South Hackensack Memorial School



Student/Parent Handbook

"*A Tradition of Caring*"

2026-2027

A Message from the Administration

Welcome to South Hackensack Memorial School. We are pleased to have you as a member of our school community and will do our best to help make your experience here both enjoyable and successful. To help provide a safe and productive learning environment, our school administration has developed this handbook to assist our students, parents and visitors better understand our school services, procedures, and policies. It is a quick reference guide that you will find extremely useful throughout our current school year.

It is the responsibility of the student and their parents/guardians to read through this handbook thoroughly and its entirety, so that you gain a clear understanding of the expectations, procedures, and policies we have in place here at Memorial School. Teachers will also review this handbook with students at the beginning of the school year. After reviewing the handbook, please sign the Parent/Guardian and Student Acknowledgment via Genesis.

Whether you are joining the Memorial School community for the first time or have been with us for a number of years, we encourage you to become an active participant in our school and in your child's education. In addition to an excellent academic program, we offer a variety of activities and clubs that will assist our students in developing into well-rounded, responsible young adults. We truly care about each and every one of our students and are committed to developing them physically, intellectually, emotionally & socially.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please feel free to contact us.

Best regards,

Dr. Letizia Pantoliano
Interim Superintendent/Principal
Lpantoliano@shmemorial.org
201-440-2782 x 148

Dr. Nicole Suntino
Vice-Principal
nsuntino@shmemorial.org
201-440-2782 x 141





"A Tradition of Caring"

Dear Parents/Guardians and Students,

The South Hackensack Board of Education would like to welcome those of you who are new to Memorial School, and are proud to welcome those who are returning, for another exciting school year! We take great pride in all that our school has to offer. Here at Memorial School, we continually strive to enhance the learning of our students in a safe and secure learning environment. The Board of Education recognizes that we are all partners in education and are proud to support our students throughout their educational journey. We look forward to continuing , and building upon, our "tradition of caring" for each of our students.

Respectfully,

South Hackensack Board of Education

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South Hackensack
MEMORIAL SCHOOL

RESPECT COOPERATION EXCELLENCE RESPONSIBILITY ENTHUSIASM CITIZENSHIP

"A Tradition of Caring"

Mission Statement



The South Hackensack Memorial School District offers educational experiences to our students which are aligned to the New Jersey Student Learning Standards at all grade levels. These standards are designed to equip students with the knowledge, skills and understanding to help make them succeed in the 21st Century. Our school's mission is dedicated to nurturing and developing positive attitudes and instilling the confidence necessary to be responsible, positive contributors to society.

ADMINISTRATION

OFFICE OF THE SUPERINTENDENT

Dr. Letizia Pantoliano
Interim Superintendent/Principal
Tel: (201) 440-2782 ext. 148 **Email:** lpantoliano@shmemorial.org

Stephanie Kropp
Administrative Assistant to the Superintendent/Principal
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Dr. Nicole Suntino
Vice Principal
Tel: (201) 440-2782 ext. 141 **Email:** nsuntino@shmemorial.org

Dr. Mark Hayes
Interim Business Administrator/Board Secretary
Tel: (201) 440-2782 ext. 150 **Email**: mhayes@shmemorial.org

Marla Enrique
Assistant Business Administrator
Tel: (201) 440-1817 **Email**: menrique@shmemorial.org

Evelyn Stefano
School Secretary
Tel: (201) 440-2782 ext. 100 **Email:** estefano@shmemorial.org

SPECIAL SERVICES

James Wagner
Director of Special Services/School Psychologist
Tel: (201) 440–2782 ext. 129 **Email:** jwagner@shmemorial.org

