

Name \_\_\_\_\_

# HOPATCONG HIGH SCHOOL



**STUDENT HANDBOOK**  
**2016 - 2017**

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## **PHILOSOPHY**

Hopatcong High School endeavors to provide all students with multiple opportunities for intellectual and social growth, life-long learning, responsible citizenship and productive employment.

### **HOPATCONG HIGH SCHOOL GOALS:**

1. To establish a safe environment conducive to optimal learning.
2. To address the physical, social, emotional and cognitive needs of all students.
3. To motivate students to achieve high academic standards.
4. To demonstrate an appreciation of the multicultural heritage of American Society and the promotion of positive interpersonal relationships.
5. To continue to support the use of technology in order for students to meet their academic goals.
6. To involve the community as a partner in the learning process.

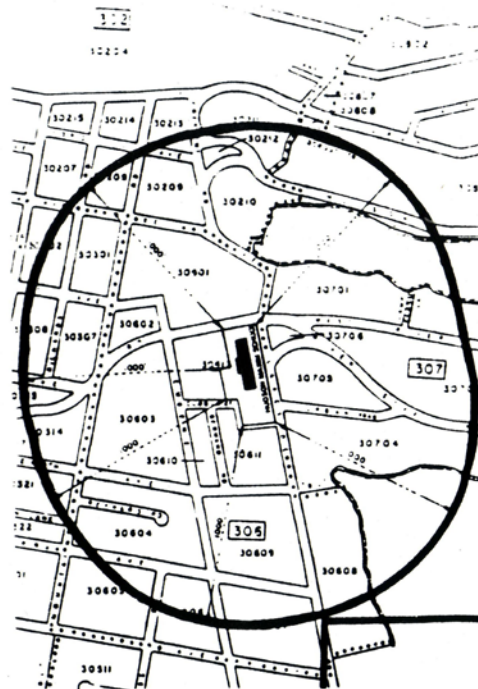
## **SAFETY ZONES**

“Safety Zones” are established by N.J.S.A. 2C:35-7 and are posted by local law-enforcement officials. Maps of the safety zones surrounding the schools appear on the next page.

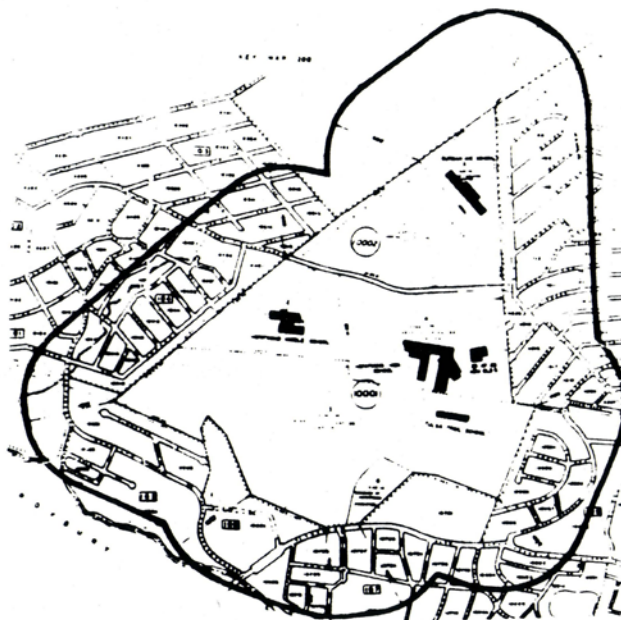
At a minimum, the penalties for even minor drug possession offenses within a school “Safety Zone” are:

1. Payment of a penalty of \$500.00.
2. Mandatory requirement to perform not less than 100 hours of community service.
3. Revocation of driving privileges for persons convicted of or adjudicated delinquent for any drug offense. If the juvenile is under 17, the six-month suspension of driving does not take effect until the student reaches his seventeenth birthday.

Students are advised that these penalties are established by statute, and are above and beyond any School District discipline which may include suspension, expulsion or other penalty imposed by the District.



MAP OF DRUG ENFORCEMENT AREA



MAP OF DRUG ENFORCEMENT AREA

### **HIGH SCHOOL TIME SCHEDULE**

PERIOD	WARNING BELL – 7:20	
1	7:25 -	8:09
Homeroom	8:09 -	8:15
2	8:19 -	9:03
3	9:07 -	9:51
4	9:55 -	10:39
5	10:44 -	11:28
6	11:33 -	12:17
7	12:22 -	1:06
8	1:11 -	1:55
Detention	2:10	3:10

### **DELAYED OPENING TIME SCHEDULE**

PERIOD	WARNING BELL - 8:50	
1	8:55 -	9:29
2	9:33 -	10:07
3	10:11 -	10:45
4	10:49 -	11:23
5	11:27 -	12:01
6	12:05 -	12:39
7	12:43 -	1:17
8	1:21 -	1:55

### **EARLY DISMISSAL SCHEDULE**

PERIOD	WARNING BELL - 7:20	
1	7:25 -	7:51
Homeroom	7:51 -	7:57
2	8:01 -	8:26
3	8:30 -	8:56
4	9:00 -	9:26
5	9:31 -	9:57
6	10:02	10:28
7	10:33	10:59
8	11:04	11:30
Dismissal	11:30	

## 2016-2017 CALENDAR

<b>September</b>	<b>1 &amp; 2</b>	<b>Thursday &amp; Friday</b>	<b>Teacher In-Service</b>	
	<b>5</b>	<b>Monday Labor Day</b>	<b>(Schools Closed)</b>	
	<b>6</b>	<b>Tuesday</b>	<b>Schools Re-Opens for Students</b>	
	<b>26</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	<b>19 Days</b>
<b>October</b>	<b>10</b>	<b>Monday</b>	<b>Columbus Day</b>	
			<b>(School Closed for Students)</b>	
			<b>Teacher In-Service</b>	<b>20 Days</b>
<b>November</b>	<b>8</b>	<b>Tuesday</b>	<b>National Election Day</b>	
			<b>(School Closed for Students)</b>	
			<b>Teacher In-Service</b>	
	<b>10 &amp; 11</b>	<b>Thursday &amp; Friday</b>	<b>NJEA Convention (Schools Closed)</b>	
	<b>23</b>	<b>Wednesday</b>	<b>Early Dismissal</b>	
	<b>24 &amp; 25</b>	<b>Thursday &amp; Friday</b>	<b>Thanksgiving Recess</b>	<b>17 Days</b>
<b>December</b>	<b>12</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	
	<b>23</b>	<b>Friday</b>	<b>Early Dismissal</b>	
	<b>26 - 30</b>	<b>Monday-Friday</b>	<b>Holiday Recess</b>	<b>17 Days</b>
<b>January 2017</b>	<b>2</b>	<b>Monday</b>	<b>New Year's Day Observed (School Closed)</b>	
	<b>3</b>	<b>Tuesday</b>	<b>School Resumes</b>	
	<b>16</b>	<b>Monday</b>	<b>Martin Luther King Jr. Day</b>	
			<b>(School Closed for Students)</b>	
			<b>Teacher In-Service</b>	<b>20 Days</b>
<b>February</b>	<b>13</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	
	<b>20 &amp; 21</b>	<b>Monday &amp; Tuesday</b>	<b>President's Day/Winter Recess</b>	
			<b>(Schools Closed)</b>	<b>18 Days</b>
<b>March</b>	<b>13</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	<b>23 Days</b>
<b>April</b>	<b>13</b>	<b>Thursday</b>	<b>Early Dismissal</b>	
	<b>14</b>	<b>Friday</b>	<b>Spring Recess (Schools Closed)</b>	
	<b>17-21</b>	<b>Monday - Friday</b>	<b>Spring Recess (Schools Closed)</b>	<b>14 Days</b>
<b>May</b>	<b>22</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	
	<b>29</b>	<b>Monday</b>	<b>Memorial Day (Schools Closed)</b>	<b>22 Days</b>
<b>June</b>	<b>16</b>	<b>Friday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	
	<b>19</b>	<b>Monday</b>	<b>Early Dismissal Students</b>	
			<b>Teacher In-Service</b>	
	<b>20</b>	<b>Tuesday</b>	<b>Early Dismissal/Last Day for Students</b>	
			<b>14 Days</b>	
			<b>184 Days</b>	

Four days are included for emergency school closings. This schedule is subject to adjustment based upon the actual number of days used. Days may be added or subtracted depending on actual usage. Schools must be open 180 days. The final day of school is subject to change. Parents and district staff members are asked not to make any vacation plans, etc., through the end of the permissible school or contract year of June 30<sup>th</sup>. Several teacher in-service and early dismissal days have been added for Professional Development this year due to meeting extensive Department of Education teacher training requirements.

