

HOPATCONG BOARD OF EDUCATION

The Chalkboard

Mr. Paul J. Saxton, Superintendent of Schools

Regular Meeting -
March 19, 2018
7:00 P.M.

The Hopatcong Borough Schools Board of Education at its public meeting on March 19, 2018 approved the resolutions as follows:

I. Finance

▪ 2018/2019 Preliminary Budget Submission

The Board approved the following resolution for submission of the tentative 2018/2019 school budget to the County Superintendent:

“**WHEREAS**, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education a recommended 2018/2019 School District Budget in the total amount of \$37,670,175, as follows; and

WHEREAS, the Board approves the Local Tax Levy of \$24,147,386;

THEREFORE, BE IT RESOLVED the Hopatcong School District preliminary 2018/2019 budget for submission to the County Office is approved as follows on the Meeting Agenda of March 19, 2018.”

	<u>Budget</u>
<u>General Fund</u>	
Fund 10 – Charter School Tuition....	<u>\$ 303,696</u>
Fund 11 – General Operating Fun.....	<u>\$36,679,930</u>

Fund 12 – Debt Service Assessment...	\$ <u>1,614</u>
	<u>\$36,985,240</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>684,935</u>
<u>Debt Service -.....</u>	\$ <u>0</u>
<u>Total Budget</u>	\$37,670,175

- The Board approved the agreement with SSP Architects, LLC to provide a Long Range Facilities Plan/Educational Planner/Phase 1 at the cost of \$20,000.
- **Travel and Related Expenses Maximum**
The Board approves the Chief School Administrator to approve and authorize all travel and related expenses for employees and Board members in accordance with Board Policy No. 6423, up to a maximum of \$75,000 for the 2018/2019 school year.

II. **Personnel**

- The Board approved the request of Neil Pallotta for a New Jersey Family Leave of Absence/Federal Leave of Absence from his position as a Middle School Math Teacher during the period of April 16, 2018 to June 29, 2018.
- The Board rescinded the Approval of the request of Kristine Mendyk for a sabbatical leave of absence for the 2018-2019 school year to complete a 30 credit, 18 month curriculum provided by the NJ-Excel (Expedited Certification for Educational leaders), as per the HEA Collective Bargaining Agreement, as approved in December 2017.
- The Board rescinded the approval of the employment of Ruth Drewes as a Part Time Clerk at the Administration Building in the Hopatcong School District at an hourly salary of \$11.25, effective March 1, 2018.
- The Board approved the employment of Amanda Marcazo as a Part Time Clerk at the Administration Building in the Hopatcong School District at an hourly salary of \$11.25, effective March 20, 2018.
- The Board approved Lillian MacRae to attend High School FIT Trip, outside of the school day, at a rate of \$40 per hour for a total of 6 hours on February 8, 2018 as nursing coverage.
- The Board approved the adjustment of the following 2017-2018 Advisors for the Hopatcong Middle School:

Craig Vallaro	Resign	Intramurals - Spring	C	4	\$953.00	3/1/2018	6/30/2018
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- The Board approved Maggie Ellicott as a Volunteer Teacher Assistant for the 2017-2018 school year at the Hopatcong High School, pending criminal history background reviews, effective March 20, 2018.
- The Board rescinded the approval of Safety Monitors and Ticket Sellers for the Fall 2017 Drama Production, Spring 2018 Music Production and Band Concerts.

Event	Date	Position	Number of Staff	Rate of Pay Each	Total Cost
Fall Drama Production	12/7/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/8/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/9/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/10/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/9/2017	Ticket Seller	1	\$55	\$55
Spring Music Production	4/12/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/13/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/14/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/15/2018	Safety Monitor	2	\$50	\$100
Band Concert	12/19/2017	Safety Monitor	2	\$50	\$100
Band Concert	5/17/2018	Safety Monitor	2	\$50	\$100

- The Board approved the following Day Plus staff members for the 2017/2018 school year:

Name	Nature of Action	Position	Rate	Date Effective
Ronald Schult	Resign	Instructor	\$8.50/hr	2/27/2018
Laurie Solberg	Resign	Instructor	\$12.50/hr	3/16/2018

- The Board approved the following Education students to conduct a field experience in the Hopatcong School District during the 2017-2018 school year:

