

2026 – 2027

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.hbps.org

Dear Hardyston Community,

Welcome to the 2026-27 school year! The teachers, staff and administrative team are excited to welcome our students and families to another year of learning, growing and making memories.

We are committed to providing our students with the very best educational experience. This year our district goals will focus on the following priority areas:

- Academic Excellence
- Family and Community Partnership
- Positive School Climate and Culture
- Facilities, Technology and Finance
- Safety and Security

We look forward to a collaborative, eventful school year. To stay informed, please watch for our **Weekend Update**, delivered to your email each Sunday at 10:00 am. You can also find updates anytime on our website at www.hbps.org under the “Updates” section.

Thank you in advance for your collaboration and support. I cannot wait to see all we will accomplish together!

Sincerely yours,
Jarlyn Veras
Superintendent



AFFIRMATIVE ACTION

As Per N.J.A.C. 6A:7-1.7: The Hardyston Township School provides equal opportunity in all areas. Educational Equity Policies/Affirmative Action includes 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 Jarlyn Veras 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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Mission Statement

The Hardyston School District together with our parents, families and community is dedicated to preparing our students by providing each student with a quality education, in a safe and caring environment, which allows all students to achieve the New Jersey Student Learning Standards at all grade levels and includes the knowledge, confidence, and self-esteem to be successful life-long learners in a culturally diverse democracy.

HARDYSTON TOWNSHIP BOARD OF EDUCATION

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

Brian Drelick, President
Ed Reinle, Vice President
Donna Carey Nick Demsak
Ron Hoffman Dana Kalzcuk
Susan Lucarelli Robin Marotta
Kelly Stoll

ADMINISTRATIVE STAFF

Jarlyn Veras	Superintendent	973-823-7000 x1080
Susan Verso	Business Admin/Bd. Sec.	973-823-7000 x1120
Megan O'Mara	Middle School Principal	973-823-7000 x1040
Jennifer Cimaglia	Elementary School Principal	973-823-7000 x8206
Melissa Sabol, Ed.D.	Director of Special Education	973-823-7000 x8217

HIB PERSONNEL

Megan O'Mara	Anti-Bullying Coordinator	973-823-7000 x1040
Larissa Potosnak	Anti-Bullying Specialist-ES	973-823-7000 x8215
Alizah Demczak	Anti-Bullying Specialist-MS	973-823-7000 x2010

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

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Meetings are held in compliance with Chapter 231 of the New Jersey Public Laws of 1975, entitled "Open Public Meetings Act". PLEASE TAKE NOTICE that effective March 1, 2026 the full text of every legal notice for the Hardyston BOE will be available to the public on the official website, [www.https.org](https://www.nj.gov/state/statewide-legal-notices-list.shtml) Additionally, you may access same at the New Jersey official website: www.nj.gov/state/statewide-legal-notices-list.shtml

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

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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 2025/2026 school year:

July 9	March 9
August 18	April 13
September 8	April 27 Regular Meeting and Budget Public Hearing
October 13	May 11
November 10	June 8
December 8	June 22 Annual Evaluation/Retreat
January 5 Reorg/Reg. Mtg.	July 13
February 9	August 10

Community members are always welcome.

HARDYSTON TOWNSHIP SCHOOL DISTRICT

SCHOOL CALENDAR

2026/2027

Adopted: 2/10/26

September 1 & 2	Tuesday-Wednesday	Teacher In-Service	
September 3	Thursday	First Day of School	
September 4	Friday	Early Dismissal Day	
September 7	Monday	Labor Day (Closed)	19 Days
October 12	Monday	<i>Columbus Day – Teacher In Service</i> <i>(School closed for students)</i>	21 Days
November 5 & 6	Thursday-Friday	NJEA Convention – School Closed	
November 25	Wednesday	Early Dismissal Day	
November 26 & 27	Thursday-Friday	Thanksgiving Recess – School Closed	17 Days
December 23	Wednesday	Early Dismissal Day	
December 24 – 31	Thursday-Thursday	Winter Recess – School Closed	17 Days
January 1	Friday	New Year’s Day– School Closed	
January 4	Monday	School Resumes	
January 18	Monday	<i>Martin Luther King Jr. Day – Teacher In Service</i> <i>(School closed for students)</i>	19 Days
February 15-16	Monday-Tuesday	President’s Day – School Closed	18 Days
March 8	Monday	Teacher In-Service – School Closed	
March 26 - 31	Friday-Wednesday	Spring Recess – School Closed	18 Days
April 1 - 2	Thursday-Friday	Spring Recess – School Closed	20 Days
May 28	Friday	Early Dismissal Day	
May 31	Monday	Memorial Day – School Closed	20 Days
June 15	Tuesday	Last Day of School for Students- <i>Tentative</i>	11 Days
June 24	Thursday	<i>Last Day of School with 7 Emergency Closing Days</i>	(18 Days)

The above calendar reflects 180 school days (ending on June 15) plus an additional 5 days for teacher professional development. **If necessary an allowance of 7 emergency closing days are added (June 24).** 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 24). 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.

SCHOOL DAY HOURS

ELEMENTARY SCHOOL

HOURS IN SESSION

PRESCHOOL	8:40 AM TO 3:00 PM
GRADES K - 4	8:40 AM TO 3:34 PM

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

2 HOUR
DELAYED OPENING TIME - 10:40 AM

EARLY DISMISSAL - 1:15 PM

Promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students. We strongly encourage students to arrive at school on time.



MIDDLE SCHOOL

HOURS IN SESSION

GRADES 5 – 8	7:55 AM TO 2:49 PM
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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.https.org, UPDATES, along with our district calendar which is located on the homepage.