SCHOOL NURSE

Monia Dahdouh
Tel: (201) 440-2782 ext. 125 **Email:** nurse@shmemorial.org

Directory

Ms. Iaconetti.....	Prekindergarten
Mrs. Boland.....	Kindergarten
Ms. Mainieri	1st Grade
Mrs. Watts	2nd Grade
TBA.....	3rd Grade
Ms. Murphy.....	4th Grade
Mrs. D'Elia	5th Grade
Ms. Gould	5th Grade & World Language/ML
Ms. Caporrino	Middle School ELA
Mrs. Criscione	Middle School ELA/Literacy Coach
Mrs. Moreno.	Middle School Social Studies
Mrs. Thom	Middle School Science
Mr. DiLorenzo	Middle School Math
Mrs. Petrella.....	Middle School Math
Mrs. Castillo	ML
Mrs. Coban	Special Education
Mrs. Hartmann.....	Special Education
Mrs. Liggio	Special Education
Mrs. Marrella	Special Education
Ms. DeRogatis	Special Education
Dr. Masullo.....	STEAM
Mr. Perdon.	Music
Ms. Janots.....	Library/G&T
Mrs. Vidal	ML/World Language/Art
Ms. Pekarsky.....	Speech Therapist
Mr. Ramagli	Physical Education/Health
Mrs. Dahdouh.....	Nurse/Health
Mr. Wagner.....	CST Director/School Psychologist
Ms. Pena.....	Social Worker
Ms. Schreck	School Safety Officer

Sports and Clubs

Athletic Director	Mr. Ramagli
Boys Soccer	Mr. Ramagli and Mr. Perdon
Girls Soccer	Ms. Caporrino
Boys Basketball	Mr. DiLorenzo
Girls Basketball	Ms. Caporrino
Cheerleading	TBA
Robotics.....	Dr. Masullo
Student Council	Ms. DeRogatis & Mrs. Moreno
Yearbook	Ms. Caporrino/Ms. Mainieri
Cultural/Performing Arts	Mr. Perdon



Full Day Bell Schedule

Period	***Full Day***	
	Starts	*Ends*
Homeroom	*8:30 a.m.*	*8:35 a.m.*
1	*8:35 a.m.*	*9:15 a.m.*
2	*9:15 a.m.*	*9:55 a.m.*
3	*9:55 a.m.*	*10:35 a.m.*
4	*10:35 a.m.*	*11:15 a.m.*
LUNCH	***11:15 a.m.***	***12:15 p.m.***
Homeroom	*12:15 p.m.*	*12:20 p.m.*
5	*12:20 p.m.*	*1:05 p.m.*
6	*1:05 p.m.*	*1:45 p.m.*
7	*1:45 p.m.*	*2:25 p.m.*
8	*2:25 p.m.*	*3:10 p.m.*
Homeroom	*3:10 p.m.*	*3:15 p.m.*

1:00 P.M. Dismissal

Period	*Starts*	*Ends*
Homeroom	8:30 a.m.	8:35 a.m.
1	8:35 a.m.	9:10 a.m.
2	9:10 a.m.	9:40 a.m.
3	9:40 a.m.	10:10 a.m.
4	10:10 a.m.	10:40 a.m.
	No Lunch Period	
5	10:40 a.m.	11:10 a.m.
6	11:10 a.m.	11:40 a.m.
7	11:40 a.m.	12:10 p.m.
8	12:10 p.m.	12:45 p.m.
Homeroom	12:45 p.m.	1:00 p.m.

- This schedule will be followed for **planned** 1:00 p.m. dismissals. It will **not** be used for emergency dismissals that are called once the school day has started. On those days, the **regular** schedule will be followed by staff and students.

Delayed Opening Schedule

Period	*Starts*	*Ends*
AM Homeroom	10:00 a.m.	10:15 a.m.
1	10:15 a.m.	10:45 a.m.
2	10:45 a.m.	11:15 a.m.
Lunch	**11:15 a.m.**	**12:15 p.m.**
PM Homeroom	12:15 p.m.	12:20 p.m.
3	12:20 p.m.	12:45 p.m.
4	12:45 p.m.	1:15 p.m.
5	1:15 p.m.	1:45 p.m.
6	1:45 p.m.	2:15 p.m.
7	2:15 p.m.	2:45 p.m.
8	2:45 p.m.	3:10 p.m.
PM Homeroom	3:10 p.m.	3:15 p.m.

Emergency Closing/Delayed Opening

The Superintendent is authorized by the Board of Education to close schools, open them late, or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees. An automated phone call will be made via Global Connect.

Notifications

- Global Connect
- Email
- School Website & App

Student Health & Illness

nurse@shmemorial.org - (201) 440-2782 ext. 125

We ask you assess your child's level of wellness before sending them to Memorial School. Your cooperation in this matter will help safeguard your child's health and the health and well being of others within Memorial School. To help stop the spread of infection among students and staff, students should not be sent to school when any of these symptoms of illness are present: fever, frequent cough, rash, diarrhea/vomiting, sore throat, discharge from eyes, etc. should remain home until symptoms reside. Please keep your child at home for at least 24 hours after an elevated temperature has returned to normal (without medication) and/or after the cessation of vomiting and diarrhea.

