



# HA WTHORNE HIGH SCHOOL

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Mr. Billy J. Cunningham, Principal  
Mr. Craig Jandoli, Assistant Principal  
Mr. Art Mazzacca, Assistant Principal/Athletic Director  
Hawthorne High School  
160 Parmelee Avenue  
Hawthorne, NJ 07506  
Telephone: (973) 423-6415

August, 2018

Dear Hawthorne High School Students and Parents:

Welcome back to school! We have worked carefully throughout the summer in order to ensure a smooth beginning for the 2018-2019 school year. Effective August 20, 2018, your schedule will be available online via the parent portal.

**IMPORTANT:** School opens for all SOPHOMORE, JUNIOR AND SENIOR students on Thursday, September 6, 2018. Report promptly to your FIRST PERIOD CLASS which begins at 8:00 a.m. (Warning bell at 7:55 a.m.) Homeroom will be scheduled at the end of 1<sup>st</sup> period. SOPHOMORE, JUNIOR AND SENIOR students will follow a SPECIAL ABBREVIATED NON-MODIFIED DROP 8 Period Bell Schedule to become acquainted with all of their classes and will be dismissed at 12:38 p.m. Lunch will not be served for Sophomores, Juniors and Seniors.

School opens for all FRESHMAN students on Thursday, September 6, 2018. All FRESHMAN students are to report to the Hawthorne High School Auditorium at 10:25 a.m. for Freshman Orientation. (For the first day of school only – freshmen must enter the building via the Parmelee Ave Auditorium entrance - balloons will be tied to the banisters so that students may easily find this entrance.) Grade 9 students will follow a SPECIAL ABBREVIATED NON-MODIFIED DROP 8 Period Bell Schedule plus a lunch period to visit all of their classes and will be dismissed at 2:46 p.m. Freshman students will be able to purchase lunch during THE lunch period.

On Friday, September 7, 2018, ALL students will report to school for a full day “A” DAY as they begin following the Modified Drop Schedule Rotation. Reminder: Time Slot One begins at 8:00 a.m. with the warning bell at 7:55 a.m. Homeroom is scheduled at the end

of the first time slot. (Note: Please refer to the HHS Bell Schedule and Drop Schedule Class Rotation charts on the website.)

Also available on the website is the attendance policy, emergency school closing procedures, detention information, high school graduation requirements, final grade calculation information/final exam dates, procedures regarding access to student records, dress code, and other policies. Be sure to read these pages carefully and discuss this very important information together. Please review all policies, procedures and agreements, then kindly acknowledge as required via the parent portal.

The deadline to request a change to student schedules is September 20, 2018. In some cases, the addition of remedial courses has necessitated the elimination of a desired elective. We have attempted to accommodate all individual scheduling needs, and are truly appreciative of your understanding and cooperation in the scheduling process.

Kindly review the guidance counselor name on your student's schedule. Please contact the Guidance Department if you have any questions.

Enjoy the rest of your summer! I look forward to seeing you on Wednesday, September 6<sup>th</sup>.

Sincerely,



Billy J. Cunningham  
Principal  
BJC/vk



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August, 2018

Dear Parent/Guardian:

To ensure the safety of our students, it is required that you review and update the online contact/emergency reference information. Instructions and a Contact Verification Form will be distributed the first day of school. Please complete and submit this verification form to your son/daughter's homeroom teacher by Monday, September 10<sup>th</sup>. We also request that you contact us directly when your child will be absent or late to school. The following phone numbers should be used:

1. 973-423-6415, Ext. 2401 - Attendance Office

Please be aware that if we do not receive a call from you by 9:00 a.m., you will receive an automated phone call to notify you of the absence. Telephone calls to the school regarding this matter are very important because parents and school personnel alike are concerned about the whereabouts of our young people.

The telephone call, followed by a parent/guardian note, will be acceptable for an absence. Excused absences due to illness, of course, continue to require an original note from a physician within ten days after the student's return to school. Thank you for your assistance and continued cooperation.

**REMINDER:** Students are not permitted to attend and/or participate in school functions, activities or athletic programs if they are absent from school or arrive later than 9:30 a.m.

Sincerely,



Billy J. Cunningham  
Principal  
BJC/vk



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August, 2018

Dear Parent/Guardian:

To prepare for any emergencies which would necessitate closing school while students are still in the building, we enlist your cooperation in following procedures designed to safeguard the welfare of Hawthorne High School students.

### **Hawthorne High School Emergency Closing Procedures:**

1. An announcement shall be made over the public address system that school will be dismissed at a specific time because of the emergency situation.
2. Students needing to remain in school, in order to contact their parents, must report to the cafeteria. The administration will make office telephones available.

If any parent feels that conditions warrant picking up their child prior to the emergency dismissal, they may do so at any time by simply coming to the HHS Security Desk and making that request.

Sincerely,



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Principal  
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August, 2018

Dear Parent/Guardian:

This letter is to inform you of the detention policy at Hawthorne High School. In the event that a student is assigned administrative detention, he or she will be expected to serve the detention as assigned by the Assistant Principal.