Elementary School Voice Mail Directory

TEACHING STAFF

Bennett, Josh	Physical Education	x8214
Brady, Samantha	Preschool	x8035
Brennan, Nancy	Kindergarten	x8002
Brown, Jill	3 rd Grade	x8017
Cascone, Heather	Preschool	x8008
Casper, Kari	1 st Grade	x8015
Corbett, Jill	Wilson Reading	x8031
Demeter, Robert	Media Specialist	x8211
Dugan, Jennifer	Preschool	x8037
Garofalo, Angela	Intervention	x8116
Gonzalez, McKenzie	1 st Grade	x8019
Graham, Bryan	Lower LLD	x8026
Guarino, Sharalyn	4 th Grade	x8028
Halbig, Rebecca	Multiple Disabilities	x8009
Hall, Terri	3 rd Grade	x8022
Healy, Lisa	3 rd Grade	x8012
Houghtaling, Jenna	Resource	x8024
Jensen, Elizabeth	Kindergarten	x8003
Kervatt, Kasey	Art	x8025
Kominiak, Tara	Multiple Disabilities	x8001
Kaniuk, Gabriella	Music	x8023
Lapinski, Diane	Preschool	x8038
Li, Kaitlyn	Preschool	x8006
MacMillan, Edith	Resource	x8010
Margarum, Nancy	2 nd Grade	x8018
Messineo, Nicholas	Physical Education	x8214
Meyer, Kristen	2 nd Grade	x8020
Mugavero, Karen	Resource	x8033
Napovier, Lisa Neal,	Preschool	x8036
Ryan Newsome,	Emotional Regulation	x8030
Michelle Panas,	2 nd Grade	x8021
Danielle Peek,	1 st Grade	x8013
Tammy Perry,	Intervention	x8131
Alyssa Putnam,	Kindergarten	x8004
Emily Reder,	1 st Grade	x8014
Christine	4 th Grade	x8027
Romahn, Holly	4 th Grade	x8029
Struble, Olga	ESL	x8018

SPECIAL SERVICES

Sabol, Dr. Melissa	Director of Special Education	x8217
Benvenuto, Francesca	Speech Language Specialist	x8111
TBD	Behaviorist	x8311
TBD	Occupational Therapist	x8032
Potosnak, Larissa	School Counselor	x8215
Gibson, Gina	LDT-C	x3011
Goodman, Michelle	Reading Specialist	x8016
Hubbard, Maureen	Speech Language Specialist	x8011
Kopf, Alyssa	COTA	x8032
Pirrello, Nicole	Social Worker	x3012
Rosen, Dr. Jennifer	Psychologist	x3013
Stoffels, Wendy	Nurse	x8220

OFFICE STAFF

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

CAFETERIA

Van Dyk, Rachel	Office Manager	x8212
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MAINTENANCE

Tully, Andrew	Supervisor of Building/Grounds	x8219
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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
Naprstek, Dana	Assist. To BA/Accounts Payable	x1102

Middle School Voice Mail Directory

TEACHING STAFF

Bennett, Josh	PE/Health	x4002
Castner, Kevin	Social Studies	x3120
Costabile, Aliena	Mathematics	x2060
Demeter, Robert	STEM	x1180
Dugan, Whitney	Social Studies	x2080
Elko, Alycia	Resource	x3090
Gambert, Taylor	English Language Arts	x2120
Garofano, Lisa	Upper LLD	x1140
Gregory, Kaitlin	Resource	x2070
Helmstetter, Jill	PE/Health	4001
Ipolysagi, Emmaline	Music	x4010
Kervatt, Kasey	Art	x2150
Landgraff, Megan	English Language Arts	x3110
Lombardo, Jake	English Language Arts	x3070
Luce, Stacey	Science	x3100
Luciano, Kristina	Science	x2130
Maris, Justine	Wilson Reading/Resource	x2030
McInerney, Ashley	Resource	x3130
Moscato, Luis	Spanish/STEM Facilitator	x1180
Sanders, Amanda	English Language Arts	x2050
Sliker, Frances	Mathematics/Algebra	x3140
Stampone, Arielle	Emotional Regulation	x2110
Struble, Olga	ESL	x8018
Tancredi, Pam	Upper LLD	x3030
Torpey, John	Mathematics/Pre-Algebra	x3050
Zschack, William	Mathematics	x2090

SPECIAL SERVICES

Sabol, Dr. Melissa	Director of Special Education	x8217
TBD	Behaviorist	x8311
TBD	Occupational Therapist	x8032
Demczak, Alizah	School Counselor	x2010
Gibson, Gina	LDT-C	x3011
Hubbard, Maureen	Speech Language Specialist	x8011
Kopf, Alyssa	COTA	x8032
Petronella, Marianne	Nurse	x1010
Pirrello, Nicole	Social Worker	x3012
Rosen, Dr. Jennifer	Psychologist	x3013

OFFICE STAFF

O'Mara, Megan	Principal	x1040
Russell, Deena	Secretary to the Principal	x1023
Van Ginneken, Peggy	School Secretary/Registrar	x1020
Vierzchalek, Amy	Child Study Team Secretary	x3010

CAFETERIA

Corti, Amaya	Office Manager	x4050
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MAINTENANCE

Clipperton, Patricia	Head Custodian	x5000
Tully, Andrew	Supervisor of Building/Grounds	x5000

TECHNOLOGY COORDINATOR

Kornak, Dan		x1000
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ADMINISTRATIVE STAFF

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



SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 In-Service 5th Grade Orientation, 6 PM @ HMS	2 In-Service PK Back to School, 3:30 PM K Back to School, 4:30 PM	3 	4 Early Dismissal HMS: 12:35 HES: 1:15	5
6	7 Labor Day	8 Board of Education Regular Meeting 7 PM @ HMS	9	10	11 Rosh Hashanah	12
13	14	15 6-8th Grade Back to School Night, 6 PM	16	17 HES Back to School Night Gr. 1-2: 6-7 PM Gr. 3-4: 7-8 PM	18	19
20 Yom Kippur	21	22	23 Picture Day HES/HMS	24	25	26
27	28	29	30			

Have a great school year!!!!!!



OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 <i>HMS Progress Reports posted</i>	3
4	5	6	7	8	9	10
11	12 <i>In-Service School Closed</i> <i>Columbus Day</i>	13 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	14	15	16	17
18	19	20	21	22	23	24
25	26	27 <i>Picture Retakes HMS/HES</i>	28	29	30	31 



NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 School Closed – NJEA Convention	6	7
8	9 <i>1st Marking Period Ends</i>	10 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	11	12	13	14
15	16 <i>Report Cards Posted</i>	17 HMS/HES: 6:00 PM - 8:30 PM	18 HMS/HES: 6:00 PM - 8:30 PM	19 HMS: 1:00 - 4:00 PM HES: 1:35 - 4:35 PM Parent/Teacher Conferences-Early Dismissal	20	21
22	23	24	25 Early Dismissal HMS: 12:35 HES: 1:15	26 Happy THANKSGIVING! School Closed	27	28
29	30					



DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 <i>Hanukkah begins</i>	5
6	7	8 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	9	10	11	12
13	14	15 <i>HES Winter Concert Gr. 1 & 2, 6 PM @ HMS</i>	16 <i>HMS Winter Concert 7 PM</i>	17 <i>HES Concert Snow Date</i>	18 <i>HMS Progress Reports posted</i> <i>HMS Concert Snow Date</i>	19
20	21	22	23 Early Dismissal HMS: 12:35 HES: 1:15	24 School Closed – Holiday Recess	25 	26
27	28 School Closed – Holiday Recess	29	30	31		



JANUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <i>Happy New Year!</i> School Closed	2
3	4 School Reopens	5 <i>Board of Education Annual Reorg Mtg 7 PM @ HMS</i>	6	7	8	9
10	11	12	13	14	15	16
17	18 In-Service School Closed	19	20	21	22	23
24  31	25 <i>2nd Marking Period Ends</i>	26	27	28	29	30

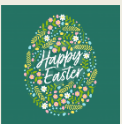


FEBRUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <i>Report Cards Posted</i>	2	3	4	5	6
7	8	9 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	10	11	12	13
14 	15 President's Day	16	17	18	19	20
School Closed – Winter Recess						
21	22	23	24	25	26	27
28						



MARCH 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 <i>HMS Progress Reports posted</i>	6
7	8 In-Service School Closed	9 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	10	11	12	13
14	15	16	17 	18	19	20
21	22	23	24	25	26 Good Friday School Closed	27
28 	29	30	31			
	School Closed – Spring Recess					



APRIL 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				School Closed – Spring Recess		
4	5 <i>School Reopens</i>	6	7	8	9 <i>3rd Marking Period Ends</i>	10
11	12	13 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	14	15	16 <i>Report Cards Posted</i>	17
18	19	20	21 <i>Passover</i>	22	23	24
25	26	27 <i>Board of Education Budget Public Hearing 7 PM @ HMS</i>	28	29	30	



MAY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 <i>HMS Progress Reports posted</i>	8
9	10	11 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 <i>HES Spring Concert Gr. 3 & 4, 6 PM @ HMS</i>	27 <i>HMS Spring Concert 7 PM</i>	28 Early Dismissal HMS: 12:35 HES: 1:15	29
30	31  School Closed					



JUNE 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	9	10	11 <i>Tentative Early Dismissal Day</i>	12
13	14 <i>Tentative Early Dismissal Day</i>	15 <i>Tentative Early Dismissal / Last Day of School</i>	16	17	18	19
20	21	22 <i>Board of Education Annual Retreat 7 PM @ HMS</i>	23	24	25	26
27	28	29	30			



JULY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 	5	6	7	8	9	10
11	12	13 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



