information visit us at www.facebook.com/hardystonSEPAG. SEPAG Contact: Tara Codner, taraweak@yahoo.com and Meg Demsak, mdemsak@gmail.com.

RESPONSE TO INTERVENTION (RTI)

The Hardyston Township School District provides intervention to students in grades kindergarten through 8 who have been identified through universal screenings and other

methods of data collection. RTI is a multi-tiered approach to early identification and support of students with learning needs. Our intervention teachers target instruction and monitor the learning and growth of each student.

PHYSICAL EDUCATION

New Jersey Administrative Code 18A:35-5 requires a physical education course of all fit pupils in grades 1 through 8. Every student will participate in physical education courses unless specifically excluded for medical reasons as determined and verified by a physician.

Students in grades 6, 7, and 8 change for physical education classes as per N.J.A.C. 6A:7(d) and Title IX, Education Amendment of 1972.

NOTE: The physical education class has a Board approved curriculum and is graded.

To ensure safe participation for all students, appropriate footwear must be sneakers with laced or Velcro closures. No fashion sneakers, ex: platform and high heel models are to be worn. Sneakers must be of a fitness or athletic design. Jewelry, including any pierced jewelry, is not to be worn during physical education classes for safety reasons.

ASSESSMENT/TESTING

The Hardyston Township School District complies with the laws and regulations of the State Board of Education in the assessment of pupil achievement and needs in order to determine the progress of pupils and to assist pupils toward attaining the goals of the District.

The Hardyston Township School District believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. Student progress is reported to parents through report cards four times a year. Interim reports are sent home as necessary. Parents are urged to contact teachers whenever they have concerns about their child's educational performance.

TRANSPORTATION

All students in Hardyston Township are transported by bus to school. The bus will only stop at designated bus stops along its route. Students are picked up and dropped off at their assigned bus stops. **STUDENTS WILL NOT BE PERMITTED TO SWITCH BUSES FROM THE ASSIGNED BUS FOR ANY REASON.**

Parents/Guardians should notify the main office in writing when their child(ren) will not be riding the bus home. Any student not riding the bus home must be signed out in the office by the parent/guardian.

STUDENT CONDUCT

- Students will speak to adults and each other with respect. Profanity, obscene gestures, threats, and disrespect will not be tolerated. Harassment of any kind, including gestures, words or physical acts that insult or harm others, will not be tolerated.
- Students will treat each other civilly. Pushing, shoving, hitting, tripping, and other similar acts will not be tolerated.
- Students will treat school property and the property of others with respect.
- Students will not disrupt a class or school activity.
- Students will not disrespect teachers, staff, or other students by their words or actions.
- Students will follow the directions of the teacher or staff member in charge.

SCHOOL DRESS AND GROOMING

While the Hardyston Township School District wishes to assume a liberal and reasonable attitude regarding student dress, we do believe there are reasonable standards of dress which we expect students to maintain. Students are encouraged to wear apparel which is appropriate to the function of the institution and the maintenance of reasonable standards of cleanliness and decency. While an all-inclusive list of inappropriate attire is not warranted, the following specific restrictions should serve as examples of clothing deemed as **improper for school use**:

1. Any apparel which refers to alcoholic beverages, narcotics or substance abuse
2. Garments with pornographic messages and/or inappropriate statements
3. Shirts and blouses which expose the midriff or do not cover the waist
4. Off the shoulder, strapless tops, and tank tops
5. Hats, visors, or bandanas
6. Boxer shorts
7. Any item of clothing or accessories that could cause injury to others or damage to the school facility or school equipment
8. Flannel pants, pajama bottoms
9. Sneakers with wheels

NOTES:

- The Administration reserves the right to make the final decision regarding appropriate dress in school as well as school-sponsored events and/or field trips.
- Students not cooperating will be removed from class. Parents will be contacted by telephone to provide appropriate attire before student may return to class.

LOST AND FOUND

Many valuable articles of clothing, lunch boxes, etc., are turned in to the ***"Lost and Found"*** located in the Nurse's Office. If the child's full name is on the article, it can be returned quickly. All items in the lost and found will be disposed of on the first school day of each month.

SCHOOL SOCIAL RULES AT DANCES AND ATHLETIC EVENTS

1. Students attending school sponsored activities will not be allowed to leave the building or the school grounds.
2. Only Hardyston School students will be permitted to attend dances.
3. Students who wish to participate in any activity are to be in school by 11:00 AM of that day. This applies to any practice, social event or to a game. Exceptions for just cause (religious holiday, legal matters) must be cleared through the coach who will then inform the Administration of the situation.
4. All individuals will be confined to specific activity areas. Kitchen, stage, classrooms, lockers and locker room are **off limits**.
5. The parents of any student causing a disturbance will be contacted to **pick up their child immediately**.
6. Running around, yelling and booing are unacceptable behavior.

Students disobeying these rules will be disciplined and will not be allowed to attend any other social events.