## SCHOOL CLOSINGS

During the school year it may be necessary to close schools on one or more days due to ice, snow or other storm conditions which make school bus travel hazardous.

Alert Now will be used to notify parents of school closings/delayed openings on snowy or icy mornings, parents should also listen to one of the following radio stations:

AM - WVPO – 840	FM WSBG – 93.5
WNNJ – 1360	WSUS – 102.3
WRNJ – 1510	WNNJ – 103.7
	WHCY – 106.3

In addition to the above radio stations you can use the following: Channels 2, 4, 5, 7 & News 12. The above stations will announce whether school will be closed for the day or whether a delayed opening will occur. A final decision to maintain a delayed opening or cancel for the day will be announced no later than 7:45 a.m.

## TOLL-FREE HOT LINES AND LOCAL INFORMATION

Alcohol	1-800-322-5525
Alcohol & Substance Abuse Program	973-383-4533 Ext. 756
Sussex County Council on Alcohol	973-383-4787
Birthright of Sussex County	973-579-2591
Child Abuse	1-800-792-8610
Division of Youth & Family Services	973-383-8400
Emergency-Newton Hospital	973-383-2121
Wallkill Valley Hospital	973-875-5838
HELPLINE	973-383-9222
Mental Health	973-383-1533
Narcotics Anonymous Hotline	1-800-992-0401
Planned Parenthood Services	973-383-5218
Poison Control Hotline	1-800-962-1253
Prosecutor's Office	973-383-1570
Runaway Hotline	1-800-621-4000
Sex Abuse Victim	973-729-5637
Spouse Abuse	973-579-2386
State Police	973-383-1515
Suicide Hotline	1-800-841-4929
Sussex County Drug Hot Line	973-984-2444 (24 hours)
Venereal Disease Clinic	973-948-5400
Welfare	973-383-3600
Violence Free	1-877-624-8082

## **I. HOPATCONG SCHOOL DISTRICT PERSONNEL**

### **BOARD OF EDUCATION**

Mr. Anthony Fasano, President  
Mrs. Carol Trumppore, Vice President  
Mr. Philip DiStefano  
Mr. Frank Farruggia  
Mr. Peter Karpiak  
Mr. Robert Nicholson  
Ms. Michele Perrotti  
Dr. Sarah Schindelar  
Mrs. Candice Smith

### **CENTRAL OFFICE PERSONNEL**

Cynthia Randina	Superintendent of Schools	973-398-8801
Holly Fiorella	Executive Ass't. to Superintendent	973-770-8808
Dawn DeBoer	Ass't. to Superintendent/ HR	973-398-8802
Carolyn Joseph	Bus. Administrator/Bd. Secretary	973-770-8844
Neil Piro	Supervisor of Buildings and Grounds	973-770-8840
Tammy Miller	Director of Special Services	973-770-8820
Jeffery Hallenbeck	Director of Curriculum	973-770-8836
Dr. Joanne Mullane	Director of Curriculum	973-770-8837
Dr. Olga Edgerton	Curriculum Supervisor	973-770-8834
Kyle Bisignani	Lead Technologist	973-770-8914

### **HIGH SCHOOL PERSONNEL**

Lewis Benfatti	Principal	973-770-8850
Donna Annett	Secretary to Principal	973-770-8851
David Pierson	Assistant Principal	973-770-8852
Brittany Juskus	Secretary to Assistant Principal	973-398-8803
Chris Buglovsky	Athletic Director/Student Activities	973-770-8970
Melissa Sant	Secretary to Athletic Director	973-770-8859
Todd Jensen	Department Chair of Humanities	973-770-8864
Jaime Walker	Director of Guidance/Assessment	973-770-8863
Elena Melekos	Secretary to Director of Guidance	973-770-8862
Stacy Yanko	Guidance Secretary	973-770-8861



## **HIGH SCHOOL SUPPORT SERVICES**

Linda Padula	Guidance Counselor	973-770-8967
Lisa Dunmyer	Guidance Counselor	973-770-8865
Robert Chaewsky	Guidance Counselor	973-770-8884
Melissa Cardinal	School Nurse	973-770-8855
	Athletic Office	973-770-8859
	Attendance	973-770-8854
Matt McKowen	Athletic Trainer	973-770-8983

## **CHILD STUDY TEAM**

Leticia Anthes	Social Worker	973-770-8825
Susan Palotta	Social Worker	973-770-8842
Mary Ellen Fata	Crisis Intervention Counselor	973-770-8991
Janet Autorino	Learning Consultant	973-770-8972

## **HIGH SCHOOL FACULTY**

### **ART**

Jonathan Rischawy  
George Segale  
Victor Jimenez

### **ESL**

Martina Villani

### **FAMILY & CONSUMER SCIENCE**

Michele Culcasi  
Sharon Haggerty

### **TECHNOLOGY**

Michael Juskus

### **ENGLISH**

Sandra DeRose  
Christine Kalemba  
Lisa Kenny  
Jason Mulvihill  
Joseph Ross

### **HEALTH/PE**

Gary Andolena  
John Canzone  
Eric Fajerman  
Brook Ganguzza  
Jill Mortenson

**MATHEMATICS**

Nancy Duffy  
Linda Ellicott  
Michael Landshof  
Doug Merkler  
Megan Nardone

**SCIENCE**

Joanne Carr  
James McDonald  
Stephanie Martinez  
Peter Oesen  
Dominic Schiavone  
Eric Shramko

**SPECIAL EDUCATION**

Michael Batche  
Karen Cubberly  
Wilson Cusano  
Traci Duffy  
Dina Emerling  
Michael Farrell  
Kathy LaRosa  
Carol McGlynn  
Kenneth Olsen  
Dominick Spuckes  
Julie Wilson

**MUSIC**

Shawna Longo  
Kristen O'Shea  
Kurt Zimmermann

**SOCIAL STUDIES**

David Campagna  
Heather DelBagno  
Christina DeRosa  
Todd Jensen  
James Marino  
Jeffrey Ryder

**WORLD LANGUAGE**

Carmen Alzate  
Roberta Boatman  
Cheryl Gramp

**LIBRARY/MEDIA SPECIALIST**

Fran Remaly  
Val Clark

**SUBSTANCE ABUSE COUNSELOR**

Jackie Tillson

## **I. DISABILITY SERVICE COORDINATOR**

The Disability Service Coordinator provides parents with information regarding the services that are available through state agencies for persons with disabilities. The coordinator also assists parents in accessing the appropriate State agency. If you have any questions, please contact the Director of Special Services Tammy Miller at 973-770-8821.

## **II. AFFIRMATIVE ACTION**

The Hopatcong School District maintains an established procedure for processing complaints regarding discrimination and affirmative action concerns.

This procedure was developed in accordance with the New Jersey State Department of Education's guidelines for handling complaints regarding sex, race, religion, etc.

Such complaints can arise from working conditions or school and classroom practices.

Any individual who wishes to process a complaint regarding discrimination should pick up an Affirmative Action Grievance Filing Form from the district's Affirmative Action Officer, Administration Building, Telephone No. 398-8802. Such completed forms should then be filed according to the following:

Level 1 - Building Principal

Level 2 - The Affirmative Action Officer

Level 3 - The Hopatcong Board of Education

If a complaint is not resolved by Level 3, it should then be referred to the County Superintendent of Schools for review and/or processing to other appropriate agencies. When the complaint is processed with the County Superintendent, it becomes an official matter.

## **III. EDUCATIONAL EQUITY POLICIES**

The Hopatcong Borough School District has adopted and implemented written educational equity policies that:

1. Recognize and value the diversity of persons and groups within the society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

2. 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, affect or sexual orientation, gender, religion, disability or socioeconomic status in the policies, programs and practices of the district board of education.