AUGUST 2027

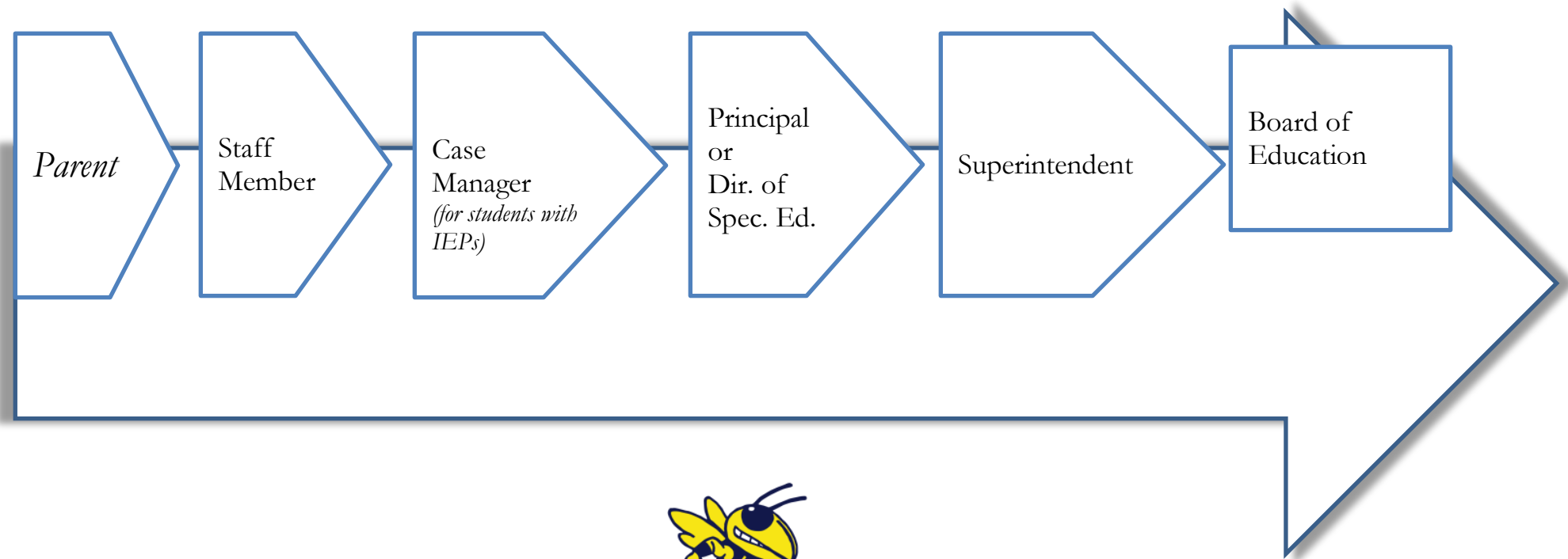
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 <i>Board of Education Regular Meeting 7 PM @ HMS</i>	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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 Superintendent 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 Superintendent 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. 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.

Full Day Attendance: To be counted as a *full day* of school, students must be present for the required instructional hours: **HMS** students must be in attendance from **7:55 AM to 12:35 PM**. **HES** students must be in attendance from **8:40 AM to 1:15 PM**. If a student arrives after the start of the day but before the minimum time requirement, they will still be marked present for a *full day*. However, if arrival is **after** the times listed below, the day will be recorded as a *half day*.

Late Arrival and Full Day Attendance: If a student arrives late to school, they must still meet the minimum requirement of **four hours of instructional time**, exclusive of recess and lunch periods, to be counted as present for a full day. **HMS** students must arrive at or before **10:15 AM**. **HES** students must arrive at or before **11:00 AM**.

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.

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. Students who are absent for more than three consecutive days should report to the nurse's office upon return to school.

CHRONIC ABSENTEEISM: 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. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent and may be subject to possible retention. ***In a 180 day school year, this equates to 18 absences.***

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. [Policy 5240-Tardiness](#)

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](#))

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. David Lenz 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 Andrew Tully 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.

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.**

Our standard procedure is for students to take the bus home each day. If your child will be picked up instead-whether this is an everyday arrangement or only on certain days- parents are required to note this change in [Pick-Up Patrol](#), our dismissal software. This helps us ensure every child's safety and that dismissal runs smoothly.

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. All required medical forms are available on the website. As a reminder your child's pediatrician will now keep the "Physical Examination Form" and the "History Form" that you would normally have turned into the school. The new form, **Participation Physical Evaluation Medical Eligibility Form**, must be completed by your physician and returned to the school nurse:

- Your *physician* will keep the HISTORY FORM and the PHYSICAL EXAMINATION FORM
- The *physician* will complete the PREPARTICIPATION PHYSICAL EVALUATION MEDICAL ELIGIBILITY FORM; this form gets returned to the **school nurse by August 15**

If your student's physical is more than 90 days from the first day of practice:

- The parent or guardian must complete the HEALTH HISTORY UPDATE QUESTIONNAIRE and return it to the school nurse

Every school year:

- Use and Misuse of Opioid Drugs Fact Sheet, Sudden Cardiac Death Pamphlet, and Sports- Related Concussion and Head Injury Fact Sheet and Acknowledgement Forms will all be completed on the parent portal in August
- Parents will also complete the student health history form and return it to the school nurse

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), 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.

- **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.

Medications sent from home **MUST** be in the original container and labeled with the 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.

Hardyston Township School District Student Code of Conduct

Our Commitment

At Hardyston Township School District, we believe every student deserves a safe, respectful, engaging learning environment. Our expectations are rooted in [The Habits of a Highly Successful Hornet](#), which guide students in making responsible choices, demonstrating respect, and maintaining accountability. It is a shared responsibility among staff, students, and families to ensure that all experiences are positive and productive in order to foster growth, learning, and community.

Student Expectations

The following behaviors reflect the habits that we work to instill in our students- habits that not only lead to individual success, but create a positive and inclusive environment.

Be Prepared= We show up on time and ready to learn

- Be on time for classes and activities
- Bring all of your required materials and study for assessments
- Follow school expectations in classrooms, hallways, cafeteria, on buses, and at school activities

Be Proud= We take pride in our behavior and academics

- Keep the hallways, classrooms, bathrooms, and cafeteria clean
- Participate in school activities and extracurricular opportunities
- Work hard, set goals, and take pride in your achievements

Be Responsible= We take ownership of our actions and do not blame others

- Attend school regularly and arrive on time
- Follow classroom rules and school procedures
- Put effort into all that you do

Be Respectful=We appreciate others and treat them with respect, kindness, and empathy

- Use appropriate words and actions
- Respect differences, opinions, and the rights of others
- Care for school property and the property of others

Be Empowered= We use our time, privileges, and voices appropriately

- Earn choices and privileges
- Use your voice to advocate for yourself and others
- Lead by setting a positive example

Be Engaged= We participate and stay involved

- Participate actively in learning
- Get involved in your classrooms and other opportunities
- Contribute positively to our school community

Be Accountable= We take responsibility for our learning and actions

- Use your agenda to meet deadlines and due dates
- Ask questions and take charge of your learning
- Own mistakes and resolve differences with guidance and support

Be Aware= We know the rules and expectations and follow them

- Stay involved by listening to daily announcements and classroom instructions
- Show that you know right from wrong and always use your best judgement
- Know who to go to for information, support, and to report anything that does not seem right

Progressive Discipline

The district believes that discipline should be instructional, restorative, and progressive whenever appropriate. All staff will work with students to help them understand expectations, repair harm, and make better choices.