PERMISSION FOR ATTENDANCE: Students staying after school must have **written permission** from parent or guardian for that specific purpose; for example, to attend a basketball game, students should bring a note to the office in the morning to obtain a pass allowing them to stay after school.

FIELD TRIPS

Field trips offer a first-hand educational experience not available to the classroom. They usually take place during school hours and always under the supervision of a teacher. Written parental consent is necessary for a child to be able to participate. All scheduled school field trips are funded by our parents and guardians. This cost will include admission, chaperones, and transportation.

PUPIL USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Students are prohibited from using cellular telephones and other electronic devices inside the school building during the instructional day. All such devices must be turned off and out of sight while the pupil is in the school building during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Cellular telephones may be used on school buses *as long as it does not cause a distraction to the driver or other students*.

Cellular telephones and other electronic devices that are turned on or are visible during the instructional day are in violation of this policy and will be confiscated by the building principal, and the pupil will be subject to appropriate disciplinary action.

Visit www.hardyston.org to review complete Board policies relating to some of the key items listed in this handbook.

ENTERING THE BUILDING

Enter either the Elementary School or the Middle School building only by the main door. All doors are kept locked. Ring front door buzzer and report to main office. Students may not be dropped off prior to 7:40 AM at the Middle School or 8:40 AM at the Elementary School. Before and after care is available through the YMCA. Contact the YMCA for more details.

KINDERGARTEN REGISTRATION FOR 2023/2024

The Hardyston Township School District will hold registration during the 2022/2023 school year. Dates will be advertised accordingly. In order to register for Kindergarten, students must be five years old on or before October 1st and must have the necessary immunization as required by the New Jersey State Law. If parents are not sure the child is properly immunized, they may call the School Nurse. Parents are requested to bring with them all immunization records and also the child's original birth certificate. (Though records need not be complete at the time of registration, they must be complete before the opening day of school).

TRANSFERS AND STUDENT RECORDS

If you plan to transfer your child to another school district, please notify the main office several days before your leaving date. A release paper must be signed at the new school in order to forward all records. The legal guardian of a child has the right to review his/her child's records. If you would like to schedule such a review, please call the main office of your child's school.

HOMEWORK

Homework is designed to develop knowledge and skills, to build more effective study habits, to develop independence in study, to practice fundamental skills and to carry on primary research. Appropriate supplemental instruction is provided to students based on analysis of test results and information provided by the teacher. Individual teacher websites, classroom websites, etc. are accessible via links on the school website.

VACATION/MAKE UP

Attendance at school is considered to be an important component for both the academic and social success of our students. It is expected that arrangements for extended vacations be made in conjunction with the school calendar which allows ample time for family outings. We recognize, however, that on rare occasions this may not be possible and we ask parents to be aware of the following constraints concerning make-up assignments. **Vacation is an unexcused absence.**

1. Parents should provide the office with a note explaining reasons for absence and the length of time involved at least three days prior to the absence.
2. Upon reporting back to school, it is the student's responsibility to obtain all work missed. The student will then have two days for the first day missed and then one day for each day afterward to hand in all missed assignments.
3. After all make-up work is handed in to the teacher's satisfaction, the student's teacher will then schedule make-up tests within a reasonable time frame.

4. Any work not made up that extends beyond the marking period will be treated as an incomplete. The grade will then be reflected on the report card for the following marking period.
5. Any work not made up within the proper time period will become a zero and factored into the marking period grade accordingly.

ACADEMIC STANDARDS: NEW JERSEY STUDENT LEARNING STANDARDS

Standards: The standards identified in each content area are to be mastered by students at the completion of the academic year. These expectations represent the minimum district standards. Additional standards may be established through the curriculum development process.

Student achievement: Student achievement will be evaluated and communicated through the district grading process, report cards, NJSLA for students in grades three through eight and the NJSLA-S for students in grades 5 and 8. Parents are encouraged to check the Parent Portal on a regular basis.

Students who fail to achieve the minimum academic standards: These students will be remediated through our intervention programs and may be placed in courses more appropriate to their abilities.

LOCKERS

Lockers are the property of the school and as such, the school reserves the right to open, inspect or restrict the use of lockers at any time. Lockers are provided for the storage of books and clothing. The student is responsible for school materials placed in a locker.

LUNCHES

A balanced diet is prepared daily under the "State of New Jersey Child Nutrition Program Guidelines" and is available at a nominal fee. A menu will be sent home regularly for the use of the students and parents and is available on our website. The cost of a complete lunch is \$3.35, which includes milk. Reduced lunch is \$.00; milk is \$.75. A student who may not have money will be required to sign in at the cafeteria where temporary credit will be given. As outlined in Board Policy 8550, Unpaid Meal Charges/Outstanding Food Service Charges, payment must be made within 10 school days. You may pay with a check payable to Hardyston Board of Education or pay with credit/debit card online at www.payschoolscentral.com. Any outstanding debts should be paid back to the cafeteria the next day. You may monitor your child's account through the parent portal. A federally funded lunch program is available to students whose parents qualify. Applications are available at the beginning of each school year and distributed to newly enrolled students. Forms can be requested throughout the school year if income changes and are available on our website. Please contact the Cafeteria Office of either school at: ES – Rachel VanDyk at x8212 or MS – Amaya Corti at x4050, if you have any questions.