The Hopatcong Borough Public School District complies with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

The Hopatcong Board of Education's policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs and the Hopatcong School District's Comprehensive Equity Plan, grievance procedure and annual reports are available to members of the community, the staff and students at:

The School Business Administrator  
2 Windsor Avenue, Administration Bldg.  
P.O. Box 1029  
Hopatcong, NJ 07843  
(973) 398-8802

The School Business Administrator serves as the Hopatcong School District's Affirmative Action Officer and Coordinator for matters dealing with Title IX. The Director of Special Education, Tammy Miller, serves as the Hopatcong School District's coordinator for matters concerning 504. Mrs. Miller can be reached at:

The Child Study Team Office  
2 Windsor Avenue  
Hopatcong Schools Administration Building  
P.O. Box 1029  
Hopatcong, NJ 07843  
(973) 770-8820

Board policy may be accessed for your review at:  
[www.hopatcongschools.org](http://www.hopatcongschools.org)

#### **IV. GENERAL INFORMATION**

##### **1. ATTENDANCE (POLICY #5200 and Policy #5460)**

All students in grades 9-12 are expected to attend all assigned classes. They are not to exceed 20 days absent for a full year course, or 10 days absent for a semester course. Students exceeding 20/10 days will be considered excessively absent. They may be subject to removal from the course with loss of credit, and may be reassigned at the option of the administration. **ALL ABSENCES WILL BE COUNTED**, including excusable absences. Where students' absences exceed the maximum, a student and his parent/guardian may make an appeal through the Assistant Principal to determine if credit is to be restored. Until a formal decision is made by the Administration, any student with absences over 20/10 will be given a "Z" grade and will be denied credit. Absences accrued with either state or Administrators approval for participation in certain school-sponsored, community service and/or volunteer activities that may take place during the day are defined as excused absences.

##### **2. ABSENCE FROM SCHOOL**

If a student is absent from school, the parent should notify the Attendance Office by calling 770-8854 to explain the absence. A note should be submitted to the main office upon return to school. All absence notes will be kept in the student's folder to be used in the event of an appeal. It is the responsibility of the parent to check in Power School Parent Portal to view daily class attendance. Students who have been absent from school may not attend or participate in an after school activity on the day of absence. In the event of a Friday absence, the student may not attend/participate in an activity over the weekend without prior approval of the high school administration. Students who participate in a school sponsored activity after school hours must be in attendance at school before 10:00 a.m. or until 11:30 a.m. or they will not be allowed to participate in the activity including (clubs, activities, athletics, stage/band productions, etc.) unless excused by the high school administration. Teachers/coaches will check the daily attendance lists to verify student attendance at school.

Students under age of compulsory school attendance (16 years) who do not attend school regularly and fail to notify the school as to the reason for the absence shall have served upon their parents or guardians a formal written notice to cause the student to attend school (NJSA 18:38-29).

Students beyond the age of compulsory school attendance who do not attend school regularly and fail to notify the school as to the reason for the absence shall have written notice served to parents or guardians of intent to remove the student's name from the attendance rolls of the school. Appeal of such notification must be made within three school days of receipt of notification.

### 3. DENIAL OF COURSE CREDIT FOR ATTENDANCE REASONS

A student who exceeds the cumulative total of 20 days (full year course) or 10 days (semester course) will be denied course credit. The report card and permanent record will reflect denial of course credit. In order to be granted course credit, either (1) the entire course must be repeated, or (2) the student must request an appeal. Parents are notified of absences via progress reports, report cards and online access to attendance/grades.

Additionally, notification may occur as follows:

#### A. Full year courses :

First notification:	5th absence	Electronic letter
Second notification:	10th absence	Electronic letter
Third notification:	15th absence	Electronic letter
Fourth notification:	21st absence	Credit denied

#### B. Semester courses:

First notification:	3rd absence	Electronic letter
Second notification:	7th absence	Electronic letter
Third notification:	11th absence	Credit denied

### 4. ATTENDANCE APPEALS

If a student exceeds 20 absences in a full year course or 10 absences in a semester courses, she/he will be placed in “no credit” status. Parents will be notified by letter if their child has earned “no credit” status.

The student and his/her parents may appeal the “no credit” status to the Administration by submitting a written petition of appeal to the administration within (5) days of receiving the above letter.

The petition to appeal will be considered by the administration. The administration will notify the parents and student as to the date and time of the appeal proceeding.

The Administration will meet with the student and his/her parents and counselor to consider the merits of the appeal. All supporting material to be considered as a basis for appeal (attendance records, excuse notes, contract, etc.) must be presented at the time of the appeal meeting. Data must include documentation, if any, for all days absent, not merely for those in excess of the limit. Students/parents must be present at the meeting in order for the Administration to consider restoration of credit. The Administration decision will be communicated to the student at the conclusion of the meeting. The decision may be one of the following:

A. Appeal denied

B. Appeal granted/credit restored

C. Appeal decision deferred pending successful completion of conditions set forth by the Administration.

The decisions of the Administration may be appealed to the Principal within five (5) days of the appeal decision.

## 5. CUTTING

Students are expected to attend all of their assigned classes on time. A cut is defined as a student initiated, unauthorized absence from a class or as an unauthorized lateness of 15 minutes or more.

- A. First Cut –The teacher will contact the parent by telephone and refer cut to the high school administration. The administration will conference with the student and notify the guidance counselor. The student will be assigned to a three (3) hour Saturday detention. If the student fails to attend the Saturday detention, he/she will be suspended.
- B. Second Cut – The administration will notify the parent. Saturday detention will be given. If the student fails to attend Saturday detention, he/she will be suspended.
- C. Third Cut – The student is denied course credit, is suspended and may be subject to additional disciplinary/academic penalties.
- D. Additional cuts will result in a Principal’s review.

## 6. TRUANCY

Absences that are not cleared by the next day will be recorded as truancy or an unauthorized absence from school. Truancy is defined as a student-initiated, unauthorized absence from school for the entire day or for part of the school day. The penalties for truancy are listed in the Code of Conduct. A school employee may visit a student’s residence to verify a school absence.

## 7. SIGNING OUT OF SCHOOL EARLY

**Students requiring early dismissal for legitimate reasons, (such as court appointment, doctor visit, college visit) must bring a signed parental note on the day of dismissal to the Attendance Office in advance. Students may not sign out to go to lunch off-campus.** Please include a telephone number where a parent can be reached for verification purposes. A note confirming their appointment must be presented upon return to school. Per Board policy 5230, no student will be dismissed without a signed parental note and phone call presented in advance and which states the reason for early dismissal. If a student does not have a note/phone call, a parent/guardian will be required to personally sign his/her child out of school. Absences resulting from early dismissal count and may or may not be excused per policy.

## 8. LATENESS TO SCHOOL

- A. Students who report to school after 7:25 a.m. should report directly to the Attendance Office to sign-in. A pass will be given to the student. Excessive lateness may result in disciplinary action.
- B. Parents are requested to call the Attendance Office at 973-770-8854 to notify the school of the expected time of arrival of their son/daughter.

## 9. LATENESS TO CLASS

Lateness to class is defined as not being in your classroom in your seat and prepared to work when the late bell rings.

When a student arrives fewer than 15 minutes late to class without an appropriate pass, the teacher will admit the student into the room, per the following:

- A. First and Second Offense: Teacher reprimand
- B. Subsequent Lateness: Teacher discipline/teacher contacts parent
- C. Chronically late: Referral to administration; discipline; possible loss of privileges, removal from class, denial of credit, ISS.

When a student arrives late to class 15 minutes or more without an appropriate pass, the lateness will be treated as a cut. (See cut policy, page 8)

## 10. MAKE-UP WORK

It is the students' responsibility to obtain and complete make-up work. Students will generally be given one school day to make-up work, tests, quizzes, for each excused absence from school. Additional extensions on make-up work are permitted at the discretion of the teacher and administration. Confirmed cuts/truancies or unexcused absence will result in zeros with no make-up permitted.

## 11. TRANSFER STUDENT'S ABSENCES

A transfer student's absences will be pro-rated at (2/1) per month from the date of enrollment, (e.g., if a student transfers into the high school in February, he/she will be allowed eight (8) absences in each full year course or 4 absences in a semester course before credit elimination.)



## 12. VACATION LEAVE POLICY

Vacation days will be counted as part of the 20/10 days allowed in the attendance policy. Students going on vacation must complete a student vacation leave form. Upon returning from vacation, students will generally have one day to make up the school work for each day absent. Extensions on make-up work are permitted at the discretion of the teacher and administrator.