Hardyston School District Progressive Discipline Guidelines

All Students will follow our school wide expectations according to [The Habits of A Highly Successful Hornet](#).

Tier 1- Classroom Level (Minor Infractions)

Behavior/Academic Infraction	First Offense	Second Offense	Third Offense
Unprepared for class (missing required materials)	Verbal warning	Parent contact and possible lunch detention	Lunch detention or AM/PM detention
Late to Class or Lunch and Habitually Late to School (arrival after the bell without a pass)	Verbal warning and possible parent contact	Parent contact and possible lunch detention	Lunch detention or AM/PM detention
Smart Pass Violation (expired pass) *Grades 5-8	Verbal warning and possible parent contact	Parent contact and possible lunch detention	Lunch detention or AM/PM detention
Classroom Disruption (comments, noises, intentional verbal/nonverbal distractions)	Verbal warning and possible parent contact	Parent contact and possible lunch detention	Lunch detention or AM/PM detention and possible parent conference and/or loss of privileges
Inappropriate/Profane Language <i>*if directed towards another individual the consequence will automatically escalate to 3rd offense</i>	Verbal warning and parent contact	Parent contact and lunch detention	Lunch detention or AM/PM detention and possible parent conference and/or loss of privileges
Verbal peer conflict (inappropriate or unkind comments)	Verbal warning and possible parent contact	Parent contact, possible Guidance referral, and lunch detention	Lunch detention or AM/PM detention and possible interventions with Guidance Counselor
Dress code Violation	Verbal warning and parent contact and possible change of clothing	Parent contact and lunch detention	Parent contact and AM/PM detention

Tier 2- Administrative Referral Level (Intermediate Infractions)

****Discipline Referral Form must be completed- Includes Repeated Tier 1 offenses***

Behavior/Academic Infraction	First Offense	Second Offense	Third Offense
Cell phone/Smart Watches/Chromebook misuse (*For Chromebook damage student will be responsible for repair/restitution)	Administrative conversation, parent contact and lunch detention	Parent Contact, lunch detention or AM/PM detention, and loss of privileges	Parent contact, loss of privileges and AM/ PM detention
Refusal to comply/blatant disrespect (towards any staff member, and including work refusal)	Administrative conversation, parent contact and lunch detention	Parent contact, lunch detention, AM/PM detention, and possible loss of privileges	AM/PM detention, loss of privileges, and possible parent conference
Cutting Class/No Smart Pass	Administrative conversation, parent contact and lunch detention	Parent contact lunch detention and AM/PM detention	Loss of privileges and AM/PM detention, and possible parent conference
Academic Dishonesty (cheating, plagiarizing, misuse of AI)	Administrative conversation, parent contact, lunch detention, loss of points	Parent contact, AM/PM detention, loss of points and loss of privileges	Parent Conference, AM/PM detention, loss of points, loss of privileges, and guidance referral
Minor Property Misuse/Vandalism (any misuse that does not result in permanent destruction in classrooms, hallways, bathrooms, and the cafeteria etc.)	Administrative conversation, parent contact, lunch detention, and possible repair/replacement of item(s)	Administrative conversation, parent contact, lunch detention, AM/PM detention and possible repair/replacement of item(s)	Parent Conference, AM/PM detention and repair/replacement of item(s)
Physical Conflict (Pushing, shoving, grabbing, or other inappropriate physical exchanges)	Administrative conversation, parent contact and lunch or AM/PM detention	Administrative conversation, parent contact, lunch and AM/PM detention, and possible loss of privileges	Parent Conference, Guidance referral, possible ISS and loss of privileges

Tier 3- Major Infractions (Suspension Eligible) Includes Repeated Tier 2 offenses			
Behavior/Academic Infraction	First Offense	Second Offense	Third Offense
Substantiated HIB (Harassment, Intimidation, and Bullying)	Possible 1-3 days of ISS and/or possible OSS, mandatory administrative/guidance Counselor meeting	1-3 days of OSS, mandatory parent meeting, guidance referral and behavior plan created	3-5 days of OSS, referral to superintendent, mandatory parent meeting, and possible counseling
Fighting	1-3 days of ISS and/or possible OSS, mandatory parent meeting	1-3 days of OSS, mandatory parent meeting, behavior plan created and possible counseling	3-5 days of OSS, referral to superintendent, mandatory parent meeting, and referral for counseling/possible alternative placement
Theft	Possible 1-3 days of ISS and/or possible OSS, mandatory parent meeting, restitution, and possible police involvement	1-3 days of OSS, mandatory parent meeting, restitution, police involvement, and behavior plan/counseling	3-5 days of OSS, referral to superintendent, mandatory parent meeting, restitution, police involvement and referral for counseling
Vandalism/Property Destruction (any misuse that does result in permanent destruction in classrooms, hallways, bathrooms, cafeteria etc.)	1-3 days of ISS and/or possible OSS, mandatory parent meeting, restitution, and possible police involvement	1-3 days of OSS, mandatory parent meeting restitution, police involvement, and behavior plan/counseling	3-5 days of OSS, referral to superintendent, mandatory parent meeting, restitution, police involvement and referral for counseling
Smoking/Vaping/Tobacco Use	1-3 days of OSS, mandatory parent meeting, guidance referral, and possible police involvement	3-5 days of OSS, mandatory parent meeting, possible police involvement, behavior plan and loss of privileges	3-5 days of OSS, referral to superintendent, mandatory parent meeting, and possible police involvement
Drug/Alcohol Use	1-3 days of OSS, mandatory parent meeting, police involvement, mandatory referral for evaluation before return to school	3-5 days of OSS, mandatory parent meeting, police involvement, mandatory referral for evaluation before return to school and behavior plan created	5-10 days of OSS, mandatory parent meeting, police involvement, mandatory referral for evaluation before return to school and behavior plan created