Student Name	Semester	University	Experience	School	Cooperating Staff Member
Brianna McGreevy	Spring 2018	Centenary University	Observation	High School	Mrs. Pallotta
Charlie Lopez	Spring 2018	County College of Morris	Observation	High School	Mrs. Alzate, Mrs. Boatman
Khai Schooler	Spring 2018	Sussex County	Observation	High	Mrs. Delbagno

		Community College		School	
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- The Board approved substitute teachers, paraprofessionals, custodians, and van drivers. (attachment 1)

III. **Students & Services**

- The Board approved field trip requests, as required by the New Jersey Department of Education. (attachment 2)

IV. **Travel**

- The Board approved travel costs as related in this resolution, which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq. (attachment 3)

V. **Policies & Regulations**

- The Board approved the modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **FIRST READING:**

<u>Policy #</u>	<u>Title</u>
P 5420	Reporting Pupil Progress (Mandated, Revised)
P 7440	School District Security (Mandated, Revised)
P 7441	Electronic Surveillance in School Buildings and on School Grounds (Mandated, Revised)

<u>Regulation #</u>	<u>Title</u>
R 5420	Reporting Pupil Progress (Mandated, Revised)
R 7440	School District Security (Mandated, Revised)
R 7441	Electronic Surveillance in School Buildings and on School Grounds (Mandated, Revised)

- The Board approved the modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **SECOND READING:**

Policy #
P 5330.04

Title
Administering and Opioid Antidote (New, Suggested)

Regulation #
R 5410
R 5460.1

Title
Promotion and Retention (Mandated, Revised)
High School Transcripts (Mandated, Revised)

(attachment 4)

VI. Calendar

- The Board approved the Revised 180 day School Calendar for the 2017/2018 school year due to weather related closings. (attachment 5)

Attachment 1

LIST OF APPROVED SUBSTITUTES

DISTRICT: Hopatcong

COUNTY: Sussex

Date adopted by Local Board of Education Subject to Criminal Background Check March 19, 2018

NAME	INSTITUTIONS ATTENDED	DATES OF ATTENDANCE	DEGREE RECEIVED	MAJOR	CERTIFICATE(S)
SUBSTITUTE AIDES	SUBSTITUTE CUSTODIANS/ MECHANIC Thomas Ward	SUBSTITUTE VAN/BUS DRIVERS	SUBSTITUTE School Nurse	SUBSTITUTE DAY PLUS	SUBSTITUTE BUS AIDES-SCRC

Attachment 2

Field Trips March 2018

Submitted by	Activity Title	Date	Cost per Student
Burns, Mary	Trout Release - Stephen's State Park, 800 Willow Grove Street, Hackettstown, NJ	5/11/2018	\$5.00
Parichuk, Barbara	Medieval Times - 149 Poloto Ave, Lyndhurst, NJ 07071	5/18/2018	\$48.00
Rischawy, Jonat...	Sussex County Teen Arts Festival - SCCC, 1 College Hill Rd, Newton, NJ 07860	3/20/2018	\$15.75
Ferrara, Danielle	Liberty Science Center - 222 Jersey City Blvd, Jersey City NJ 07305	4/9/2018	\$33.00
Pagano, Tanya	Sussex County Miners School Days - Skylands Stadium 94 Championship Place Augusta, NJ 07822	5/24/2018	\$10.29
Wilson, Julie	SWAP Wing a Thon - Buffalo Wild Wings	2/27/2018	\$10.00
Wilson, Julie	SWAP Bowling - Sparta Lanes	03/14/2018 - 02/14/2018	\$10.00
Carr, Joanne	Yellowstone/Tetons - Yellowstone National Park	05/17/2018 - 05/21/2018	\$1,895.00
Binotto, Emil	Flashmob to advertise spring drama production - HMX, TT, DA	3/9/2018	\$0.00
Grieco, Annette	Lake Hopatcong Foundation Educational Program - Hopatcong State Park	6/1/2018	\$0.00
Hensz, Tracey	Annie Jr - Newton Theatre	4/27/2018	\$0.00
Minervini, Emily	Turtle Back Zoo - 560 Northfield Avenue West Orange, New Jersey 07052	5/3/2018	\$14.00
Olsen, Ken	Community Service Club- Musconetcong River Cleanup - Hackettstown Riverfront Park Seber Rd, Hackettstown, NJ	4/14/2018	\$0.00