The procedure applies to all students regardless of their schedules. It includes students of SLE and Tomorrow's Teachers who are excused early to go to work/field experiences.

We ask for your cooperation in implementing this detention policy. If there are any questions, do not hesitate to contact the Assistant Principal's office.

Sincerely,



Billy J. Cunningham  
Principal  
BJC/vk



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August, 2018

Dear Parent/Guardian:

For your review and information, I am including highlights from Hawthorne Board of Education Policy 5460, "HIGH SCHOOL GRADUATION". The requirements for graduation from Hawthorne High School have been established in order to ensure compliance with the High School Graduation Requirements as mandated by the State of New Jersey and the Hawthorne Board of Education. In order to receive a State endorsed high school diploma a student must meet the following requirements:

## I. TEST REQUIREMENTS – Statewide Assessment Graduation Requirements

On August 3, 2016, the State Board of Education approved updated state regulations for the high school graduation assessment requirements in both English Language Arts (ELA) and mathematics for the Classes of 2016 through 2021 and beyond.

In the attached document, you will find charts containing the list of assessment requirements in both ELA and Mathematics for the high school graduation Classes of 2018 through 2021.

## II. CURRICULUM

- ◆ Four years of Language Arts Literacy (English).
- ◆ Three years of Mathematics, including Algebra I and Geometry or the content equivalent.
- ◆ Three years of Social Studies, including one year of World History in the freshman year and two years of United States History in the sophomore and junior years.
- ◆ Three years of Science, including laboratory Biology and laboratory Chemistry and/or laboratory Environmental Science and/or laboratory Physics and an additional lab/inquiry-based Science.
- ◆ One year of Physical Education, Health and Safety for each year of enrollment.
- ◆ One year of Visual/Performing Arts AND one year of Practical/Career Arts (includes elective choices in English, Art, Music and Business).

- ◆ One year of a World Language and at least two years if attending a four year college or university.
  - ◆ One semester of Personal Finance
- III. ATTENDANCE - Satisfactory compliance with the school attendance requirements as prescribed in Hawthorne Board of Education Policy 5200, "Attendance, Secondary Level" (see Student Handbook).
- III. CREDIT HOURS -- 140 Credits must be successfully completed.
- V. SPECIAL EDUCATION - In order to receive a State endorsed high school diploma, a student classified with special needs shall meet all State and local high school graduation requirements. Similar to general education students, a student classified with special needs must demonstrate a mastery of the curriculum proficiencies as written in his or her Individual Education Plan (IEP) and pass the PARCC assessments or other substitute assessments listed in section I (TEST REQUIREMENTS). Parents/guardians with questions should contact their child's case manager at 973-423-6415, extension 2404.

If you have any questions, or require any additional information, do not hesitate to contact the Guidance Department (973-423-6415 X 2403). Thank you for your continued cooperation and interest in our programs and services.

Sincerely,



Billy J. Cunningham  
Principal  
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Dear Parent/Guardian:

The final grade calculation for the school year will be based on the four marking period grades and a final exam grade. This letter is to review the calculations that will be used for your student's HHS final grades.

Each quarter (marking period) grade will count twenty (20) percent of the final grade. The final exam, which will cover all four marking periods, will count twenty (20) percent of the final grade.

**Q1=20%, Q2=20%, Q3=20%, Q4=20%, Final Exam=20%**

Final exams are comprehensive, they cover the entire year's work, and will be two hour exams administered in an exam schedule.

## FINAL EXAM DATES

**June 17, 18, 19, and 20, 2019**

Senior Students – may be eligible for final exam exemption as follows:

Senior Students must achieve a combined overall average of 90 or better for all four marking periods AND must receive a 90 or better in the fourth marking period to be exempt from their final exam.

Senior Students eligible for exemption must have a good attendance and disciplinary record. There will be an administrative review of all eligible seniors.

Sincerely,



Billy J. Cunningham  
Principal  
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Dear Parent/Guardian:

Consistent parental involvement, as well as an awareness of the students' school world, are critical factors in ensuring positive social experiences and academic achievements for young adults. Please be advised that you are always welcome to review and discuss your daughter or son's official school record with her or his Guidance Counselor. We urge you to set up an appointment by calling the Hawthorne High School Guidance Department (973-423-6415 X 2403) to arrange a meeting at a mutually agreeable time.

Attached to this letter are specific citations from the New Jersey Administrative Code "Access to Pupil Records" and "Conditions for Access to Pupil Records". We trust these citations will provide you with useful information.