Health Records / Emergency Contacts

Parents/guardians are legally responsible for filling out Emergency Information Card thoroughly and accurately.

It is imperative that the school has accurate information regarding emergency calls. Please be sure that all phone numbers are accurate. If you change a phone number, we must be informed. It is important that parents arrange to have emergency contacts in place, as time is crucial in emergency situations.

Early Dismissal

State law requires that children attend school for a full day on all days that school is open. The exception to this are medical and dental appointments, emergencies or for religious services on days listed. When possible, request early dismissal in advance by note. In the case of an emergency, a phone call to the Main Office 201-440-2782 x 100 will be sufficient.

*** All students must be called for at the school office.**

School Reporting Times

- Children are to be **in their homeroom no later than 8:30 a.m. but not prior to 8:25 a.m.** Any child reporting after 8:30 times will be considered late.
- Children in the breakfast program or Prek-1 (and their siblings) may arrive early **according to the chart below:**

Program	Entrance Location for parent drop off	Internal Room Location	Time Frame
Breakfast Program (for a fee)	Cafe	Cafe	7:55—8:25
PreK/K	Exit A	Room 104 (Kindergarten)	8:15—8:25
Grade 1	Exit A	Hallway (back)	8:15—8:25
Siblings of PreK/K/K	*Can enter with their younger siblings	Cafe	8:15—8:25

School Entrances:

All children in grades Pre-K to 8 are to enter at their designated school entrance and will be dismissed at his/her respective door. All students are to enter/dismiss in an orderly fashion.

Grade:	Arrival Location	Dismissal Time and Location
Pre-Kindergarten Kindergarten Grade 1	Rear Doors next to Kindergarten Door (Exit A)	Dismissal Locations PreK & 1st: Rear Door (Exit A) Kindergarten: Classroom Door (Exit G) Dismissal Times Pre-Kindergarten - 3:00pm Kindergarten - 3:05pm Grade 1 - 3:10pm
Grade 2 Grade 3	Great Hall (Exit F)	3:15pm @ Great Hall (Exit F)
Grade 4	Back Field Doors (Exit E)	3:15pm @ Cafeteria Doors
Grade 5	Back Field Doors (Exit E)	3:15pm @ Back Field Doors (Exit E)
Grade 6 Grade 7 Grade 8	Back Field Doors (Exit E)	Dismissal Time: 3:15pm Dismissal Locations Grade 6: @ Doors on Dyer Ave. next to the playground (Exit D) Grade 7 and Grade 8: @ Back Field Doors (Exit E)

Attendance

All students are expected to make attendance in school a top priority. The administrators, teachers, and staff recognize their responsibility to provide a thorough and efficient education to all students. Therefore, it is critical that every student and their parent/guardian accept responsibility for the student's attendance at school as scheduled, and required by state law. Excellent attendance will positively impact student achievement.

If a student is to miss school as part of an excused absence, it is the responsibility of the student's parent/guardian to notify the school. The process for notifying the school of the student's absence should be followed as outlined below:

1. The parent/guardian is requested to call Evelyn Stefano in the Main Office at **(201) 440-2782 ext. 2,** no later than 9:00 a.m. (notification after 9:00 a.m. will be considered truant) **only if they are unable to enter into Genesis directly. If there is no answer, please leave a message on the voicemail system.**
2. The information provided should include the student's name, grade, and a callback phone number for the parent/guardian.

It is vital to the safety of our students and the proper functioning of the school day to have all students accounted for at all times.

PLEASE BE SURE TO NOTIFY THE SCHOOL OF ALL ABSENCES!

Attendance Policy and Procedure

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. After 10 unexcused absences, an Action Plan may be implemented. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in ***N.J.A.C. 6A:16-7.6(a)4 Policy and Regulation 5200***.

Unexcused absences from school may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction.

Tardiness

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Tardiness to school that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. ***(District Policy and Regulation 5240)***

Late to School:

Any student who reports to school after 8:30am must report to the Main Office where they will be signed in.

Discipline Issued for Tardies:

Students are considered late if they have not arrived in Homeroom by 8:30am. In accordance with Board of Education policy, students who are tardy will be subject to disciplinary action as outlined below:

1 – 4	Tardies:	Excused
5	Tardies:	Administrative Detention
10	Tardies:	2 Administrative Detentions/Loss of Good Standing*
15	Tardies:	Loss of Good Standing*
20	Tardies:	Denial of participation in co-curricular activities until further notice

*See Code of Conduct

Going Home For Lunch

Any parent who wishes to have their child come home for lunch must sign them out on the premesis. As stated in Policy 5230, “No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil’s parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity .”