STUDENT PERFORMANCE ELIGIBILITY PROCEDURE FOR STUDENT ACTIVITIES

I. INTRODUCTION

Although an important and integral part of our educational offerings, extra-curricular activities should never take priority or circumvent the prime goal of our school system which is to provide a sound academic direction for our student body.

Extra-curricular activities include: Yearbook, Student Council, Intramurals, Adventure Theater, Cross Country, Soccer, Field Hockey, Girls Basketball, Boys Basketball, Cheerleading, Boys Track, Girls Track and Gymnastics. Year-long performance activities are: Band, Chorus, County Chorus, County Band, Select Chorus.

Participation in school activities is a privilege and will be extended only to those who demonstrate positive qualities of sportsmanship, attitude, cooperation and academic achievement.

II. PRINCIPLES

The following principles will apply to the student eligibility procedure:

- A. Students who participate in extra-curricular activities are directly responsible and under the control of their coach/advisor and subject to final review by the Administration.
- B. A student who wishes to participate in extra-curricular activities must have a "65" average (passing) in the subjects: Mathematics, Language Arts, Science, and Social Studies. Students who fall below the required average (65) in any of the four reporting subjects at the middle of the marking period posting will be immediately placed on a participatory probation. The probation period will allow the student to participate, but it is the student's responsibility to work with their teacher to bring his/her grade to the required average above. If at the end of the marking period the student has failed to bring up his/her grade(s) to the requirement above, he/she will be removed from all extra-curricular activities for the upcoming marking period.
- C. Students participating in a year-long performance activity who have any grades below a 65 in any subject at the end of the marking period will continue to participate but may not participate in any activity that occurs during Mathematics, Language Arts, Science or Social Studies. They may return to the activity or regular chorus and band if they have a grade of 65 or above in all subjects at the start of the following marking period.
- D. Classified students will be governed by their Individualized Education Plan (IEP) or 504 Plan.
- E. Students who wish to participate in extra-curricular activities are to be in attendance in school for the day.
- F. Any student suspended from school (out-of-school or in-school) will not be permitted to participate in extra-curricular activities for that day.
- G. Students who are scheduled to attend a school sponsored trip while on probation cannot attend said trip unless parent/guardian provided payment.
- H. Students must be in compliance with the district's attendance policy.

III. REQUIREMENTS FOR PARTICIPATION

- A. Students must present a properly signed school form from parent or guardian granting approval and permission for participation in such interscholastic activities, including the Parent/Guardian Concussion Policy Acknowledgement Form.
- B. Students must undergo and pass a health physical administered by the appropriately appointed school medical examiner (M.D.) to participate in interscholastic and intramural athletic activities.
- C. Students shall be covered by the school district's interscholastic athletic insurance policy.
- D. No student is to participate unless the above requirements of parent's permission, M.D. physical, and insurance coverage are all acceptable and in force prior to the first practice.
- E. Students shall receive from the school district through the Head Coach such athletic equipment, including uniforms as are appropriate to the sport. Students and their parents are fully responsible for the care and maintenance of this equipment; damage because of negligence, loss (even if by misplacing or theft), shall not relieve the student/parent from the obligation of paying for the replacement of such equipment.
- F. Students must present a properly signed Participation Contract prior to participating in any after school activity.

CO-CURRICULAR ACTIVITIES:

Co-curricular Activities: After school activities supervised by faculty members may be open to district residents of appropriate age who do not attend Hardyston Township School providing that those public School students who wish to participate in accordance with Policy 2430 – Co-Curricular Activities.

The administrator shall determine the maximum enrollment for each activity.

BOARD OF EDUCATION POLICY 5410 - PROMOTION / RETENTION

I. GENERAL STATEMENT OF POLICY

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this school district shall be moved forward in a continuous program of learning in harmony with his or her own development. The promotion or retention of a student is to be based upon the student's classroom performance the previous school year.

II. CRITERIA FOR STUDENT PROMOTION AND RETENTION

- A. It is the policy of the School Board to maintain a standard of student promotion that relates to the school district's goals, objectives, and student proficiency;
- B. Student attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 160 days during the school year.
- C. **Elementary School:** A student in the elementary grades (K-4) shall be promoted to the next succeeding grade level when:
 - (1) he or she has completed the course requirements at the presently assigned grade;
 - (2) he or she has achieved the instructional objectives set for the present grade;
 - (3) he or she has demonstrated the proficiencies required for movement into the educational program of the next grade;
 - (4) and he or she has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;
 - (5) other considerations are the student's parental support, prior retentions and probable effect of promotion or retention upon the student.
- D. **Middle School:** Students in grades 5-8 whose final average in any two (2) academic courses are failing grades may be retained. The following factors may also be considered in determining promotion/retention of a student:

- (1) ability level;
- (2) attendance in conjunction with poor classroom performance;
- (3) chronological age in relation to the normal grade/age group;
- (4) prior retentions;
- (5) delayed/advanced physical development;
- (6) maturity in emotional and social development;
- (7) work and study habits;
- (8) student and parent attitude;
- (9) parental support.