Attachment 3

Conferences March 2018

Submitted by	Activity Title	Date	Cost
Kennedy, Melissa	Legal Do's and Don'ts: Cyber-bullying, Social Media, Electronic Devices and Schools	11/28/2017	\$54.30
Amelio, Lindsay	Increasing PARCC Proficiency	2/27/2018	\$188.79
Miller, Tammy	Aligning Afterschool/Summer Learning with the School Day: Perfect Together!	3/13/2018	\$183.72
Miller, Tammy	District Visitations for LLD Class Observations	02/01/2018 - 02/13/2018	\$22.94
	Student Inventory for Behavior Support		
Miller, Tammy	Training	3/16/2018	\$106.20
Strzepek, Erica	LLD Classroom Visitations	2/13/2018	\$8.99
Bitetto, Joseph	Conquer Math workshop	1/30/2018	\$0.00
	Visitation/observation multi-grade LLD classes,		
Szczubelek, Mar...	Netcong and Newton	2/13/2018	\$0.00
Autorino, Janet	Out-of-District Visitation	2/1/2018	\$3.78
	Practical Strategies to Use Guided Math to		
Annette, Suzanne	Strengthen Your Math Instruction	3/22/2018	\$254.48
	Practical Strategies to Use Guided Math to		
DeMetro, Dana	Strengthen Your Math Instruction	3/22/2018	\$254.48
Mastroviti, Susan	Conquer Math Workshop	11/17/2017 - 03/08/2018	\$195.59
Saxton, Paul	Sussex County Superintendent's Roundtable	1/19/2018	\$8.99
Longo, Shawna	Arts Integration Next Steps	2/2/2018	\$38.44
Longo, Shawna	Makerspace Activities in the Arts	2/28/2018	\$0.00
Longo, Shawna	A Close Look at Impactful Art Learning	4/13/2018	\$32.86
Longo, Shawna	NJ Music Tech Expo	5/21/2018	\$25.42
Benfatti, Lewis	Neptune High School STEAM visitation	2/2/2018	\$54.53
Benfatti, Lewis	Bergen County Academy	2/7/2018	\$26.10
Benfatti, Lewis	NJAC Principal meeting	2/15/2018	\$7.25
	Time Saving Strategies to Integrate Your OT		
Hutchinson, Pam...	Interventions into Classrooms	3/19/2018	\$277.17
	Practical Strategies to Use Guided Math to		
Hjorth, Christine	Strengthen Your Math Instruction Grade K-3	3/22/2018	\$254.48
Dunmyer, Lisa	Counselor Brunch	3/5/2018	\$0.00
Longo, Shawna	Facilitating Arts Integrated Learning	3/27/2018	\$33.48
Sciabica, Doreen	Conquer Math Workshop	11/17/2017 - 03/08/2018	\$195.59
Ferrara, Danielle	School Visitation	2/13/2018	\$0.00
Jensen, Todd	Visit to Neptune High School for STEAM	2/2/2018	\$0.00
	Future Teachers exchange program/STEAM		
Jensen, Todd	visit	2/8/2018	\$0.00
Zimmermann, Kurt	STEAM visit to Neptune High School	2/2/2018	\$59.60
DeMetro, Dana	Conquer Math Workshop	11/17/2017 - 03/08/2018	\$195.59