Hardyston Township Public Schools Student Pledge

I pledge to be a positive contributor to our school community, to take responsibility for the way that I treat others, and to use my words and actions to make each day better for everyone.

I will follow The Habits of A Highly Successful Hornet and I will use kindness, empathy, inclusion, and action to make our school the best it can be. In school, at home, on the bus, during sports and activities, within our community, and on social media, ***I will be the best that I can be so that together we can be great!***

KINDNESS:

- ★ I will treat others with respect
- ★ I will remain patient and thoughtful
- ★ I will show care and concern

EMPATHY:

- ★ I will respect other perspectives
- ★ I will consider how other people may feel
- ★ I will treat others the way that I want to be treated

INCLUSION:

- ★ I will respect differences
- ★ I will welcome opportunities to work with others
- ★ I will show that we are all on the same team

ACTION:

- ★ I will use my words to lift others up and my actions to show that they matter
- ★ I will use my voice to encourage and support
- ★ I will speak up or take action when someone needs help or is being mistreated or excluded

SCHOOL DRESS AND GROOMING

While the Hardyston Township School District wishes to assume a reasonable attitude regarding student dress, we do believe there are 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. Strapless tops
5. Hats, visors, or bandanas
6. Any item of clothing or accessories that could cause injury to others or damage to the school facility or school equipment
7. Sneakers with wheels
8. Shoes without a back or strap.

NOTES:

1. 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.
2. Students not cooperating will be removed from class. Parents will be contacted by telephone to provide appropriate attire before the student may return to class.

LOST AND FOUND

Many valuable articles of clothing, lunch boxes, etc., are turned into 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.

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 and transportation.

ENTERING THE BUILDING

Enter either the Elementary School or the Middle School building only by the main door. All doors are kept locked. Ring the front door buzzer and report to the 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 for the elementary school only. Contact the YMCA for more details.

KINDERGARTEN REGISTRATION FOR 2027/2028

The Hardyston Township School District will hold registration during the 2026/2027 school year. Dates will be advertised accordingly. In order to register for preschool, students must be 3 years old on or before October 1, 2026; Kindergarten students must be five years old on or before October 1, 2026 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 Peggy Van Ginneken, Registrar at 973-823-7000, Ext. 1020, or email pvanginneken@https.org.

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.

Any work not made up within the proper time period will become a zero and factored into the marking period grade accordingly.

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 School Counselor/504 Officer/RTI Coordinator. Parents and Administrators may also initiate a referral to the School Counselor/504 Officer/RTI Coordinator. The School Counselor/504 Officer/RTI 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: 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.

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 stored in the locker 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.hes.org to review complete Board policies relating to some of the key items listed in this handbook.

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.

BREAKFAST AND LUNCH

Breakfast and lunch will be available daily to all students. 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 \$3.95, which includes milk. Reduced lunch is \$0; breakfast is \$2.50; 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: HES – Rachel Van Dyk at x8212 or HMS – 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, Clubs, 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 the "Habits of a Highly Successful Hornet" and maintain appropriate academic progress.

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.



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.



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 retention 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:

- a. ability level;
- b. attendance in conjunction with poor classroom performance;
- c. chronological age in relation to the normal grade/age group;
- d. prior retentions;
- e. delayed/advanced physical development;
- f. maturity in emotional and social development;
- g. work and study habits;
- h. student and parent attitude;
- i. 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 ceremonies.

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 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.

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. Graffiti
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 all other policies are available at the school, on our website at www.https.org, or accessed at the Hardyston Board of Education Office located at 183 Wheatsworth Road, Hamburg.