III. SUMMER SCHOOL PROGRAM / REMEDIATION

A student who has been retained at grade level may be promoted upon successful completion of an approved summer school program for the course(s) failed. The student's academic performance shall be reassessed at the end of the remediation program and the decision to retain or promote shall be re-evaluated at that time.

IV. PROMOTION/RETENTION STANDARDS FOR STUDENTS IN BILINGUAL/ESL PROGRAMS

The promotion/retention standards for students in bilingual/ESL programs are addressed in the school district's policy on English as a Second Language; bilingual/bicultural.

V. SPECIAL EDUCATION STUDENTS

The promotion/retention standards of students receiving special education and related services are addressed in the student's Individualized Education Plan (IEP) in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

VI. GRADUATION

Students who are to be promoted to the ninth grade must satisfy regulations for promotion from the eighth grade. Students must meet the established State graduation proficiency standards. Eighth grade students who are to be retained may not be allowed to participate in graduation practices or ceremony.

VII. PARENTAL NOTICE

The School Administration shall distribute a copy of this policy to all parents and to all pupils in all grades at the beginning of each school year.

HARDYSTON BOARD OF EDUCATION POLICY 5512

HARASSMENT, INTIMIDATION, AND BULLYING

The Hardyston Board of Education prohibits acts of harassment, intimidation, and bullying.

A safe and civil environment in school is necessary for students to learn and to achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating each other with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation, and bullying" means any gesture or written, verbal or physical act or any electronic communication that is reasonably perceived as being motivated either by 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus as either a random act or on a repetitive, ongoing and persistent basis, and that:

- a) is motivated by 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,
- b) by any other distinguishing characteristic; and
- c) members of the community should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school property, at any school-sponsored function or on a school bus.

The Hardyston Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regards for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Hardyston Board of Education believes that standards for student behavior must be set cooperatively through interaction among students, parents/guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline. The

development of this atmosphere requires respect for self and others, as well as for district and community members.

The Hardyston Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and to accept responsibility for their behavior and the consequence of their behavior. Staff members who interact with students shall apply best practices and proactive programs to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e. the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Hardyston Board of Education shall develop general guidelines for student conduct and shall direct development of detailed regulation suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students of the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The Chief School Administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct of the schools within the school district, including the student handbook and district calendar. Provisions shall be made for information to parents/guardians whose primary language is other than English. The standards of conduct are also posted on the district website: www.hps.org.

The policy describes:

- a) Student responsibilities, including the requirements of students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- b) Appropriate recognition of positive reinforcement of good conduct, self-discipline, good citizenship and academic success.
- c) Student rights; and
- d) Disciplinary sections and due process.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, administrators will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation

or this policy requires a determination based on all of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavior interventions up to and including suspension or expulsion.

At each school, the administration is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the administration. All other community representatives, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the administration of each building or available at the school district office and website. Oral reports also shall be considered official reports.

Reports may be made anonymously, but formal disciplinary action may not be solely on the basis of an anonymous report.

The administration is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the administrator shall conduct a prompt, thorough and complete investigation of the alleged incident. The administration will present a detailed narrative denoting the findings of the investigation to the Chief School Administrator.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the administration respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district level or by a law enforcement official. The Chief School Administrator will make this decision based on the investigation.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to detention, alternate education setting, suspension, or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils.

The administration will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior and the context in which the alleged incidences occurred. Institutional responses can range from school and community surveys, to mailing, to focus groups, to adoption of research based bullying prevention program models, to training for certificated and non-certificated staff, to participation in presentation for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The Hardyston School District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils. Consequences and appropriate remedial action for all school employees found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcements officials.

This policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation or bullying that occur on school property, at school-sponsored functions or on a school bus. The Chief School Administrator shall develop an annual process for discussing the school district policy on harassment, intimidation or bullying.

The Hardyston Board of Education is committed to providing training and in-service to all staff and volunteer members.

Pursuant to NJSA: 37-17(5)(c), information regarding the district's policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program.

Pursuant to NJSA: 37-17(5)(c), the district and its schools are encouraged to establish bullying prevention programs, and other initiative involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

Pursuant to NJSA: 37-17(5)(b), the school district is encouraged to, and if funds are appropriated for these purposes are required to:

- 1) provide training on the school district's harassment, intimidation or bullying policies to school employees and volunteers who have significant contact with students on a yearly basis
- 2) develop a process for discussing the school district's harassment, intimidation or bullying policies with students.