Dress Code

Individual students and parents have the responsibility for student dress and general appearance. Students are expected to dress appropriately for the academic environment of a school. Disregard for the school’s dress code can result in disciplinary actions.

School Dress for Warm Weather (September, May & June):

Shorts are permitted with the following conditions:
they must be of "fingertip" length;
they must be loose fitting (**NO** spandex)

The following rules for student dress are to be followed:

- **NO** holes in any clothing; (any holes in jeans must be from the knee down)
- **NO** open shoes;
- **NO** sandals, crocs or slides;
- **NO** mid-riff tops, "tank" tops or fish net shirts
- **ALL** shirts/tops must have at least half sleeves and must be long enough to be tucked into the waistband;
- **NO** inappropriate wording or images on shirts or pants

The administration reserves the right to make the final decision regarding appropriate dress in school, as well as, at all school-sponsored functions. ***(District Policy and Regulation 5511)***

Student Behavior

Hallway

Students are expected to keep to the right while traveling in the hallway, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class. Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the wall until the teacher arrives and/or permits student entrance.

Cafeteria

Lunch period is an opportunity to relax and interact with friends. Students are expected to clean up after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this regard. Leaving trash on the table or throwing trash on the floor is unacceptable. Students who display inappropriate behavior during lunch or who do not clean up after themselves may have restricted lunchroom access as a consequence.

Assemblies

Students are expected to: Enter/exit in a quiet and orderly manner. No talking or physical contact during the performance. Remain in your seat for the duration of the program, unless you have permission from a staff member. Treat the speakers in a respectful manner and offer appropriate applause.

Student Behavior Continued

Gum Chewing

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems and costly repair. Therefore, gum chewing is not permitted.

Vandalism

Vandalism and/or destruction of school property and/or materials is prohibited.

Cell Phone Policy & Procedure

In accordance with N.J.S.A. 18A:36-40b, student use of cell phones is prohibited on school grounds during the school day. They must be handed in to homeroom teachers at the start of the day and kept there for the duration of the school day. Students can re-claim their cell phone at PM homeroom dismissal. Students may come to the main office for an emergency call to a parent/ guardian. Failure to follow procedure will result in disciplinary action as follows:

Disciplined issued if a student is caught with their cell phone:

1st Offense: Turned in to office; Student can reclaim at 3:15 p.m.; 2pts assigned*

2nd Offense: Turned in to office; Parent *only* can reclaim at 3:15 p.m.; Administrative Detention; 4 pts assigned*

3rd Offense: In School Suspension; 6pts assigned*

PUPIL CODE OF CONDUCT

The Board of Education believes that all students have a right to pursue their academic goals at Memorial School and be successful. The Pupil Discipline/Code of Conduct was designed to help provide a safe school environment that is conducive to learning. The staff and administration believe that the most effective discipline is self-discipline. Any conduct that is construed as causing a reasonable possibility for disruption of the educational process or that interferes with the health, safety, or rights of others is prohibited. Students are expected to follow the code as outlined in ***District Policy and Regulation 5600***. Students who violate this code will be subject to the appropriate consequences as determined by school administration. All of these rules apply not only to classroom/school day activities, but to school functions, field trips, athletic events, etc.

Student Expectations:

- Follow directions of administrators, teachers, other staff members.
- Display behavior which contributes positively to the overall atmosphere of the school.
- Demonstrate respect for all staff and other students.
- Attend school free of alcohol or illegal drugs.
- Not to be in possession of or sell alcohol or drugs.
- Respect all personal and school property.
- Conform to the dress code policy.
- Administrative detention is a consequence issued by the Superintendent/Principal and/or Vice Principal for grades **4 to 8 ONLY**.
- Any act not listed in this "Infraction Code" will be handled at the discretion of the Superintendent/Principal and/or Vice Principal.