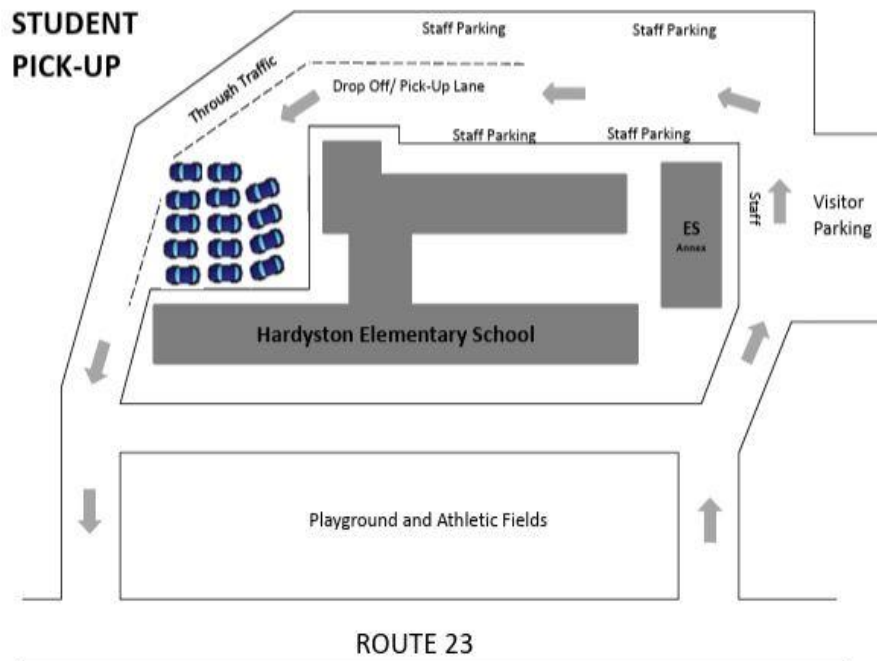
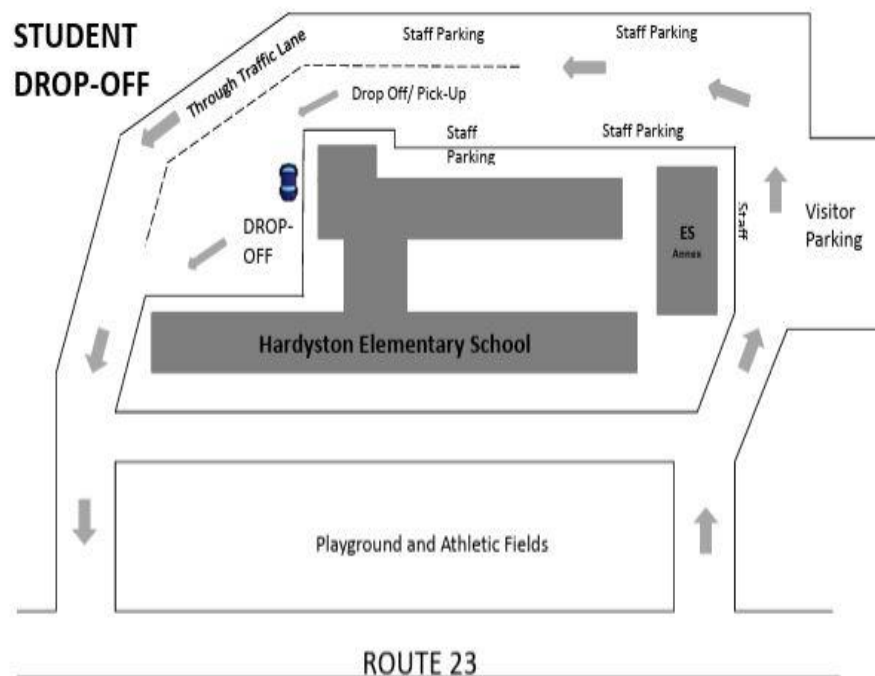
Number	Title
2000	PROGRAM
2110	Philosophy of Education/District Mission Statement
2260	Equity in School and Classroom Practices
2330	Homework
2340	Field Trips
2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Student Use of Privately-Owned Technology
2412	Home Instruction Due to Health Condition
2415.20	Every Student Succeeds Act Complaints
2417	Student Intervention and Referral Services
2430	Co-Curricular Activities
2431	Athletic Competition
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2464	Gifted & Talented Students
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

5335	Treatment of Asthma
5338	Diabetes Management
5339	Screening for Dyslexia
5350	Student Suicide Prevention
5410	Promotion and Retention
5420	Reporting Student Progress
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	Equitable Educational Opportunity
5751	Sexual Harassment
8000	OPERATIONS
8330	Student Records
8441	Care of Injured and Ill Persons
8462	Reporting Potentially Missing or Abused Children
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
8506	School Lunch Program Biosecurity Plan
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.



For Preschool Parent pick up: please arrive at 2:50 PM; students are dismissed at 2:55 PM.

For Kindergarten – grade 4 Parent pick up: please arrive at 3:25 PM; students are dismissed at 3:32 PM

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:

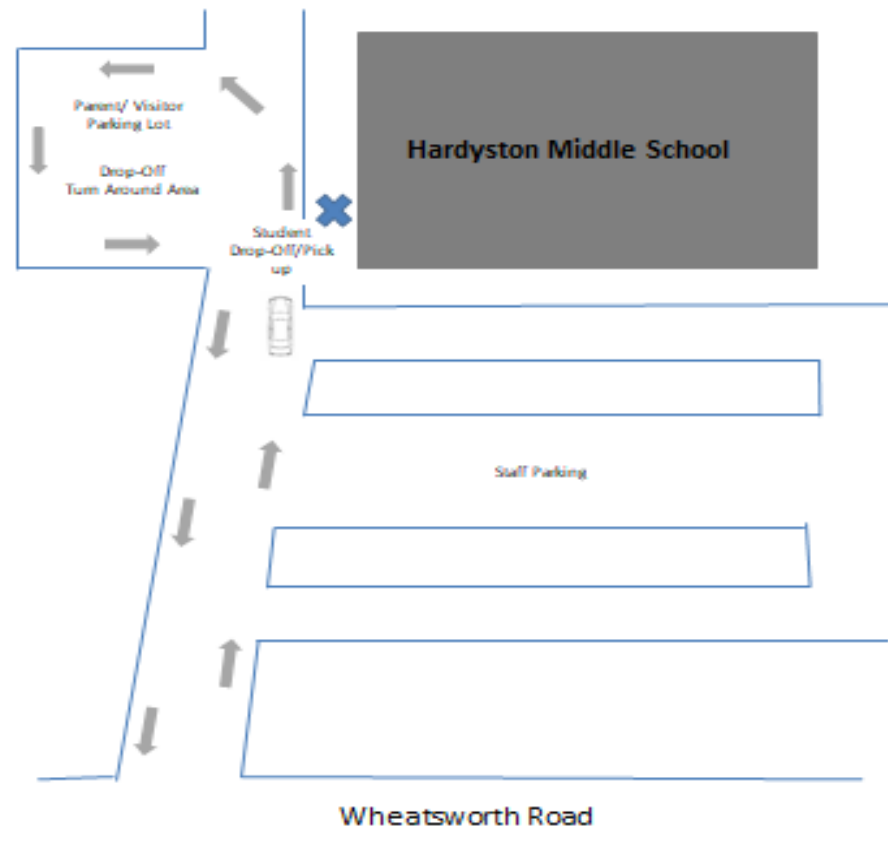
The **side parking** is for parents and visitors for **drop off** and **pick up**.