Valle-Campo, Dawn	What's the Story? Using Narrative Structure to Teach Communication and Leadership the Digital Age	5/21/2018	\$90.00
Kester, Kristine	What's the Story? Using Narrative Structure to Teach Communication and Leadership in the Digital Age	5/21/2018	\$98.62
Zimmermann, Kurt	STEAM visit to Neptune High School	2/7/2018	\$26.04
MacRae, Lillian	GI Issues in the Pediatric Setting - Including Crohn's Disease, Ulcerative Colitis and Tube feeding	11/14/2017	\$0.00
Balinski, Luanne	What's the Story? Using Narrative Structure to Teach Communication and Leadership in the Digital Age.	5/21/2018	\$90.00
Kalembe, Christ...	Writing Rebels: Breaking the Rules	3/23/2018	\$100.58
Geary, Matthew	2018 NJSBGA Expo / NSPMA Conference	03/11/2018 - 03/14/2018	\$504.14
Geary, Matthew	Utilizing Technology to Achieve Sustainability In Your School	4/27/2018	\$24.74
Longo, Shawna	Arts Integration Writing Guide	02/12/2018 - 03/23/2018	\$62.00
LaRosa, Kathleen	Community-based Instruction Program Showcase 2017-2018	4/20/2018	\$15.50
Brennan, Pamela	WINTER 2018 ARTS INTEGRATION AND STEAM ONLINE CONNECTIVITY CONFERENCE	2/3/2018	\$0.00
Hallenbeck, Jef...	21st Century Drug & Violence Prevention Training - LEAD	03/18/2018 - 03/20/2018	\$114.28
LaRosa, Kathleen	Community-based Instruction Program Showcase 2017-2018	4/20/2018	\$15.50
Hallenbeck, Jef...	Safer Communities Initiative	2/27/2018	\$16.31
Hallenbeck, Jef...	NJDOE PARCC Training	2/28/2018	\$12.21
Manisa, Danielle	Sussex County School Counselor Association	2/13/2018	\$10.29
Culcasi, Michele	Fostering Student Success: Emotional Health Issues in the Classroom	2/15/2018	\$0.00
Landshof, Michael	Descriptive Statistics	2/14/2018	\$164.78
Jensen, Todd	Urban Suburban Exchange Passaic County Tech High School	2/15/2018	\$0.00
Cavallo, Pamela	GI Issues in the Pediatric Setting - Including Crohn's Disease, Ulcerative Colitis and Tube Feeding	11/14/2017	\$0.00
Pallotta, Susan	out of district meeting	2/14/2018	\$7.87
Pallotta, Susan	out of district meeting	2/15/2018	\$13.14
Mullane, Joanne	Superintendent's Roundtable	2/23/2018	\$0.00
Balinski, Luanne	Observation	2/22/2018	\$0.00
Piereth, Melanie	Reflex Development: Testing and Integration Techniques for Clinical Application	4/18/2018	\$336.45
Mullane, Joanne	Early Childhood, P-3 NJPSA/FEA Meeting	3/9/2018	\$33.17

Kennedy, Melissa	Healing in the Classroom: Joseph T. Quinlan Bereavement Center	03/01/2018 - 03/02/2018	\$212.40
	School Climate Team Training: Create a Culture of Kindness: Core Practices to Transform		
Kennedy, Melissa	School Culture	3/22/2018	\$56.16
Dinnocenzo, Mary	Observation @ Northern Hills	2/23/2018	\$8.37
Giugliano, Cath...	Conquer Math workshop series	11/06/2017 - 03/27/2018	\$77.50
Takacs, Christina	School Climate Team Training	3/22/2018	\$45.00
Schuffenhauer, ...	School Climate Team Training	3/22/2018	\$54.92
Anthes, Leticia	OOD IEP MEETING	3/13/2018	\$9.67
Buglovsky, Chri...	HWS AD Meeting	3/7/2018	\$24.80
	Create a Culture of Kindness: Core Practices to Transform School Culture	3/22/2018	\$60.19
Walker, Jaime	Conquering Math	2/28/2018	\$0.00
Bitetto, Joseph	Meeting at Northern Hills Academy	2/28/2018	\$6.20
Miller, Tammy	Strategies & Structures for Teaching Reading & Writing	3/8/2018	\$225.67
Christiano, Sta...	Transitioning from High School to College	3/8/2018	\$0.00
Culcasi, Michele	OOD IEP Meeting	4/11/2018	\$8.99
Anthes, Leticia	Handle With Care	5/30/2018	\$450.00
Hensz, Tracey	Let's Get Talking with Apraxia Webinar	3/7/2018	\$0.00
Balinski, Luanne	Practical Strategies to Develop a Positive GROWTH MINDSET to Increase Your Students' Grit, Motivation and Responsibility for Their School Success	5/16/2018	\$247.68
Cubberly, Karen	Out-of-District visitation	3/14/2018	\$9.05
Autorino, Janet			
Martinez, Steph...	School Age Understanding Licensing Workshop	3/20/2018	\$0.00
Balinski, Luanne	How to Provide Services as a Preschool SLP	3/8/2018	\$0.00
Balinski, Luanne	Complex Communication Disorders Webinar	3/8/2018	\$0.00
	How to Use the Core Vocabulary Approach to Teaching AAC Webinar	3/8/2018	\$0.00
Balinski, Luanne	Out-Of-District visitation	3/27/2018	\$9.05
Autorino, Janet	NJASA Spring Leadership Conference	05/16/2018 - 05/18/2018	\$970.38
Mullane, Joanne			
	Breakthroughs in School Counseling: Practical & Effective CBT in a School Setting	3/23/2018	\$5.82
Montefusco, Sta...	Handle with Care	5/30/2018	\$459.92
Miller, Tammy			

total \$7,160.16

District Policy

5420- REPORTING PUPIL PROGRESS (M)