HARDYSTON SCHOOL DISTRICT BUS SAFETY GUIDELINES

Since the Hardyston Township School District transports all students to school by bus, the cooperation of students and their parents is essential for safety. The following procedures will ensure that all students have a safe and pleasant experience while traveling by bus for school activities. *The need for mask wearing on the bus will be based on guidelines from the Department of Health. This may change due to COVID-19.*

Students will:

1. Arrive at the bus stop on time
2. Remain orderly and away from the roadway while waiting for the bus
3. Form a single line as the bus approaches
4. Board the bus, go directly to their assigned seats, and use seatbelts
5. Remain seated until the bus has stopped at the student's destination
6. Behave in a safe and orderly manner at all times
7. Assist in keeping the bus neat and clean

The following behaviors are unacceptable and may result in disciplinary action:

1. Leaving one's assigned seat while bus is moving
2. Throwing anything inside or outside the bus
3. Shouting, using inappropriate language, or making any loud distracting noises
4. Placing hands, arms or any object out of bus windows.

5. Placing feet or any objects in the bus aisle.
6. Fighting or any inappropriate physical contact
7. Eating or drinking
8. Spitting
9. Causing damage to the school bus
10. Writing on the bus
11. Using any device that may distract the driver
12. Taking photos or video while on the bus or at a bus stop

The driver will immediately issue a disciplinary referral to any student who fails to follow these procedures. After receiving notification of the disciplinary referral, the principal or his designee will:

1. Notify the Parent / guardian of the disciplinary referral
2. Impose appropriate discipline that may include suspension of bus privileges. The parent/guardian will be responsible for providing transportation if their child is suspended from the bus.
3. Schedule a mandatory conference with the parent prior to the restoration of bus privileges.

The student's parent / guardian will be responsible for any damages. Students will not be allowed to get off at any bus stop, other than their own, or switch buses.

These procedures have been established to maintain a safe transportation system. We are grateful to students and parents for their cooperation.

HARDYSTON TOWNSHIP BOARD OF EDUCATION POLICIES

The following policies were specifically chosen for parent/student review. These and other policies are available at the school, on our website at www.htps.org, or accessed at the Hardyston Board of Education Office located at 183 Wheatsworth Road, Hamburg.

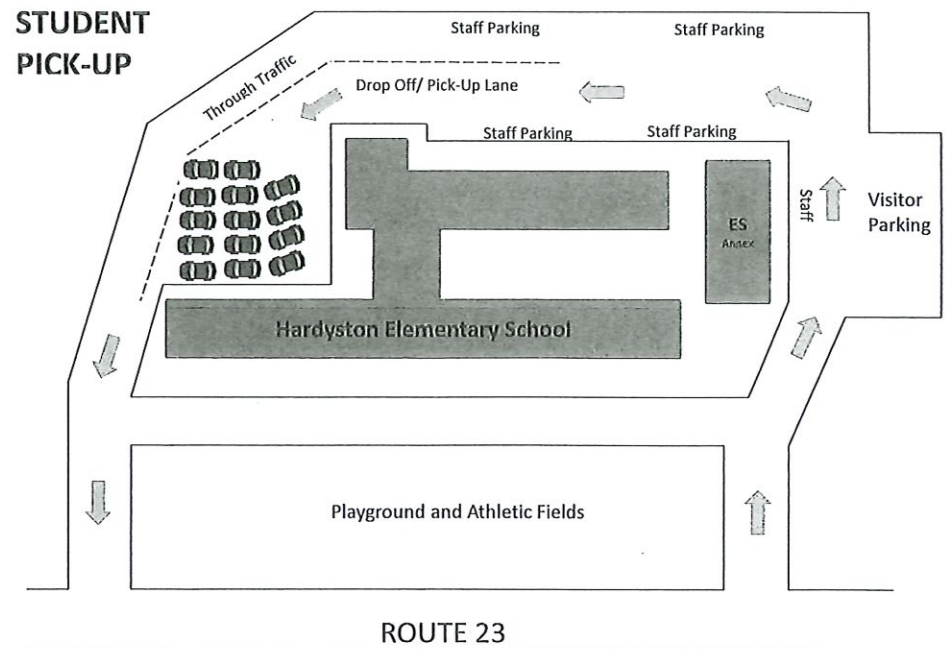
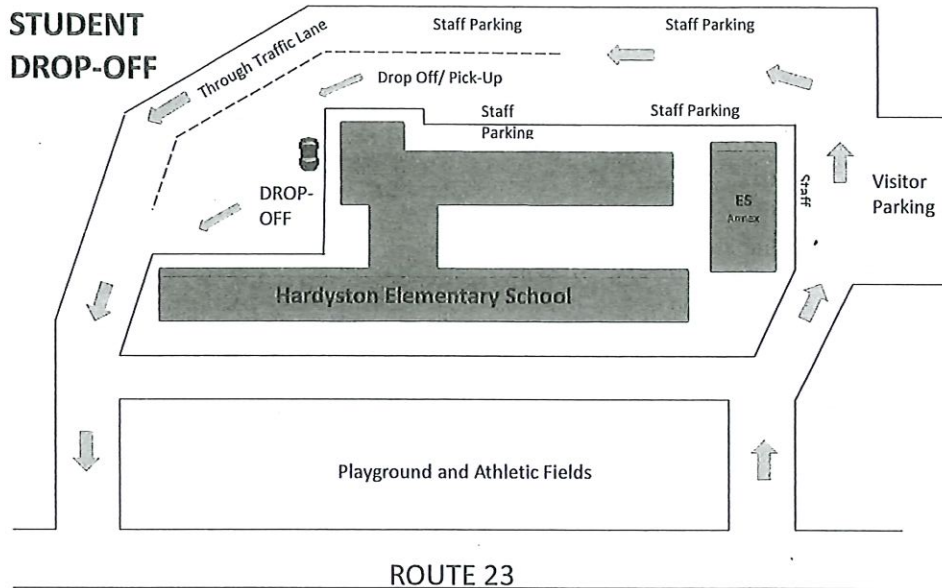
Number	Title
2000	PROGRAM
2110	Philosophy of Education/District Mission Statement
2260	Affirmative Action for School and Classroom Practices
2330	Homework
2340	Field Trips
2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Student Use of Privately-Owned Technology
2412	Home Instruction Due to Health Condition
2415.20	Every Student Succeeds Act Complaints
2417	Student Intervention and Referral Services
2431	Athletic Competition
2431.3	Heat Participation Policy for Student-Athlete Safety
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2431.8	Varsity Letters for Interscholastic Extracurricular Activities
2464	Gifted & Talented Program
2622	Student Assessment
2624	Grading System
5000	STUDENTS
5111	Eligibility of Resident/Nonresident Students
5112	Entrance Age
5117	Interdistrict Public School Choice
5200	Attendance
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300	Automatic External Defibrillator(s) (AEDS)
5310	Health Services
5320	Immunization
5330	Administration of Medication
5331	Management of Life - Threatening Allergies In Schools
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5338	Diabetes Management