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.



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:

- 1) 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,
- 2) by any other distinguishing characteristic; and
- 3) 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
- 4) 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.

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 students 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, or follow these simple directions by reporting the absence through the parent portal: **Sign in the portal**; click on the **4 dashes** located on the upper left side. Click on "**Daily Attendance**", then "**Report Student Attendance**" and enter date, type of attendance, and note (reason for absence). Click "**Review Attendance**" button, then click on "**Submit Attendance Request**"!

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 into **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.

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- 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

ABOUT THE HARDYSTON PTA

Supporting Hardyston Students. Strengthening Hardyston Schools.

Our Mission & Membership

The Hardyston PTA is dedicated to enriching the educational experience of every child at Hardyston Elementary and Middle School. We bring families, educators, and community together to support student success.

- We serve both Hardyston Elementary and Middle School families.
- Membership is open to parents, guardians, grandparents, teachers, staff, students, alumni, and community members.
- Membership does NOT require volunteering. But we do run on volunteers and many hands make light work.
- We are a 501(c)(3) nonprofit affiliated with National PTA and New Jersey PTA.

Every membership matters — join us in making a difference!

Stay Connected

Members receive information by email. Event details are posted on Facebook — always check there for the most current updates. Paper flyers are sent home when possible and included in school blasts.

✉ HardystonPTA@gmail.com

🌐 Website: www.hardystonpta.org

👤 Membership: www.hardystonpta.org/membership

📘 Facebook: facebook.com/hardystonpta

📷 Instagram: [@hardyston_pta](https://www.instagram.com/hardyston_pta)

👕 Spirit Wear: 1stplacespiritwear.com

HardystonPTA@gmail.com

Scan to Connect



Website



Membership



Facebook



Instagram



Spirit Wear



Affiliated with National PTA & New Jersey PTA | 501(c)(3) Nonprofit

YOU BELONG IN PTA

Supporting Hardyston Students. Strengthening Hardyston Schools.

Fundraising: How We Make it Happen

-  Catalog Sales
-  Book Fair
-  Hornet Hustle
-  Spirit Wear

Why Join?

-  Support students
-  Strengthen our schools
-  Build community
-  Stay informed
-  Advocate for every child
-  Every membership matters

Programs: Build Imagination, Community & Collaboration

-  Fourth Grade TGIF
-  STEM Night
-  Math Night
-  Holiday Bazaar
-  Holidays at Hardyston/Cookies with Santa
-  Family Events
-  Assemblies
-  Cultural Arts
-  Teacher Mini Grants
-  Scholarships
-  Staff Appreciation
-  Volunteer Opportunities

Our Objectives

- Welcome all families into the school community.
- Families and school staff engage in regular two-way meaningful communication about student learning.
- Support student success.
- Speak up for every child.
- Collaborating with the community.
- Family engagement- school-family partnership
- Assist parents to develop skills needed to raise and protect their children
- Encourage parent and public involvement in public schools

You don't need to volunteer to make a difference.

Simply joining amplifies our voice, keeps you informed, and strengthens our schools!

YOU DECIDE how involved you want to be.

Being a member does not make you a volunteer but it does make you a partner in your child's school.

 Website
hardystonpta.org

 Membership
www.hardystonpta.org/membership

 E-Mail
hardystonpta@gmail.com

 Spirit Wear
1stplacespiritwear.com

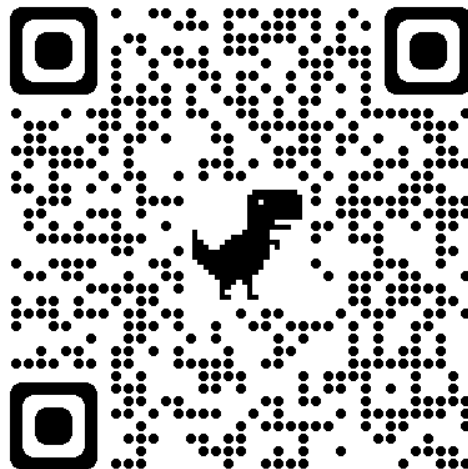
 Facebook
facebook.com/hardystonpta

 Instagram
[@hardyston_pta](https://instagram.com/hardyston_pta)



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

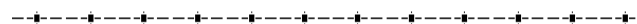
Scan this QR code to see registration instructions:





Elementary School

50 Route 23 ♦ Franklin, NJ 07416



Middle School

183 Wheatsworth Road ♦ Hamburg, NJ 07419

973-823-7000