## 13. COLLEGE VISITATIONS

Any student graduating during the current school year is permitted to visit colleges. These days will be counted towards the 20/10 allowed. Students must schedule each visit with the Guidance Department. Students must bring a parent note prior to the visitation to the Attendance Office, and an official form signed by the college should be turned into the Attendance Office upon returning to school.

## 14. EARLY DISMISSAL

Seniors in good academic standing (school schedule permitting) may apply for permanent early dismissal. This privilege is extended with the understanding that seniors will honor all the rules/regulations of the school.

## V. CODE OF CONDUCT

Please refer to the “Code of Conduct” sheets for specific infractions/consequences.

### 1. CLASSROOM BEHAVIOR

An orderly classroom is essential for the teaching-learning process to be successful. Any student who is a chronic discipline problem in a class will be referred to the administration. Continued discipline problems may then result in the removal from the class and the elimination of course credit for the year.

### 2. STUDY HALL

The following rules and regulations are to be observed in study hall:

- A. Students are expected to report promptly to all assigned study halls every day.
- B. School cutting policies will be in effect for all study halls. Study hall cuts will be reported to the administration for disciplinary action.

- C. Passes will be issued to students to the nurse's office in cases of emergency. Students with passes from guidance, nurse, main office or teachers should report to the study hall teacher prior to being excused from study.
- D. Students should report with work or reading materials for the period.
- E. Students will NOT be allowed to do the following in study hall:
  - i. Eat food/drink beverages (except cafeteria study hall)
  - ii. Play cards or other games of chance (no gambling)
  - iii. Sit on heaters or window ledge
  - iv. Rearrange furniture (move chairs to window, back of room or against walls)
  - v. Play games on electronic devices

### 3. TEACHER DETENTION:

Detention assigned by a teacher will be given with 24 hours notice on Tuesday, Wednesday and/or Thursday only.

### 4. CENTRAL DETENTION

Central Detention will be held from 2:10 - 3:10 p.m. on Tuesday, Wednesday and Thursday. Students are expected to attend Central Detention whenever they are assigned. A student who is absent on the day he/she is required to attend detention will be required to attend detention on the day he/she returns to school.

- A. A late bus will be available to students at 3:15 p.m., on Tuesday, Wednesday and Thursday only. Late bus passes will be given to assigned students.
- B. Student attendance at Central Detention is required and takes precedence over all other after school activities and athletics.
- C. Students who cut a Central Detention are openly defiant of authority, see Code of Conduct.

### 5. SATURDAY DETENTION

Students assigned to Saturday Detention must report by 8:30 a.m. Students will be required to bring with them sufficient school work to remain busy for three hours. If a student does not remain on task for the duration of Saturday Detention (8:30 - 11:30 a.m.), does not follow the regulations, or is disruptive, he/she will be released. Any student who is assigned to Saturday Detention and fails to attend or is released for disciplinary action will be suspended. Students who cut Saturday Detention are openly defiant of authority, see Code of Conduct. Transportation to and from Saturday Detention is the responsibility of parents. Attendance at Saturday Detention is mandatory.

## 6. SUSPENSIONS

When a student is suspended out-of-school, he/she will not be permitted to join in the activities of any team, group, squad, club, activity, etc. that will be functioning that day or night. If a Friday is a suspension day, the participation ban extends through the weekend to the next school day. A suspended student's participation in extracurricular activities over an extended vacation will be at the discretion of the administration. In addition, suspended students and their parents may be required to attend a re-entry conference with the administration upon their return to school. Both in-school and out-of-school suspensions count toward the 20/10 attendance policy.

## 7. HARASSMENT/BIAS INCIDENTS-HAZING/BULLYING/INTIMIDATION (See Board Policy 5512.01)

No one, including pupils, staff members, volunteers, or visitors, shall commit an act of harassment/discrimination, hate, or biased conduct of any kind against any member of the school community on any of the grounds.

Harassment is defined as a repeated pattern of unwanted and unprovoked aggressive behaviors of a physical, sexual and/or psychological nature carried out by an individual or group with the effect of causing harm or hurt. Harassing/hazing behaviors create a hostile environment.

Hate crimes/bias incidents may be defined as any of the following:

- A. To make demeaning or derogatory remarks or to physically threaten or harm any individual on the basis of age, race, color, religion, national origin, sex or sexual orientation or disabling conditions.
- B. To display visual or written material, to deface school property or materials or to demean the race, color, religion, national origin, sex or sexual orientation or disabling conditions of an individual or group.
- C. To damage, deface or destroy private property of any person because of age, race, color, religion, national origin, sex or sexual orientation or disabling conditions.

Any individual who engages in bias or hate based conduct that either directly or indirectly causes intimidation, harassment or physical harm to another student or staff member shall be subject to disciplinary action.

## 8. DRUG/ALCOHOL POLICY(#5530)

The sale, purchase, transfer, use or possession of alcohol, drugs, tobacco or related paraphernalia on or off school premises or during school activities is prohibited. This prohibition applies to all forms of illegal or controlled dangerous substances and alcoholic beverages whose sale, purchase, transfer, use or possession is prohibited by law. Be aware that the school alcohol/drug policy shall be strictly enforced. Disciplinary action may be taken. Regulations for #5530, # 5536 will be followed.

## 9. RANDOM DRUG TESTING POLICY (#5536)

Students who participate in athletics, extracurricular activities, and/or receive a school authorized parking permit will be required to consent to the provisions of the Random Drug Testing Program. Regulations for #5536 will be followed.

## 10. MEDICATION

If a student needs medication, consultation with the student's physician should be made about taking the medication before and/or after school hours as no child will be allowed to take any medication in school without administrative approval. The following procedure must be observed:

- A. A request in writing by the parent or guardian of the student that the school nurse administer the medication.
- B. A written order from the doctor stating the diagnosis, name of the medication, the dosage, and frequency of dosage.
- C. The medication must be kept in the Health Office in the original pharmacy container.

## 11. SMOKING

**Board of Education policy and state law prohibit the use and/or possession of tobacco on school grounds, including the use of electronic cigarettes or related products at events sponsored by Board away from school, and on any transportation vehicle supplied by the Board. VIOLATIONS WILL BE REPORTED TO THE Board of Health, and students will be DISCIPLINED.**

## 12. PUBLIC DISPLAYS OF AFFECTION

Public displays of affection while in school or at a school sponsored activity are considered to be inappropriate and could result in disciplinary action.

### 13. CELL PHONES

The possession of cell phones, radios, cameras, laser pointers, I-Pods, etc. may not be visible or used during school hours. Such devices will be confiscated, and the student will face disciplinary action. Cell phones must be turned-off and stored appropriately during the school day. Students may not use phones for any reason of videotaping or posting to social media.

- 1st Offense: Device is confiscated and returned to the student at the end of the school day.
- 2nd Offense: 1 day ISS. Device is confiscated and returned to a parent at the end of the school day.
- 3rd Offense: 1 day OSS. Device is confiscated and returned to a parent at the end of the school day.

### 14. PROFANITY

Offensive, abusive or obscene language is not acceptable. Any pupil using profanity or obscene language is liable to disciplinary action, which may include suspension from school.

### 15. LOCKERS (Policy #5700) (HALLWAY AND PHYSICAL ED.)

- A. Each student is responsible for the locker's order and contents. If a problem arises with the operation of a locker, the student should report it to the office. Fines will be assessed for willfully damaging lockers.
- B. A student's locker is considered to be the property of the school. A locker is subject to inspection/search upon the authorization of the administration.
- C. Students are advised against bringing large sums of money or other valuable belongings to school. The school will not be responsible for lost or stolen items/money at any time.
- D. Student's personal lock may be cut off by the administration for safety and/or security reasons at anytime.

### 16. LIBRARY SERVICES/TECHNOLOGY CENTER

The library may be used for reference assignments and recreational reading. It is essential that students respect the rights of classmates in maintaining a quiet atmosphere in the library.

Students from study hall and lunch periods are requested to sign up for the library or media center in advance and to report directly there.

Students who wish to use the Technology Center during school hours must have a pass from the Librarian. Passes will be given from 7:10-7:25 and 1:55-2:10 in the Library.

## 17. CHROMEBOOK INITIATIVE (#2361)

All High School students will be given the opportunity to take part in our High School's "1:1" Chromebook Initiative. All parents, guardians, and students will be required to consent to the provisions of the Chromebook Initiative Contract. Regulations for #2361 will be followed.