Section: Students

Date Created: June, 1992

Date Edited: September, 2010

M

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parents. The Board directs the establishment of a program of reporting pupil progress to parents by both written reports and/or by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting pupil progress to parents and guardians that utilize various methods of reporting appropriate to grade level and curriculum content; insure that the pupil and parent receive ample warning of a possible failing grade or any grade that would adversely affect the pupil's educational status; enable the scheduling of parent-teacher conferences at such times as will insure the greatest degree of participation by parents; and require the issuance of report cards and/or progress reports at least ~~four~~ three times per year.

Reports of individual achievement on state assessment tests shall be promptly made available to the pupil or the pupil's parent.

N.J.A.C. 6:8-7.1(a) 6

Adopted: 29 June 1992

Revised: 28 September 2010

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School District Security of School Premises
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[See POLICY ALERT Nos. 96 and 214]

7440 SCHOOL DISTRICT SECURITY OF SCHOOL PREMISES

The Board of Education believes that the buildings and facilities of this the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect that the school community's investment in the school buildings and facilities.

The school district security program will include: the maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance the observation with of safe practices in the use of electrical, plumbing, and heating, and other school building equipment. The Board directs close cooperation of district officials with local law enforcement, officers, fire fighters, the sheriff's office, and insurance company inspectors fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Personal Aaccess to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access keys improperly.

Building records and funds shall be kept in a safe place and secured under lock and key as appropriate and necessary.



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School District Security of School Premises

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of **school resource officers, school security officers, and/or law enforcement officers** ~~guards~~ in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Adopted:



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POLICY GUIDE

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Electronic Surveillance In School Buildings
and On School Grounds
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M

[See POLICY ALERT Nos. 177 and 214]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, ~~and if so in which~~ it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:



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Electronic Surveillance In School Buildings
and On School Grounds

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted:



District Regulation

5420 - REPORTING PUPIL PROGRESS (M)

Section: Students

Date Created: October, 1994

Date Edited: November, 2013

M

A. Purpose

The purpose of reporting the educational progress of pupils is to

1. Inform parents of the progress children have made in school;
2. Apprise pupils of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each pupil's progress;
4. Provide a cumulative record of a pupil's progress through the educational system; and
5. Enable each pupil to gain a positive sense of his or her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Performance Reports will be issued at the following intervals:

Grade Levels	Dates on which cards will be issued
K-5	Three times a year
K-8-6-8	Four times a year
9-12	Online grade access is available in real time via the parent portal.

2. The schedule of dates on which report cards will be issued or marking period end dates will be published in the parent and student handbooks distributed by each school and posted on the website so that parents can anticipate the receipt of a report card.
3. Parents and pupils will be notified in writing of the possibility of a failing grade at least at the mid point of the marking period.
4. Parents and pupils will be notified in writing via mail or electronic format of the possibility of a pupil's retention at grade level in accordance with Policy No. 5410.

5. Notices given pursuant to ¶B2 and ¶B3 will be sent home with the pupil in grades K-5 and will be mailed to the parent in grades 6-8. (In grades 9-12, notices will be sent via email and through the parent portal).
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parents informed of the educational progress of their children.

C. Performance Reporting Format

1. The form of report cards will be periodically reviewed by the Superintendent and the Director of Curriculum and Board Secretary in order to insure that report cards effectively and accurately report pupil progress.
2. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
3. At the secondary level, report cards will record pupil achievement in academic subjects, as well as the pupil's personal growth and development.
 - a. ~~The kindergarten report card will stress the degree of mastery of skill achieved.~~
 - b. ~~The Grade 1 report card will record a specific symbol for both effort and degree of mastery of specific skills.~~
 - c. ~~In Grades 2-12, report cards/online grades will record pupil achievement in academic subjects in comparison with their peers, as well as the pupil's personal growth and development.~~
4. Report cards/online grades at all levels will record the pupil's absences and tardiness.
5. Report card forms/online grades will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.
6. A parent's comment card will be provided for all grades, K-5.