5339	Screening for Dyslexia
5350	Student Suicide Prevention
5410	Promotion and Retention
5420	Reporting Student Progress
5460	High School Graduation
5500	Expectations for Student Conduct
5512	Harassment, Intimidation, and Bullying
5513	Care of School Property
5516	Use of Electronic Communication and Recording Devices
5519	Dating Violence at School
5530	Substance Abuse
5533	Student Smoking
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
5570	Sportsmanship
5600	Student Discipline/Code of Conduct
5610	Suspension
5611	Removal of Students for Firearms Offenses
5612	Assaults on District Board of Education Members or Employees
5613	Removal of Students for Assaults with Weapons Offenses
5615	Suspected Gang Activity
5620	Expulsion
5750	Equal Educational Opportunity
5751	Sexual Harassment
5752	Marital Status and Pregnancy
5755	Equity in Educational Programs and Services
8000	OPERATIONS
8330	Student Records
8441	Care of Injured and Ill Persons
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
8506	School Lunch Program Biosecurity Plan
8540	School Nutrition Programs
8550	Unpaid Meal Charges/Outstanding Foods Service Charges
8601	Student Supervision After School Dismissal

ELEMENTARY SCHOOL STUDENT DROP OFF / PICK UP PROCEDURE AND DIAGRAM

In an effort to ease traffic congestion, the following drop off and pick up procedures have been established. Your cooperation will help to ensure our children's safety.

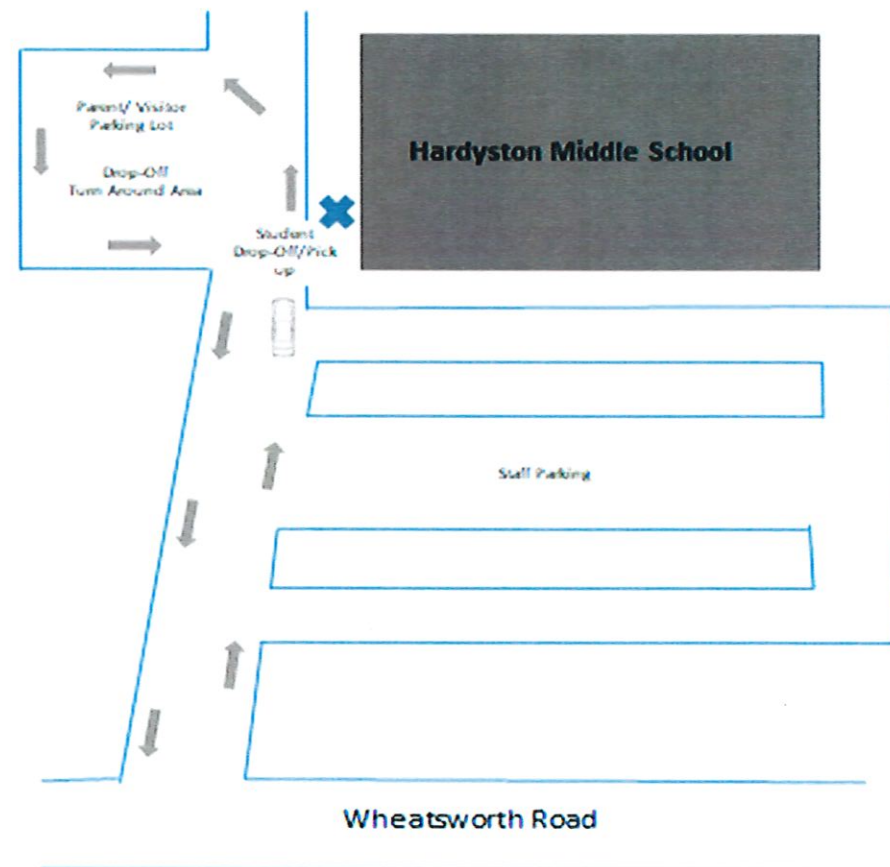
- **STUDENT DROP OFF** is around the back of the building. Drop off time is between **8:40 and 8:50 AM**.
- **STUDENT PICK UP** is in the same location. Please check in with our pick up attendant and park as directed. Your child will be walked to your car. Please stand outside your car so our staff members can get your child to you quickly.