## 18. INTERNET/COMPUTER ABUSE POLICY

Using school computers for illegal, inappropriate or obscene purposes, or in support of such activities, is prohibited. Illegal activities are defined as activities which violate federal, state or local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the computer network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

### 1st Offense:

Parents will be notified

Student will lose internet/computer privilege for 10 school days. Student will be given one Saturday Detention.

### 2nd Offense:

Parents will be notified

Student will lose internet/computer privilege for one full marking period or eight weeks.

Student will be suspended from school for one day.

### 3rd Offense:

Parents must come in to school for a conference before student can return to school.

Student will lose internet/computer privileges for the remainder of the school year.

Student will be suspended from school for three days. Depending on the nature of the infraction, police may be notified.

## 19. SCHOOL BUS REGULATIONS

Disruptive students on a school bus constitute a safety hazard. In the interests of safety, all students should understand the necessity for strict compliance with the following rules:

- A. Be on time at the designated school bus stops and remain out of the roadway while waiting for the bus.
- B. Wait until the bus comes to a complete stop before attempting to enter or exit.
- C. Remain seated while the bus is in motion.
- D. No part of the body should ever be extended outside the bus.
- E. Aisles must be kept clear at all times.
- F. Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.

- G. Nothing should be thrown either into or from the bus.
- H. Smoking on the school bus, and bus stop is strictly forbidden. Violators may be subject to a fine.
- I. Crowding, pushing, shoving, etc. are dangerous.
- J. Bus stops and other designated areas are extensions of the school. Bus misconduct may result in a verbal reprimand, detention or suspension. Parents will be responsible for providing transportation to and from school should their child be suspended from the bus.
- K. Students must ride the assigned bus to and from school and all after school activities. Students who need to be a guest on/off a bus must obtain written permission from the administration.

## 20. LATE BUSES

Late buses will run Tuesday, Wednesday and Thursday only, September through June at 3:15 pm.

## 21. STUDENT PARKING/DRIVING PRIVILEGES (Policy #5514)

Driving/Parking on the high school campus is a privilege:

- A. Students with a valid driver's license are eligible for parking privileges.
- B. Permits to park on campus may be purchased in the main office with copies of the following:
  - i. Written parental/guardian permission.
  - ii. Copies of automobile insurance, vehicle registration and driver's license.
  - iii. Signed Random Drug Testing consent form.

Failure to comply with school regulations may result in loss of driving/parking privileges and possible suspension from school.

- C. Parking decals must be displayed while parked on school grounds.
- D. Improperly parked vehicles (i.e. parked in unauthorized areas, areas designated for emergency or faculty vehicles, without permits or in other student's assigned spots) will lose driving/parking privilege and possible disciplinary action.
- E. Students are not permitted to visit or sit in their cars during school hours. Cars should remain locked during the school day.
- F. Exercise caution when driving on school property. School buses and pedestrians have the right of way.
- G. The speed limit on school property is 10 mph. Speeding will result in driving/parking privileges being revoked, and the parking decal will be removed from the car.

- H. Student drivers who are repeatedly late to school will have their driving/parking privileges suspended.
- I. Student drivers who use their vehicles to leave school without administrative approval or to transport other students off school grounds will be suspended from school and will lose their driving/parking privileges. See Code of Conduct.
- J. Other students are not permitted to drive/park your car or use your parking spot while your privileges are suspended.

## 22. CARE OF SCHOOL PROPERTY (Policy #5513)

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage. Such damage will be considered vandalism and may be reported to the police.

Textbooks are loaned to students for their use during the school year. Be sure your name and grade are written on the book label. Students are requested to cover all school texts. You will be required to pay for lost or damaged books per the following:

- 1 year old book: full purchase cost
- 2 year old book: 80% full purchase cost
- 3 year old book: 60% full purchase cost
- 4 year old book: 40% full purchase cost
- 5 year old book: 20% full purchase cost

## 23. VISITORS/GUESTS

Students may not bring visitors to school.

All parents/visitors must sign in at the main office.

## 24. PLAGIARISM/CHEATING:

The giving and receiving of answers in major or minor testing situations, and the intentional plagiarism or submission of non-original reports, projects or oral presentations and term papers is unacceptable.

Students caught cheating/plagiarizing will receive a grade of "0" for the assignment. Parents will be notified by the teacher.

## 25. CAFETERIA SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at reasonable prices.



Students are not permitted in the halls during their lunch period unless for lab, library or extra help. Permission to leave the cafeteria for any reason is at the discretion of the supervising teacher or cafeteria aide. No passes will be issued the last ten minutes of a period. **No food is to be taken or eaten outside of the cafeteria at any time during the school day.**

## 26. FIRE DRILLS/SECURITY DRILLS

Fire drills are required by law for the safety of students and faculty.

Fire Drills:

- A. At the fire signal (continuous sound), any and all talking will cease.
- B. Specific exit instructions are found in each classroom next to the exit door. Familiarize yourselves with these instructions.
- C. Each class will exit the building per the instructions and move rapidly, silently, and alert to emergency instructions.
- D. Evacuate the building to a point 50 feet beyond the exit.
- E. At the all clear signal, return to the building.

Security Drills:

- A. Follow directions given by staff.

## 27. HEALTH SERVICES

An emergency card is to be filled out by each student. It will be kept on file in the nurse's office in order that the parent or other designated person can be notified when necessary. This card should be kept up to date.

The health office is available to pupils for illness, injuries or emergencies at all times. All students are reminded that they must sign the nurse's sheet in order to officially be in the nurse's office. No student will be admitted to the health office without a pass. If a student feels the need to see the nurse between classes, he/she must first report to the next period teacher and obtain a pass.

Under no circumstances should any student who is feeling ill leave the campus without permission from the nurse.

## 28. STUDENT INSURANCE

Accident insurance covering students to and from school and during school hours is optional. Contact the office if you choose to purchase student insurance.

## 29. STUDENT ID'S

Every student is issued a student picture I.D. card. Students are required to carry their student I.D. card while on campus and present it when requested to do so. See Code of Conduct for additional information. ID cards may be used as a debit card for the purchase of cafeteria items. See the cafeteria manager for additional details.

## 30. BUILDING SECURITY/ELECTRONIC SURVEILANCE

Video cameras are used for security purposes in common areas in the school building and outside on school grounds. All students reporting to school after school day has begun are required to use front entrance for admittance.

## 31. STUDENT PRIVILEGES/PROM

Student privileges include the ability to participate in extra-curricular activities, the prom, graduation ceremony, athletics, field trips, social events, class trips, parking on campus and transportation. Privileges are based on both academic standing and “good citizenship” within the Hopatcong High School and its community. Be aware that privileges may be suspended for cause, i.e. suspensions, absences, academics, substance use, health/safety concerns, etc. by the administration at any time. Students 21 years of age or older are not permitted to attend the Prom unless they are Hopatcong High School students. Current HHS students may not attend the prom if they are failing courses needed for graduation. See Code of Conduct for additional information concerning the Prom and Senior class trip. Students must participate in the random drug testing program.

Any student who does not meet NJSIAA academic regulations pertaining to credits will not be permitted to take part in any extracurricular activity or athletic program. Your schools conduct and discipline can have an effect on your retention of this privilege. Any student who is suspended from school (OSS) may not participate in the sport/activity during the suspension period and may receive additional discipline from their coach or advisor. Refer to Student Handbook. Multiple suspensions may require a student, along with his/her parent/guardian, to appear before an administrative review committee. At this meeting, exclusion from all athletic, extracurricular, social activities and school trips for the remainder of the school year will be considered.

## VI. COUNSELING AND GUIDANCE SERVICES

The purpose of the Guidance Department is to offer assistance with various issues students may face in school. Students are encouraged to go to their counselor for help. Information on occupations, the armed services, college, and summer jobs is also available in the Guidance Department.