PUPIL CODE OF CONDUCT

SOUTH HACKENSACK STATEMENT OF PHILOSOPHY

The pupil code of conduct is designed to create an educational environment that allows students to learn, teachers to teach, and administrators to facilitate instruction. We believe that good discipline in the classroom is essential to the educational program and development of responsibility. We also believe that the basic goals of our educational program include the promotion of courteous conduct, consideration toward other people; and respect for the rights of others. These guidelines are intended to hold the student accountable, to help the student develop a sense of responsibility, and to assist staff in dealing with problems that adversely affect these beliefs. The extent to which a student is judged for the alleged deviation or violation of the code of conduct is based on the observation, investigation, and decision of teachers, administrators, and other school personnel in authority. Judgments shall be rendered equally for all students without regard to sex, race, religion, physical handicap or ethnic origin.

Students in Good Standing

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

Positive Reinforcement for Good Conduct and Academic Success

Memorial School recognizes that participation in extracurricular activities is an important part of a student's school experience. There are many academic expectations in addition to social activities that enhance a student's middle school and high school experience. We support these social events as privileges for students who have demonstrated academic achievement, good attendance, and appropriate behavior throughout the school year.

PUPIL CODE OF CONDUCT

Benefits of Being in Good Standing:

The benefits of being in Good Standing include, but are not limited to:

- Attend Pep Rallies, School Dances, Sporting Events
- Attend school sponsored extracurricular field trips, class events, dinner dance
- Participate in sports and extracurricular activities

Falling Out of Good Standing:

Earning a total of 12 points will result in the loss of Good Standing. Students will fall **Out of Good Standing** if:

Academics

- Not passing one or more core subjects

Attendance

- More than 15 unexcused absences within the school year

Tardiness

- Student has earned 2 or more administrative detentions or interventions for being late within the school year

Discipline

- 2 or more suspensions (in or out of school)
- Any combination of three (3) Administrative detentions and/or suspensions (Tardy consequences are not applied)

Regaining Good Standing:

When 12pts are reached, students who demonstrate significant and consistent improvement in their behavior and level of responsibility over a 30-day calendar period (or by recommendation from an administrator) will receive 2pts back, placing them in Good Standing. Each week thereafter with no infractions, each student will earn back 1 additional point. If other points are earned, the 30 day period begins again.

Teacher Assigned Detention:
This will be held by the teacher assigning detention for Level I and Level II offenses (see Point Level System for clarification). When detention is assigned, the date and time the detention is to be served will be specified. One day notice must be given in assigning the detention.

Administrative Detention:
A school-wide detention is assigned by an administrator for some Level II offenses, or behaviors and actions that fall under Level III and IV. Detention will be held in a supervised area where students are expected to sit quietly. Administrative Detention is held on **Thursdays after school from 3:15 to 4:00pm and occasionally served during Lunch/Recess** (*at administration's discretion*).

Students who fail to satisfactorily complete the assigned Administrative detention will report to the school administration on the next school morning. A student's first missed Administrative detention of the school year will result in a mandatory parent conference and the assignment of two Administrative detentions. Additional missed Administrative detention will be assigned an In-School Suspension.

Any combination of three (3) Administrative detentions and/or Suspensions, not related to Tardy incidents, will result in loss of student privileges, such as, but not limited to: athletic events, dances, field trips, interscholastic sports, clubs, or any other extracurricular activities*.

Any infractions not listed above are listed in *District Policy and Regulation 5600* related to violations of behavioral expectations and the school's response to such violations.

*See Code of Conduct

Academic Integrity

Students are expected to uphold the four fundamental core values of Academic Integrity, which are as follows:

HONESTY, INTEGRITY, RESPECT & RESPONSIBLITY

HONESTY

- Being truthful
- Presenting your own work

INTEGRITY

- Act in accordance with high moral principles and encourage the same from others

RESPECT

- Consider each action an opportunity to gain trust

RESPONSIBLITY

- Maintain personal accountability to make positive choices
- Take action against wrongdoing

Students are expected to conduct themselves honorably, honestly and responsibly to grow both academically and as productive citizens within the community. Through this commitment, students and faculty will maximize their fullest potential in the areas of academics and personal character.

Academic Achievement

Students are expected to acknowledge ownership of his or her own work. Students are prohibited from:

- Copying or lending assignments without authorization
- Cheating on homework assignments and/or tests
- Plagiarism

Grading Scale

Grading may include individual and/or group projects, papers, tests, quizzes, laboratory performance, effort, homework, and class participation. Students and parents/guardians are encouraged to refer to the individual teacher's syllabus/teacher page for specific expectations and guidelines. Students are expected to complete all homework assignments.