MIDDLE SCHOOL STUDENT DROP OFF / PICK UP PROCEDURE AND DIAGRAM

To improve the safety for all students, parents and staff, we have developed a traffic pattern procedure as indicated by the diagram below:

- The **side parking** is for parents and visitors for **drop off** and **pick up**.
- Doors will open at 7:55AM; you may begin dropping off at 7:40AM.
- Student **pick up parking** is on the side lot. Students will be **dismissed through the cafeteria** at 2:49PM.
- If you are picking your child up before dismissal, please sign them out in the main office.
- The front parking lot is for staff only.





Our parent portal continues to be an integral part of keeping informed of your child's academic success. This feature allows you to view your child's information at any time through the internet. The Web address for the portal is <https://www.fridayparentportal.com/hardyston>. The district will be providing each family a user name and unique password. If you need assistance please contact your child's guidance office. Please utilize this new tool to communicate and monitor your child's progress throughout the year.

Hardyston School District Student E-Mail Acceptable Use Guidelines

The Hardyston School District encourages the use of student e-mail as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student e-mail is to support teaching and learning. This *https.org* e-mail account is housed on a Google mail server, giving student access to Google Docs (word processor, spreadsheet, and presentation software).

1. Official E-Mail Account

All students in grades 2-8 will be assigned an *https.org* student e-mail account. This account will be considered the student's official Hardyston e-mail address until such time as the student is no longer enrolled in the Hardyston School District. In using these e-mail accounts, students must follow all rules and responsibilities set forth in Policy 2361 – Acceptable Use of Computer Networks/Computers and Resources.

2. Prohibited Conduct

In addition to any prohibitions set forth in Policy 2361 / R2361 – Acceptable Use of Computer Networks/Computers and Resources, student e-mail may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in e-mail communications
- Misrepresentation of Hardyston School District
- Interference with Hardyston School District technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communications

3. Access Restriction

Access to and use of student e-mail is considered a privilege accorded at the discretion of Hardyston School District. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that a student has engaged in any of the prohibited conduct set forth above or has otherwise violated the law or the rules and responsibilities set forth in Policy 2361/R2361 – Acceptable Use of Computer Networks/Computers and Resources. In such cases, the alleged violation will be referred to the Building Principal for further investigation and adjudication.

4. Privacy

Users of student e-mail are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the *https.org* Google Mail system, including current and archival files of user accounts.

If you have any questions or concerns, please feel free to e-mail your building administrator. The complete Google Apps Education Edition Agreement and Privacy Policy may be found here:

http://www.google.com/apps/intl/en/terms/education_terms.html.



WHAT TO DO IF . . .

YOUR CHILD IS ABSENT AND YOU WANT HOMEWORK ASSIGNMENTS

Email your child's teacher to request homework assignments that you may pick up at dismissal time for either school on the second day.

YOUR CHILD LEFT LUNCH AT HOME

Deliver it to the main office. The school secretary will notify the student.

YOUR CHILD WILL BE ABSENT

Call the school nurse to report the absence and the reason for the absence. *Upon your child's return to school he/she must bring in a written note as to the reason for his/her absence.*

YOU WANT A CONFERENCE WITH A TEACHER

Contact the teacher to request a conference.

YOUR CHILD LOSES SOMETHING ON THE SCHOOL BUS

Call the main office at either school and report the loss. The article will be traced from this point and you will be notified if it has been found.

YOUR HOME TELEPHONE NUMBER, WORK TELEPHONE NUMBER, OR ADDRESS HAS BEEN CHANGED

Notify the main office of your child's school immediately so the change can be recorded on the child's student profile.