<u>COUNSELOR</u>		<u>PHONE</u>
Linda Padula	Counselor	973-770-8967
Lisa Dunmyer	Counselor	973-770-8865
Robert Chaewsky	Counselor	973-770-8884
Jaime Walker	Director of Guidance	973-770-8863
Jackie Tillson	Substance Abuse Coordinator	973-398-8803

In addition, the following staff is available to assist students and parents:

Leticia Anthes	Social Worker	973-770-8825
Janet Autorino	Learning Consultant	973-770-8972
Susan Pallotta	Social Worker	973-770-8858
Mary Ellen Fata	Crisis Counselor	973-770-8991

### 1. HOME INSTRUCTION

If a student has a temporary or chronic health condition, a parent may provide their guidance counselor with a request from a physician/medical doctor documenting the projected need for home instruction. Such an instance would be due to more than 10 consecutive school days of absence or 20 cumulative school days of absence during the school year. In order to receive this instruction, a telephone call must be made to the Guidance Office requesting the service. A physician's note advising the counselor that home instruction is required, the approximate length of time, and with diagnosis must be submitted. A parent/guardian or another responsible adult must be at home during the instruction period. Teachers assigned to home instruction will call the home directly to make visitation arrangements.

### 2. HOMEWORK REQUESTS

To obtain homework, students and parents should utilize the school website [www.hopatcongschools.org](http://www.hopatcongschools.org), click on "Staff", then click on the teacher's name to access their individual websites and homework postings.

### 3. GUIDANCE APPOINTMENTS

A. Students must follow the procedures listed below to request an appointment with their Guidance Counselors:

- i. Students may make appointments to see their counselors by going to the Guidance Office before/during homeroom, during lunch or after dismissal.
- ii. The guidance secretary will give the student an appointment pass.
- iii. The student will present the appointment slip to the teacher during whose class/lunch or study hall the appointment has been scheduled
- iv. At the conclusion of the appointment, the counselor will return the appointment slip to the student indicating the time he/she left the Guidance Office. The student will be responsible for retaining the slip and presenting it to the teacher(s).

- B. The above procedure will not apply in cases of emergency. Emergencies will include, but not be limited to:
  - i. Serious personal problems
  - ii. Immediate teacher referrals
  - iii. Referrals by administration
- C. When college representatives plan to make scheduled visits, notification of these visits will be made to students the previous week. If a student wishes to attend a college representative's presentation, he/she must follow the procedure as described in number one (1) above.

#### 4. CHANGE OF ADDRESS AND TELEPHONE NUMBER

Any student who changes his/her home address and/or telephone number must report this change to the guidance secretary. This change is subject to confirmation. Proof of change of address is required.

#### 5. DROP/ADD POLICY

If any course is to be dropped, it must be done within the time limit established by the school. The following conditions must be satisfied before approval for a course to be dropped will be granted. The course must be replaced by a suitable alternative during the same period.

- A. Careful review by the counselor to ensure that a change is both necessary and justified.
- B. A course may only be dropped/added during the first two (2) weeks of the course, except for level changes.
- C. Students opting to withdraw past the day/add deadline would have to do so before the end of the 3rd marking period for full year classes, or by mid marking period of 2nd half for semester courses.

#### LEVEL CHANGES

It is sometimes necessary to change the level of a course in which a student is enrolled. This change should be made only after careful consideration.

- A. Level changes can be made up until the end of MARKING PERIOD 1. After MARKING PERIOD 1, there should be NO level changes.
- B. Under certain circumstances, a student may have to drop a level after Marking Period 1.
- C. In such a case, the grade at the time of withdrawal must be noted on the academic transcript as WP (withdrew passing) or WF (withdrew failing).

D. A change in level should only be made after contact with the counselor, parent/guardian, student, teacher, and administrator.

E. Level Changes will be reviewed/approved by Administration.

### RECORD KEEPING/PROMOTION

A. If a course is dropped before the close of the first marking period, no record will be kept.

B. If a course is dropped after the close of the first marking period, the student's transcript will reflect a WP (Withdrawn Passing) or WF (Withdrawn Failing) for that particular course depending on the academic standing of the student upon removal from the course. No partial credit will be given for a WP.

C. In high school, promotion generally means your grade assignment - Freshman, Sophomore, Junior, Senior. This is determined on a credit basis. In addition to a specified number of credits, certain courses are required for graduation.

#### 9th Grade

All incoming 9th grade students.

#### 10th Grade

In order to be assigned to the 10th grade, you must have completed 30 credits and pass Global, ELA, Global History and P.E.

#### 11th Grade

In order to be assigned to the 11th grade, you must have completed 60 credits and pass English II, P.E. 10, P.E 11, 1 year of Social Studies, Math and Science.

#### 12th Grade

In order to be assigned to the 12th grade, you must have completed 90 credits and pass English III, P.E. III, 2 years of Math, Science and Social Studies.

### 6. CAREER INFORMATION

Career information is available by appointment through the Guidance Office or through the Career Education Center in the Library.

## 7. COLLEGE COURSES/ GRADE 12 OPTION/ONLINE COURSES

Seniors may take college courses or participate in the concurrent credit per the following:

- A. Each senior is bound by Board Policy #5460 and #5113 which requires that thirty (30) credits of course work be taken by each student each school year. If a senior does not need thirty high school credits to reach his/her cumulative credits for graduation, the differential in credits that is necessary for graduation and the thirty credit requirement may be taken in an approved college program. The Principal may waive the 30 credit requirement on a case-by-case basis.
- B. Proof of acceptance, such as a class card, to the institution must be presented to the student's guidance counselor by September 15th of the new school year. At the completion of each course, a copy of the student's transcript is to be submitted to the guidance office.
- C. Parent/guardian permission.
- D. Approval by the student's guidance counselor of his/her program.
- E. Approval by the high school principal, who will consider each case individually.
- F. Off-site college courses will be counted toward graduation but will not be included in a student's GPA.
- G. Students may not enroll in the online courses to fulfill graduation requirements except in the case of:
  - 1) Enrichment in a subject area NOT offered at HHS
  - OR
  - 2) Credit Recovery

\*Credit recovery involves the repetition of a required course in order for a student to receive credit for graduation purposes. Credit recovery courses may be completed online through a provider approved by the district or through a state-approved traditional summer school program. Approval for credit recovery/enrichment course work must be obtained by a student's guidance counselor

## 8. EXTRA ACADEMIC ASSISTANCE

Students may require extra academic help beyond the school day. All students are encouraged to make "extra-help" appointments with their teachers. Homework Club meets after school on Tuesday, Wednesday and Thursday in the Library.

## 9. GRADING SYSTEM

The grading system utilized for students enrolled in Hopatcong High School measures student performance as he/she compares with other students in a particular subject area.

The following factors, where applicable, are to be utilized in the formulation of student grades in all subject areas to provide a comprehensive assessment of student progress:

Tests	Projects
Quizzes	Homework
Class Participation	Notebooks
Reports	Oral and Written Term Papers

Each department within the school is required to utilize the relevant grading components listed above, and each teacher will clearly explain the value of all of the grade indicators that will be utilized for the specific courses taken at the initial meeting of all classes, and copies of all department grading policies are maintained online.

### 10. COMPUTING GRADES

Teachers will maintain numerical grades for work received during the marking period. Grades will be recorded numerically 0-100 with 65 as the passing grade. Report cards will reflect the alpha grade only.

For the purpose of determining a student’s report card grade, the following scale shall be used:

\*Although the chart below illustrates rounded scores to 1/10<sup>th</sup>, actual computation formula uses unrounded true score.

Alpha Grade	Numeric Equivalent	Quality Points	
		Regular Classes	Honors/AP Courses
A+	98 - 100	4.3	5.3
A	94 - 97	4.0	5.0
A-	90 - 93	3.667	4.667
B+	87 - 89	3.333	4.333
B	83 - 86	3.0	4.0
B-	80 - 82	2.667	3.667
C+	77 - 79	2.333	3.333
C	73 - 76	2.0	3.0
C-	70 - 72	1.667	2.667
D+	68 - 69	1.333	2.333
D	66 - 67	1.0	2.0
D-	65	0.667	1.667
F	0 - 64	0.0	0.0

**The numeric range of the alpha grade (F) will be worth a minimum of 50 to a maximum of 59 for ninth graders ONLY and ONLY for the first marking period. For the second, third, and fourth marking periods, ninth graders will receive the actual numeric grade they earn. All other students will receive the actual numeric grade they earn for all four marking periods.**

In grades 9-12, the final mark for the year is obtained by averaging the numerical grades of all the marking periods and the final exam, according to the following percentages:

<b>Term Weights</b>	<b>M1</b>	<b>M2</b>	<b>M3</b>	<b>M4</b>	<b>E1</b>	<b>Y1</b>
Full Year Courses	22.5%	22.5%	22.5%	22.5%	10%	100%
Semester 1 Courses	45%	45%			10%	100%
Semester 2 Courses			45%	45%	10%	100%

PE/Health/Driver Education courses have no final examinations; they are valued at 25% per marking period.