D. Distribution and Return

1. Report cards will be sent home with pupils, and mailed for Middle School students. High School parents will access their child's grades through the online portal. Parents without computer access may notify the guidance office to receive a mailed copy.
 - a. The report card of a pupil who is absent on the day report cards are issued may be held and sent home with the pupil on the following school day.

- b. The report card of a pupil who is absent for an extended period of time will be mailed to the parent.
2. Report cards/comment cards for pupil's in grades K-5 must be signed by the pupil's parent and/or legal guardian and returned within five school days of the date on which they were issued.
3. Teachers will maintain a check list to determine which report cards, if any, have not been returned within the allotted time. If a report card is overdue, the school office will call the parent.

E. Parent Teacher Conferences

Parent teacher conferences will be conducted in accordance with Policy No. 9280 and shall occur formally at least twice a year.

F. Grading Criteria/Reporting Pupil Progress

Parents will receive written reports/online grades of student progress ~~four~~ three times a year. The scheduled reporting times are: November, ~~January, April~~, June.

Parent/teacher conferences are formally scheduled twice a year. Such conferences occur at the end of the first (November) and third (April) marking periods. Conferences may be requested at any time by parent or teacher.

Continuous evaluation of student progress is an important part of the program of studies in the Hopatcong Borough Schools. Classwork, homework, participation in class discussions as well as classroom tests and teacher judgment, contribute to the evaluation process.

1. K-5

Indicators of student progress are identified as such...

E – Exceeds Standards: Student consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards.

M – Meets Standards: Student grasps and applies key concepts, processes, and skills. Meets standards.

P – Progressing Towards Standards: Student is beginning to grasp and apply key concepts, processes, and skills. Progressing toward standards.

I – Intensive Support Needed: Student is not grasping key concepts, processes, and essential skills. Area of concern.

Demonstrates Effort

C – Consistently: Student consistently puts forth effort.

O – Occasionally: Student occasionally puts forth effort

S – Seldom: Student seldom puts forth effort

Kindergarten Progress Reports

Indicators of Mastery, as indicated in the Progress Report, are as follows:

- a. — Demonstrates skills effectively at this time.
- b. — Requires additional reinforcement at this time.
- c. — Lacks knowledge of skills at this time.

Social Habits and Work Habits

Students in Kindergarten are evaluated each marking period in the above mentioned areas. Indicators of Performance for Social Habits and Work Habits are as follows:

- S — Satisfactory
- N — Needs Improvement
- I — Improving
- U — Unsatisfactory

2. — Grade 1 Report Cards

Student achievement is reported by letter grade. Each grade will reflect the results of testing and an evaluation of daily performance. Daily performance includes classwork, homework, participation in class, projects and reports. The same grading scale listed below is also used for social habits and work habits.

Letter Grade Description

- O — Outstanding
- S — Satisfactory
- N — Needs Improvement
- U — Unsatisfactory

3 a. — Grades 5 Report Cards / Online Grades

Symbol	Range	Student Performance
A+	98-100	Excellent Performance Earned
A	94-97	Excellent Performance Earned

A-	90-93	Excellent Performance Earned
B+	87-89	Above Average Performance Earned
B	83-86	Above Average Performance Earned
B-	80-82	Above Average Performance Earned
C+	77-79	Average Performance Earned
C	73-76	Average Performance Earned
C-	70-72	Average Performance Earned
D+	67-69	Below Average Performance Earned
D	63-66	Below Average Performance Earned
D-	60-62	Below Average Performance Earned
F	0-59	Failure

2. Grades 6 - 12 Report Cards/Online Grades

Symbol	Range	Student Performance
A+	98-100	Excellent Performance Earned
A	94-97	Excellent Performance Earned
A-	90-93	Excellent Performance Earned
B+	87-89	Above Average Performance Earned
B	83-86	Above Average Performance Earned
B-	80-82	Above Average Performance Earned
C+	77-79	Average Performance Earned
C	73-76	Average Performance Earned
C-	70-72	Average Performance Earned

D+	68-69	Below Average Performance Earned
D	66-67	Below Average Performance Earned
D-	65	Below Average Performance Earned
F	0-64	Failure

NOTE: A grade of (P) Pass or (F) Fail will be used for Physical Education and Health in Grades Two through Five, or Penmanship in Grades Two.