YOUR CHILD IS INJURED DURING THE SCHOOL DAY OR A SCHOOL SPONSORED EVENT

Immediately notify the Business Office at 973-823-7000, Ext. 1100 to review potential insurance coverage procedures.

YOU NEED TO MAKE A CHANGE TO YOUR CHILD'S PICK UP ARRANGEMENT

Please log in to **PickUp Patrol** page and record your preference. For elementary students, changes need to be made by 2:30 PM. For middle school, changes need to be made by 1:30 PM.

◀ Prepare your student for success: The State of New Jersey released a checklist with questions and resources that parents and caregivers can use to help ensure they are engaged in their child's education. Visit USDE Family and Community Engagement Information: <http://www.state.nj.us/education/title1/program/parent>

Keep up to date by visiting our website: www.https.org



HARDYSTON TOWNSHIP PTA

The National Congress of Parents and Teachers is an educational organization that seeks to unite the forces of home, school and community on behalf of children and youth. The Hardyston Township PTA is a non-profit organization that provides programs, activities and equipment for students and teachers of the Hardyston Township School District.

The PTA Objectives

- Promote the welfare of children and youth in home, school and community
- Raise the standards of home life
- Secure adequate laws for the care and protection of children and youth
- Bring into closer relation the home and school, so parents and teachers may cooperate intelligently in the education of children and youth
- Develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.



PTA Mission

Statement

- Support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children
- Assist parents to develop skills needed to raise and protect their children
- Encourage parent and public involvement in public schools

IMPORTANT INFORMATION

Contact us by email:

HardystonPTA@gmail.com

Become a member (remember you must renew annually!):

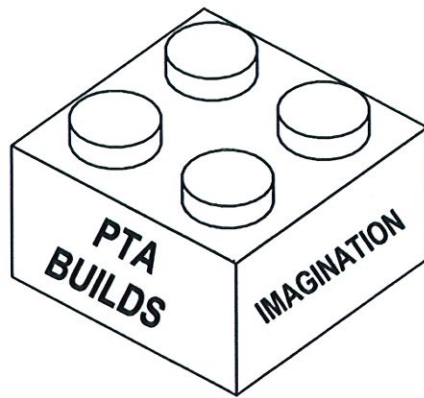
<https://hardystonpta.memberhub.com>

Current members - access your membership card and other info.:

<https://app.memberhub.com/login>

Follow us on Facebook: "Hardyston Twp PTA"

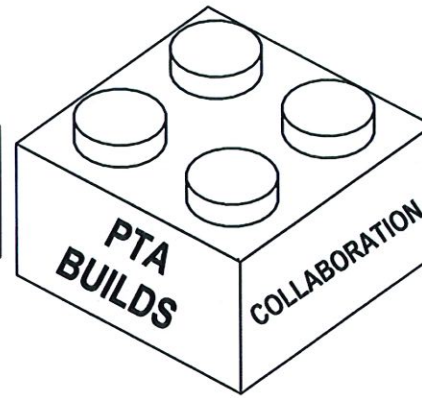
<https://fb.me/hardystontwppta>



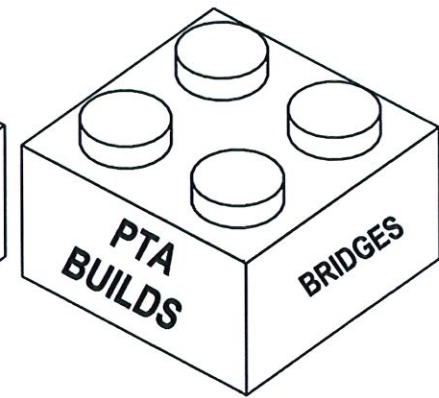
- Cultural arts programs
- School assemblies
- Library/STEM activities and supplies
- Read Across America
- Math Night
- STEM Night



- Trunk or Treat
- Holiday Bazaar
- Cookies and Milk w/ Santa
- Family Social
- TGIF



- Teacher mini-grants
- Faculty special requests
- Scholarships/awards
- Volunteer/school support
- Staff Appreciation events



- General member meetings
- Event Flyers / Notices
- PTA Newsletter
- Facebook page "Hardyston Twp PTA"
- Memberhub system

HOW DO WE MAKE IT HAPPEN?

Box Tops for Education / Amazon Smiles
 Scholastic Book Fairs
 Krispy Kreme Sale
 Spiritwear
 Painted Grape Events
 Gertrude Hawk Candy Sale
 Dining Out Fundraisers (TJ's, Mama Cees, Wendy's)





PickUp Patrol eliminates the need to write notes or make phone calls when changing your student's dismissal plans. Register today!

Scan this QR code to see registration instructions:



Quick Reference:

www.https.org

School Main #: 973-823-7000

ES School Nurse Extension: 8220

MS School Nurse Extension: 1010

Homeroom Teacher:

Email:





Elementary School

50 Route 23 ♦ Franklin, NJ 07416

Middle School

183 Wheatsworth Road ♦ Hamburg, NJ 07419

973-823-7000