NOTE: The following grades will be utilized in special situations:

- P = Pass
- F = Fail
- I = Incomplete

Grades of “P” will not be considered for Rank, GPA, and Honor Roll.

### 11. GRADE POINT AVERAGE

The following procedure is used to determine grade point average:

\*Although the chart below illustrates rounded scores to 1/10<sup>th</sup>, actual computation formula uses unrounded true score.

Quality Points  
Regular Classes

- A+ = 4.3
- A = 4.0
- A- = 3.667
- B+ = 3.333
- B = 3.0
- B- = 2.667
- C+ = 2.333
- C = 2.0
- C- = 1.667
- D+ = 1.3
- D = 1.0
- D- = 0.667
- F = 0

Quality Points  
Honors/ AP Courses

- A+ = 5.3
- A = 5.0
- A- = 4.667
- B+ = 4.333
- B = 4.0
- B- = 3.667
- C+ = 3.333
- C = 3.0
- C- = 2.667
- D+ = 2.333
- D = 2.0
- D- = 1.667
- F = 0

Grade Point Average = Quality Points divided by Potential Credits

Rank in class is determined by grade point average.

\*\*Valedictorian and Salutatorian will be named at the end of the third marking period for graduations purposes.

\*\*Official rank will be determined upon calculation of final grades.



## 12. INCOMPLETES

If students are absent from school because of illness or if they do not have their work complete, teachers may give an incomplete for the marking period. Incomplete work must be made up within ten days of the end of the marking period. Teachers will change the incomplete grade to the appropriate grade within 2 weeks.

No Incompletes are given at the conclusion of the fourth marking period without the prior approval of the Principal.

## 13. GRADE REPORTING

Report cards will be available online four times during the school year. Parents without computer access can have grade reports mailed home; call 973-770-8861 to be put on our list.

## 14. MARKING PERIOD DATES

The school year is divided into four marking periods. Each marking period grade has equal value. The marking period dates are listed on the District calendar.

## 15. PROGRESS AND DEFICIENCY REPORTS

At the mid-point of each marking period, progress reports are available online. These notices indicate student progress. The progress report dates are listed on the high school website under Guidance, then Grade Reports.

## 16. HONOR ROLL

- A. High Honor Roll = marking period GPA of 3.7 or greater.
- B. Honor Roll = marking period GPA of 3.3000 through 3.6999
- C. Actual numeric value of GPA to four decimal places determines Honor Roll status; no rounding permitted. The following grade designations are “place holders” and are not included in Honor Roll calculations: Withdrew Passing (WP), Withdrew Failing (WF), Excused/Exempt (E), Pass (P), and Incomplete (I).
- D. Loss of credit due to absences (“Z” grades) excludes students from Honor Roll.

## 17. FINAL EXAMINATIONS

- A. Final exams will be administered at the end of each course. All students are expected to take their exams on the scheduled days.

B. Students who are absent from an exam will be able to make up the exam with the approval of the Administration.

- Prior to start of exam week: A note, signed by the parent/guardian, explaining why the exam will be missed will be presented to the Principal for his approval or disapproval. The student will get a note from the principal for a make-up exam.
- During exam week: Upon returning to school, a note signed by the parent explaining why the student missed the exam will be presented to the Principal for his approval or disapproval. The student will get a note from the principal, and this note will admit the student to the library for the make-up exam.

## 18. EXAMINATION EXEMPTION POLICY

Any student who has received a grade of "A-" "A" or "A+" in a course for four consecutive marking periods (two for a semester course), may be exempt from taking a final exam in that course. To be exempt from final examinations, students must have the recommendation from their classroom teachers, as well as written parental and administrative approval.

## 19. AP/HONORS COURSES

Requirement for AP/Honors Courses are listed in the current Curriculum Handbook.

## 20. HONOR COURSES/ADVANCED PLACEMENT/CC COURSES AND CLASS RANK

In computing averages for the purpose of determining class rank, one additional quality point will be added to the final grade point value.

EXAMPLE: A grade of "A", which equals four quality points in a regular course, will be given five quality points if the "A" is received in any honors or AP course

## 21. GRADUATION REQUIREMENTS (Policy #5460)

See Curriculum Handbook

## 22. MEDICAL EXCUSE

Students who cannot attend physical education courses and have the required doctor's written reason are excused from participating in physical education for the duration of the medical excuse. Medical excuses are not retroactive. Students may be required to attend the P.E. class and participate in limited P.E. activities and/or complete written work.

### 23. SUMMER SCHOOL/ CREDIT RECOVERY

Every student who fails a course is strongly encouraged to go to summer school. Underclassmen will not be permitted to “double-up” for failed courses. If a student does not attend summer school, it is possible that he/she may not graduate with his/her class and may be ineligible for extra-curricular activities.

If your child anticipates having to attend summer school, please be aware of the following guidelines:

- A. All courses must be approved by the counselor.
- B. Summer school credit will not be accepted without the “**HHS Summer School Review Course Approval**” form (available in Guidance) completed.
- C. Students may attend one of the approved summer schools, as listed below. Specific applications and approval forms for each school are required in addition to the HHS summer school approval form.

#### **SUMMER SCHOOL INFORMATION**

The following is a list of approved summer schools for students who have FAILED a course for the year (60 hour review course).

(60 hours)

<u>SCHOOL</u>	<u>PHONE</u>	<u>WEBSITE</u>
Mt. Olive	973-691-4006	<a href="http://www.mtoliveboe.org">www.mtoliveboe.org</a>
New Jersey Virtual High School	732-389-5555, ext. 1074	<a href="http://www.njvs.org">www.njvs.org</a>
Penn Foster High School	800-961-6407, ext. 6780 Linda Boczar	Contact: Linda Boczar Register over the phone.
Sussex County Educational Services Commission	973-579-6980 Andrea Romano	Register by mail or in person.

### 24. SCHEDULING

While every effort is made to accommodate each student’s course requests, it is sometimes necessary to make an elective change. You may be required to choose between courses if a conflict cannot be resolved. No specific requests for a teacher, lunch periods, PE classes, etc. will be honored. If your child has scheduling errors, you may contact the Guidance Office during the last week of August to schedule an appointment. At the opening of school, clerical errors or omissions on schedules will be dealt with immediately. Other requests for schedule changes will be handled as soon as possible with seniors as first priority, then juniors, etc.

### 25. RIGHTS OF EMANCIPATED STUDENTS (Policy #5700)

A pupil who has reached the age of maturity and is emancipated may request to have his/her report card and all other school related information mailed directly

home. He/she may also write and sign his/her own excuses for being absent or tardy, and permission slips to participate in athletic programs, field trips and other school events.

As an emancipated student 18 years of age or older, you must still obey school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community, including teachers, administrators and adult students. Whether you are 18 or older, you will be held accountable - in terms of grades, disciplinary sanctions or otherwise - for your attendance and conduct in school.

## 26. PROCEDURES FOR COMPLETION OF WORKING PAPERS

Every student obtaining employment who has not reached the age of 18 is required to have working papers. Students should pick up a working paper form from the Main Office each time they are hired for a new job. The form may be picked up between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday during the school year. In the summer, from July 1st through August 31st, this can be done between the hours of 8:00 a.m. and 3:00 p.m. Monday through Thursday. Students must obtain signatures from parents/guardian, employer, and doctor, PRIOR to submitting their working papers to the Main Office.

## 27. STUDENT RECORDS AND TRANSCRIPTS

Requests for student records/transcripts are to be processed through the Guidance Office. A written request must accompany each transcript request, whether the student has graduated or is a current student. Forms are available in Guidance for either case. Official transcripts may not be given to the student or parents unless in a sealed envelope. Unofficial transcripts can be given to students or parents at any time. Please allow at least two weeks prior to deadline dates.