Letter Grade Criteria

Excellent Performance (Includes Grades of A+, A and A-)

Descriptors of excellent performance are as follows:

1. Demonstrates a thorough grasp of subject matter.
2. Completes work which is consistently superior to that which is required.
3. Is a serious student who consistently takes pride in work.
4. Completes all class and homework without reminders.
5. Plans and uses time wisely.
6. Follows oral and written directions.
7. Makes significant contributions to class discussions.

Above Average Performance (Includes Grades of B+, B and B-)

Descriptors of above average performance are as follows:

1. Demonstrates a good (above average) understanding of subject matter.
2. Is a serious student who consistently takes pride in work.
3. Completes class and homework assignments on time.
4. Generally uses time wisely.
5. Follows oral and written directions.
6. Participates in class discussions.

Average Performance (Includes Grades of C+, C and C-)

Descriptors of average performance are as follows:

1. Demonstrates an understanding of subject matter.
2. Generally has a positive attitude toward his/her work.
3. Completes most class and homework assignments in a timely manner.
4. Generally follows oral and written directions.
5. Participates in class discussions.

Below Average Performance (Includes Grades of D+, D and D-)

Descriptors of below average performance are as follows:

1. Demonstrates a below average understanding of subject matter.
2. Generally makes little effort to improve work and study habits.
3. Generally does not complete class and homework assignments in the allotted time.
4. Generally does not use time wisely.
5. Generally does not follow oral and written directions.
6. Participation in group discussions is generally limited.

Failing Performance (Includes Grade of F)

Descriptors of failing performance are as follows:

1. Demonstrates very little or no understanding of subject matter.
2. Makes little or no effort to improve work and study habits.
3. Does not complete class and homework assignments.
4. Does not use time wisely.
5. Does not follow oral and written directions.

6. Generally does not pay attention or participate in class discussions.

The purpose of grading is to report on student performance and achievement and provide information for students' future educational planning. The philosophy of the district acknowledges that each student is an individual in terms of needs, potential, and learning style. The goals of the district state that as educators, we are committed to providing educational experiences that meet the needs and potential of every student, as well as an equitable system of evaluating both students and programs.

1. Definitions

- a. Class Work - Activities performed by students on a daily or short-term basis. It includes, but is not limited to class assignments, oral presentations, short term projects, homework, quizzes covering parts of a unit or project, and participation in class and group activities.
- b. Tests - Refer to assessment activities that either cover large blocks of material such as curriculum units, or relate to learning that has taken place over a long period of time, such as research projects, or represent the culminating effort of many sub-steps, such as shop projects, portfolio, etc.
- c. Mid Term/Final Exam - Refers to district sponsored and approved assessment of material covered throughout a course.
- d. Curriculum/Program Standard - Refers to the level of expected student performance within each program/curriculum guide. It is used by teachers as a basis for evaluation of students' work.

2. Individual Differences

The district provides curriculum/program guides designed to meet various levels of student abilities. A curriculum/program guide provides the basis for grading performance.

- a. Each student should work with the curriculum/program guide appropriate to the level at which she/he is functioning.
- b. Each student and each student's parent/guardian must be informed of the student's level of performance in accordance with established district procedures.
- c. Each student's possible marks include the full range of A through F depending upon the quality and quantity of work completed within her/his individual program.

3. Criteria

- a. Each teacher has the responsibility, within limits of the curriculum/program guide and in accordance with district procedures, to establish the relative weight to the various class work activities.
- b. The criteria for marking class work and tests shall be made known to the students by the teacher at the beginning of the course or before the students take a test or become involved in class work activity.

4. Grading System

The Grading System utilized for students enrolled in Hopatcong Borough Schools 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 - Quizzes - Class Participation - Reports-Oral & Written..
Access papers – Projects – Homework – Safety - Notebooks - Term papers.

Each department within the school is required to utilize the relevant grading components listed above, and each teacher must 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 in the High School Guidance Department, and in the office of Curriculum and Instruction.

Marks serve several legitimate educational purposes: to inform parents of their youngsters progress in school, to help the students see themselves as learners and set goals for further areas of learning, to monitor the student for school placement, and to regulate the flow of pupils into various programs.