Primary Grading System (K - 3rd)

O— Outstanding

S+ — Satisfactory +

S—Satisfactory

N—Needs Improvement

U—Unsatisfactory

Elementary / Middle School Grading System (4th–8th)

A	90-100	**Excellent**
B	80-89	**Above Average**
C	70-79	**Average**
D	65-69	**Below Average**
F	Below 65	**Failure**

*** Report Cards will no longer be distributed in paper form. Please refer to the section entitled Genesis for more information on this.**

High Honors/Honor Roll



High Honors

High honors will be awarded to those students who achieve a minimum grade of **93 and above** in all content areas.

Honor Roll

Honors will be awarded to those students who maintain a minimum grade **83 and above** in all content areas.



Parent/Teacher Conferences

Parents are welcomed to request a Parent/Teacher conference to discuss their child's progress at any time. Conferences can be scheduled directly with the classroom teacher or can be conducted via telephone. Teacher email addresses can be found on the school website, under the **Teacher Pages** tab.

Fire/Security Drills

Fire Drills

Fire drills will be conducted at least once each month during the school year. At the sound of the fire alarm, all students are to exit the building according to the directions posted in each classroom, or at the direction of the teacher/staff member in charge. Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden. Disciplinary action will be taken to any student in violation.

Security Drills

Pursuant to 18A:41-1, at least one School Security Drill will be conducted each month. A minimum of two of each of the following security drills will be conducted annually: Active Shooter, Bomb Threat, Evacuation (non-fire), and Lockdown.

Security drills are conducted, in conjunction with the South Hackensack Police Department, once each month and are designated to secure the school buildings efficiently and effectively. Students will be given clear directions by their classroom teacher regarding the procedures at the start of the school year. Students are expected to cooperate with all of the rules and procedures outlined by the classroom teacher.

Parent Notification

Our school uses Blackboard as our parent notification system. This system is connected to our Genesis student information system. It is used to communicate with all parents when necessary. This system is utilized for one of three reasons – for emergency purposes; for school closing or delayed opening; or for general informational announcements. So that we can be assured that our Genesis student information system database has the correct contact information, we ask that each family provide our school and main office of any changes such as phone numbers and/or email. Please e-mail Stephanie Kropp at skropp@shmemorial.org with the updated information.

Genesis

Memorial School uses Genesis, a web-based student recording data system for our progress reports, marking period report cards, and various other data. The Genesis parent portal allows parents to access daily attendance, progress reports and report cards.

Memorial School will only be using the parent portal of Genesis to distribute progress reports and report cards. This means that no paper progress reports or report cards will be sent home. The only access to see your child's report is to login to the parent portal via our school website www.shmemorial.org.

Back to school paperwork such as Chromebook/Kindle Agreement, Internet Usage Agreement, Lunch Permission Slip, Photo/Video Release Form, and Student/Parent Handbook Acknowledgment Form will also need to be completed in the Genesis Parent Portal.

If you have not registered for a parent portal account and need assistance, please contact IT Support at support@shmemorial.org. If

Social Media

Follow Us on Twitter & Flickr! Or download our **School App**
https://twitter.com/sohackms

https://www.flickr.com/photos/shmemorial/albums

Chromebooks

We believe a Chromebook/tablet for each student will lead to an overall enhanced educational experience, better student organizational skills and learning and sharing beyond the walls of the conventional classroom. Devices are provided for students in grades PreK-8.

Student Responsibilities:

Chromebooks that are taken home should be charged and brought back for instruction each day.

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported immediately by the student in order for the District Technology department to evaluate the problem. Students will bring their damaged device to the Main Office to report the problem. Any costs related to the damage will be relayed to the parent. Students will be provided with a loaner device to use in school only.

Students and parents must complete and return the Network Responsibility Contract through the Parent Portal. It is also available on our school website: www.shmemorial.org

Important Sports Information for Tryouts

All interested 5th, 6th, 7th and 8th grade students **must submit the following documents** to be eligible to tryout for an interscholastic sports team:

1. Sports Physical Form
2. Sports Emergency Contact/Permission Slip Form
3. Concussion Fact Sheet - Parent Agreement
4. Sudden Cardiac Death Brochure Sign Off Form

All the necessary sports forms can be downloaded by selecting the "Athletics" option on the homepage of our school website (www.shmemorial.org). In order to tryout, you are required to submit appropriate paperwork to the School Nurse. Students must also attend 2 tryout/practice sessions. **No one will be allowed to try-out until they are cleared by our School Nurse.**

Eligibility for Interscholastic Sports, Cheerleading and Spring Intramurals

Report Cards:

Grades - 1 F - (Academic Subject) Suspended for the season.