Sincerely,



Billy J. Cunningham  
Principal  
BJC/vk

Access to pupil records:

- (a) Only authorized organizations, agencies or persons as defined herein shall have access to pupil records.
- (b) The local board of education may charge a reasonable fee for reproduction not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents from exercising their rights under this subchapter or under rules and regulations regarding educationally handicapped pupils.
- (c) Copying of material such as printed test forms which are subjected to copyright laws is prohibited.
- (d) Authorized organizations, agencies, and persons shall include only:
  - 1. The parent(s), or legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil under the age of 18, and the pupil who has the written permission of such parent(s) or guardian(s);
  - 2. Pupils at least 16 years of age who are terminating their education in the district because they will graduate secondary school at the end of the term and no longer plan to continue their education;
  - 3. The adult pupil and pupil's parent(s) or guardian(s) shall have access without consent of the pupil as long as the pupil is financially dependent on the parents or guardians and enrolled in the public school system or if the pupil is legally incompetent;
  - 4. Certified school personnel who have assigned educational responsibility for the pupil;
  - 5. Accrediting organizations in order to carry out their accrediting functions;
  - 6. The commissioner of Education and members of the New Jersey Department of Education staff who have responsibility which necessitates the review of such records;
  - 7. Officials of other public school districts, county boards of special services school districts, jointure commissions, educational services commissions and state operated special education programs within the State of New Jersey in which the pupil is registered or intends to enroll, subject to the following conditions:
    - i. Mandated pupil records shall be forwarded with written notification to the parent or adult pupil;
    - ii. Permitted records shall be forwarded to the receiving district only with the written consent of the parent or adult pupil except where a formal sending-receiving relationship exists between the school districts.
    - iii. All records to be forwarded shall be sent to the administrative official of the school to which the pupil has transferred within 10 days after the transfer has been verified by the requesting school district;
  - 8. Officers and employees of a State agency, responsible for protective service to children, engaged in investigations pursuant to N.J.S.A. 9:6-8.40 as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency. Whenever appropriate, local school districts shall ask such State agency for its cooperation in sharing the findings of the investigation;
  - 9. Organizations, agencies, and persons from outside the school if they have the written consent of the parents or adult pupils, except that these organizations, agencies, and persons shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil;
  - 10. Organizations, agencies and individuals outside the school, other than those specified in this rule, upon the presentation of a court order;

11. Bona fide researchers who explain in writing the nature of the research project and the relevance of the records sought, and who satisfy the chief school administrator that the records will be used under strict conditions of anonymity and confidentiality. Such assurance must be received in writing by the chief school administrator prior to the release of information to the researcher.

Conditions for access to pupil records:

(a) All authorized organizations, agencies and persons defined in this sub-chapter shall have access to the records of a pupil, subject to the following conditions:

1. No pupil record shall be altered or destroyed during the time period between written request to review the record and the actual review of the record;

2. Authorized organizations, agencies and persons from outside the school whose access required the consent of parents or adult pupils must submit their request in writing to view the records, together with any required authorization, to the chief school administrator, or his/her designee;

3. The chief school administrator or his/her designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage or loss. In every instance of inspection of pupil records by persons who do not have assigned educational responsibility, an entry shall be made in the pupil record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used;

4. Unless otherwise judicially instructed, the school district shall, prior to the disclosure of any pupil records to organizations, agencies or persons outside the school pursuant to a court order, give the parent or adult pupil at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed;

5. A record may be withheld from a parent or guardian of a pupil under 18, or from an adult pupil, only when the chief school administrator in consultation with the professional staff is convinced that the disclosure would create a substantial risk or harm to the pupil or to a person with whom the record is concerned. When the chief school administrator is convinced that the risk is of such high degree, he/she shall notify the parent, guardian or adult pupil in writing within five days that access to the record has been denied, and that person has the right to appeal this decision to the Commissioner of Education. If an appeal should be made, the commissioner shall designate a professional of the same discipline as the originator of the record to review the record and to recommend whether access should be granted. The commissioner shall make a determination within 30 days of the receipt of the request. Any decision made by the commissioner may be appealed to the State Board of Education.

# HAWTHORNE HIGH SCHOOL DRESS CODE

## Philosophy

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

## Purpose

The purpose of the dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. An "acceptable mode of dress" shall be based upon the following criteria:

1. Cleanliness
2. Cause for disruption
3. Good taste
4. Health and safety

The following are examples of unacceptable attire:

1. Any garments with excessive shredding, ripped or cut-off clothing, bare midriff, see-through clothing which exposes the torso, underwear as outerwear, exposed underwear, beachwear, abbreviated leisure or athletic wear as tops or bottoms, tube tops, spaghetti straps or strapless tops, cut-out shirts and sleeveless athletic jerseys are not permitted.
2. Any clothing that has writing or pictures suggesting violence, profanity, sexual connotations, tobacco, alcohol or drug use or is demeaning or offensive in the judgment of the administration is not permitted.
3. No hats, headbands, bandanas, headscarves, hoods or sunglasses may be worn in the building.
4. No coats, jackets, or outdoor wear of any kind are permitted in the hallways or classrooms during the school day. These items must be kept in the student's locker.
5. Shorts and skirts are permitted as long as they are at least mid-thigh in length.
6. No link chains, beaded chains, bicycle chains, spiked collars or bracelets may be worn in the building.
7. Clothing that has writing, signs or symbols on the buttocks is prohibited.
8. Physical Education clothing is prohibited in the classroom.

## Consequences

Classroom teachers have the major responsibility for identifying and enforcing these standards. Students are expected to cooperate courteously when faculty and/or administration require compliance with the dress code. In addition to disciplinary action, students who do not comply with the dress code will be asked to change/adjust/alter clothing so that they are in compliance. **This may include a parent/guardian being called to bring their son/daughter approved clothing.**