## VII. STUDENT ACTIVITIES

A variety of co-curricular areas are offered to students. All academic requirements and discipline/behavior requirements apply to athletics and to extra curricular

The following athletics/activities are offered at Hopatcong High School:

### ATHLETICS:

Baseball	Boys' Soccer
Boys' Basketball	Girls' Soccer
Girls' Basketball	Softball
Bowling	Tennis (Boys)
Cheerleading	Tennis (Girls)

Cross Country	Track/Field (Girls)
Football	Track/Field (Boys)
Golf	Wrestling
Ice Hockey	

CO-CURRICULAR ACTIVITIES:

Academic Team	Literary Magazine	Senior Class
Chorus	Homecoming Weekend	Ski Club
Class Banner Day	Junior Class	Sophomore Class
Class Officers	Newspaper	Student Council
Chess Club	Marching Band	Teen Arts
Color Guard	Math League	Varsity Club
Community Service Club	Mock Trial	Weight Room
Drama Club	National Honor Society	Yearbook
Freshman Class	Project Quest	
Freshmen In Transition	Science League	

Students who wish to develop informal activities are encouraged to speak with both the administration and representatives of the Student Council.

\*Subject to change as per club proposals throughout the years.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

See high school website for details.

NCAA CLEARINGHOUSE

All high school athletes planning to participate in athletics in a Division 1 or 2 level colleges should register at the conclusion of grade 11 with the NCAA clearing house. For more information contact the High School Guidance Department or the Athletic Department, or online at [www.ncaa.org](http://www.ncaa.org).

STUDENT ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

A. A student at Hopatcong High School must meet the following state requirements to be eligible for participation in interscholastic athletics/activities per; New Jersey State Interscholastic Athletic Association requirements, New Jersey State Board of Education rulings and code requirements, statutes and court rulings and Board policy. In the event of any conflict, the aforementioned shall prevail over Board policy.

- i. See student activity book page 7.
- ii. Any student, 19 years of age, prior to September 1st, is not eligible for interscholastic athletics at any time thereafter (while enrolled in high school).

- iii. A student at Hopatcong High School must maintain the following state academic requirements to be eligible for participation in extra-curricular activities/athletics
  - Grade 9 - 1st semester - full time enrollment as high school student
  - Grade 9 - 2nd semester - passing grades in/or completion of 15 credits.
  - Grade 10 - 1st semester - 30 credits earned during previous year.
  - Grade 10 - 2nd semester - passing grades in/or completion of additional 15 credits.
  - Grade 11 - 1st semester - 30 credits earned during previous year.
  - Grade 11 - 2nd semester - Passing grades in/or completion of additional 15 credits.
  - Grade 12 - 1st semester - 30 credits earned during previous year.
  - Grade 12 - 2nd semester - Passing grades in/or completion of additional 15 credits.
- iv. Students are to be in school by 10:00 a.m. or until 11:30 a.m. in order to participate in any activity, athletic event or practice that day. Missing practice a day before the game or activity may result in not being permitted to participate in the next scheduled game or practice. Exceptions for just cause, (i.e., religious holidays, legal matters, etc.) must be cleared through the Head Coach, Athletic Director or school administration.
- iv. Students not present at school on Friday cannot participate in any athletic contest, practice or school sponsored function on the weekend, unless previously approved by the administration.
- v. Any student suspended out-of-school will not be permitted to participate in any practice, game or school activity. This may be for either the immediate event that day, or week, or for the entire season depending upon the nature of the offense leading to the suspension.
- vi. Athletes must attend after school or Saturday detentions, which take precedence over all other activities.

#### B. Other Requirements for Participation

- i. Students must present a properly signed school form from a parent or guardian granting approval and permission for participation in activities/athletics.
- ii. Student athletes must undergo and pass a health physical administered by a physician. Students must also be cleared through certified cardiac assessment. Only one physical per year is required. An update form will be required for each subsequent sport.

- iii. Students will not be covered by the school district's interscholastic athletic insurance policy. Claims are to be submitted to the parent's insurance company.
- iv. Students shall receive from the school district through the activity advisor or head coach equipment that is appropriate to the sport or activity. Students and their parents are fully responsible for the care and maintenance of this equipment. Damage because of negligence or loss (even if by misplacing or theft) shall not relieve the student/parent from the obligation of paying for the replacement of such equipment.
- v. Student athletes must be physically present at, and successfully participate in, at least six practice sessions prior to any interscholastic participation.
- vi. Rules of participation regarding a non-strenuous sport as defined by N.J.S.I.A.A. shall apply.
- vii. Participation in Random Drug Testing program.

**SUBSTANCE ABUSE POLICY FOR ATHLETICS/ACTIVITIES IN ADDITION TO CODE OF CONDUCT PENALTIES**

Any student found to be in possession of, under the influence of, admitting to the use of, or in the active presence of the use of alcohol, non-prescription drugs or tobacco products on school property will be subject to the following disciplinary action:

See Board Policy, Regulations, and Code of Conduct.  
#5530, #5536

Athletic team/extra curricular/co-curricular participation substance abuse policy is in effect for all students for the entire NJSIAA school calendar year, 24 hours a day, both on and off school property.

Students in possible violation of this policy should confer with or report the incident to the high school administration in an effort to expedite resolution.

## DRESS CODE REGULATION

### A. PROHIBITED CLOTHING AND ARTICLES

The following garments and articles are prohibited in school and at school-sponsored events with the exception of after school athletic activities (both athletes and spectators) and special events such as the high school prom, high school dances:

- i. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing including but not limited to: strapless tops, halters, spaghetti strap tops and sleeveless athletic tops with overly wide arm openings, exposed underwear including sports bras.
- ii. Skirts, dresses, and pants/shorts that end higher than mid-thigh.
- iii. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
- iv. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach such as flip flops.
- v. Patches and decorations that are offensive or obscene.
- vi. Undershirts (underwear) worn without an outer shirt. (Underwear should not be worn as outerwear).
- vii. Clothing that is defaced.
- viii. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor (indoors only).
- ix. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco.
- x. Clothing containing profanity or sexual references or innuendoes.
- xi. Clothing which includes racial or ethnic violence.
- xii. Hats, hoods, visors, headbands, with the exception of hair accessories used to hold hair in place, and other headgear (store these items in backpacks or lockers).



- a. Any clothing that is likely to create a material and substantial disruption to the school environment.

## B. PHYSICAL EDUCATION

Pupils shall wear the following types of clothing for physical education classes:

- i. Athletic style shorts and/or sweatpants.
- ii. A shirt for indoor activities and a sweatshirt or sweatpants.
- iii. Belts, cut-offs, jeans, loose jewelry, and torn clothing and accessories are prohibited.
- iv. Pupils must wear sneakers or rubber-soled athletic shoes, slip-on shoes, hard soled shoes and bare feet are prohibited in gym class.

## C. ENFORCEMENT

Teaching staff members shall report violations of the dress code to the Building Principal or designee, who will interpret and apply the code and intervention procedures.

## D. INTERVENTION PROCEDURES:

If the Principal, Vice Principal, or his/her designee determines a student has violated these guidelines he/she shall:

### FIRST OFFENSE:

- Counsel the students as to the specific violation of the dress code
- Provide the student a school issued shirt and/or sweat pants to wear for the remainder of the day
- Report the violation to the parent/guardian
- Inform student, parent/guardian that subsequent offenses will require the parent/guardian to bring appropriate clothing for the student to wear for the remainder of the day or will sign the student out of school for the remainder of the day.

### SECOND OFFENSE

- Counsel the student as to the specific violation of the dress code
- Contact the student's parent/guardian who will bring appropriate clothing for the student to wear for the remainder of the day or who will sign the student out of school for the remainder of the day

THIRD AND SUBSEQUENT OFFENSE:

- Counsel the students as to the specific violation of the dress code
- Assign detention
- Contact the student's parent/guardian who will bring appropriate clothing for the student to wear for the remainder of the day or who will sign the student out of school for the remainder of the day









HOPATCONG HIGH SCHOOL  
ALMA MATER

HAIL HOPATCONG HIGH

On the shores of Lake Hopatcong,  
    'Neath the bright blue sky,  
    Here on Windsor we do gather  
        At Hopatcong High.  
Teachers, students work together  
    All throughout the year.  
Pride and spirit move us forward  
    As we shout and cheer.  
All the mem'ries stored and treasured  
    After four long years,  
These have been the times most cherished,  
    And we hold them dear.  
Memories of the joy and laughter,  
    How the time did fly!  
Hail to thee, our alma mater,  
    Hail, Hopatcong High!