1 U - (Special Area) Suspended for the season.

Conduct- 1 U - Conduct - Suspended for the season.

The eligibility of student athletes receiving U's in areas other than listed above or N's on their report card will be determined on a case by case basis by the fifth, sixth, seventh and eighth grade team in cooperation with our Superintendent/Principal and Vice Principal.

Progress Reports:

1.) All student athletes who receive a progress report will be put on a two week trial period.

2.) At the end of the two week trial period, *improvement* must be noted in all subject areas that a progress report was received, or suspension for the season will automatically follow.

The eligibility of student athletes at the end of the trial period will be determined on a case by case basis by the fifth, sixth, seventh and eighth grade team in cooperation with the Superintendent/Principal.

L.E.A.D. Program

Students in grade 6 have the opportunity to participate in our L.E.A.D. (Law Enforcement Against Drugs) Program. This program is conducted in conjunction with the South Hackensack Police Department and is intended to educate our students on how to create safer, healthier communities, free of drugs, bullying, and violence. Contact our main office with any questions.

Section 504 / 504 Coordinator

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services through Section 504. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to initiate this process through the 504 Coordinator, Mr. Wagner. Please contact the Child Study Team Director of Special Services, James Wagner for further information.

Affirmative Action

Our school's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds. Our affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of Memorial School.

Harassment, Intimidation & Bullying

A safe and civil environment in school is necessary for students to learn and 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 and disciplined environment. "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents. Students/faculty are encouraged to contact those listed below if issues arise.

Anti-Bullying Coordinator (ABC)

Dr. Nicole Suntino, Vice Principal

Anti-Bullying Specialist (ABS)

Mr. James Wagner, School Psychologist

School Safety Team

The Memorial School Safety Team is responsible to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues including harassment, intimidation, and bullying.

Letizia Pantoliano, Interim Superintendent/Principal

James Wagner, School Psychologist

Nicole Suntino, Vice Principal

Stephanie Kropp, Administrative Assistant

Laura Schreck, School Safety Officer

Tatjana Castillo, Parent

Statewide Youth Helpline

The New Jersey Youth Helpline is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10-24. Youth can call 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2ndfloor.org for more info.

Parent Resources

Please visit our school website www.shmemorial.org under Resources to access and download any school forms needed for your child. Forms should be completed directly in Genesis.

Expectations for Students, Staff & Parents/Guardians

At Memorial School, we believe it is essential to promote a positive home - school connection for our students. We believe parents, teachers and students are partners in the educational process. Our belief is that these cooperative working relationships enhance the social, emotional and academic growth of students.

Students are expected to:

- Know and exercise positive modes of behavior including being respectful, kind, responsible citizens within our building and community
- Be respectful of peers, staff and the building within
- Adhere to the student Code of Conduct.
- Be accountable for his or her actions
- Actively participate with the school community

School Staff are expected to:

- Model positive modes of behavior
- Exercise respect and civility in all interactions
- Foster and maintain a positive and safe learning environment
- Maintain mutual respect among students, staff, and parents
- Engage learners throughout the learning process
- Maintain open communication with parents, other staff and students
- Reinforce the home-school connection

Parents/Guardians are expected to:

- Model positive modes of behavior
- Enforce regular school attendance and timeliness
- Exercise respect and civility in all interactions
- Explain and enforce the code of conduct with his/her child
- Reinforce the home-school connection
- **Notify school of any changes in address/phone**

MEMORANDUM OF UNDERSTANDING

I have read, and familiarized, myself with this Student Handbook. I understand that I will be held accountable to abide by the policies and procedures detailed within this manual. Any policy that is not directly addressed within this handbook is up to the discretion of the administration and Board of Education. **Parents are expected to read, sign and return the Student Handbook Acknowledgement form once received.**

Please be advised that the administration of the South Hackensack Memorial School District reserves the right to change this handbook, at any time, due to changes in policies, protocols and procedures.

Memorial School



In the South of Hackensack
Stands Memorial School.
Bordered by the weeping willows,
Fanned by breezes cool,
All ye comrades join together,
Loud our praises sing.
May our school live on forever,
Joy and gladness bring.