COMPUTING GRADES

Teachers will maintain grades for students in their grade books (print or electronic). Teachers can maintain numerical and/or alpha grades for work received during the marking period. Teachers using alpha grades will utilize the following numeric conversions when calculating marking period grades:

GRADE 2-5	NUMERIC CONVERSION
-	-
A+	99
A	95
A-	91
B+	88

B	85
B-	81
C+	78
C	75
C-	71
D+	68
D	65
D-	61
F	50

GRADE 6-12	NUMERIC CONVERSION
A+	99
A	95
A-	91
B+	88
B	85
B-	81
C+	78
C	75
C-	71
D+	69
D	67
D-	65
F	NA

Report cards/Performance Reports will reflect alpha grades only. For the purpose of determining a student's report card grade, the following scale shall be used:

NUMERICAL EQUIVALENT GRADES 2-5	GRADE
-	-
98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+

63-66	D
60-62	D-
0-59	F

In grades 2-8, the final mark for the year is obtained by averaging the letter marks of the marking periods.

MP1, MP2, MP3 & MP4 (25% each MP)

The numeric range of the alpha grade (F) will be worth a minimum of 50 to a maximum of 64 for sixth graders and ninth graders ONLY and ONLY for the first marking period. For the second, third, and fourth marking periods, sixth and 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.

It is understood and expected that all teachers should utilize their professional judgment and expertise when formulating final grades for students, and this professional judgment will be the determining overall factor utilized when grades are assigned to students.

NUMERICAL EQUIVALENT GRADES 6-12	GRADE
98-100	A+
94-97	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
68-69	D+
66-67	D
65	D-
0-64	F

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:

First Marking Period	22.5% of final grade
Second Marking Period	22.5% of final grade
Third Marking Period	22.5% of final grade

Final Examinations

Fourth Marking Period	22.5% of final grade
	10% of final grade

The numeric range of the alpha grade (F) will be worth a minimum of 50 to a maximum of 64 for sixth and ninth graders ONLY and ONLY for the first marking period. For the second, third, and fourth marking periods, sixth and 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.

It is understood and expected that all teachers should utilize their professional judgment and expertise when formulating final grades for students, and this professional judgment will be the determining overall factor utilized when grades are assigned to students.

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[See POLICY ALERT Nos. 96 and 214]

R 7440 SCHOOL DISTRICT SECURITY

A. Definitions

"Access" means authorized access to a school building or school grounds through the use of a Board-approved key control system.

"Key control system" means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

"School buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
 - a. Members of the Board of Education;



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- b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
 - c. Other school staff members in the performance of their professional responsibilities;
 - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
 - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
 - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
 - g. Members of the public present to attend a public Board of Education or public school-related function; and
 - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

C. Key Control System for Access to School Buildings and Facilities

- 1. School staff members will be provided access to a school building using the school's key control system as follows:
 - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.



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- (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
 - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
 3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.



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- a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
 - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
 - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
 - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
 4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
 5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.



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2. The School Safety Specialist shall:
 - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
 - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
 - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.
2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued:



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[See POLICY ALERT No. 214]

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



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2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent of Schools or designees.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent of Schools or designees.



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3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Superintendent of Schools or designees.
6. A written log will be maintained by the _____ (Building Principal or designee, Superintendent of Schools or designee, Other - specify) of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
 - a. The designation of individuals who shall be authorized to view live streaming video;



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- b. The circumstances under which the designated individuals would view live streaming video; and
 - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
 - 2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
 - 3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
 - 4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.
- H. Purchase, Maintenance, Replacement of Equipment/Supplies
- 1. The School Business Administrator / Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued:



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Administering an Opioid Antidote

Dec 16

[See POLICY ALERT No. 210]

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. The New Jersey Department of Education informed school districts they may develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects.

In accordance with N.J.S.A. 24:6J-4.a.(1)(e), the school district's physician, as a health care practitioner as defined in N.J.S.A. 24:6J-3, may prescribe or dispense an opioid antidote directly or through a standing order to the school district for a school district certified school nurse, **or qualified volunteer school personnel**, to administer to overdose victims, provided the school physician deems the school district certified school nurse **and/or qualified volunteer school personnel**, capable of administering the opioid antidote to an overdose victim in an emergency. The physician's standing order must specify a school district certified school nurse **and/or qualified volunteer school personnel** are authorized to administer the opioid antidote to overdose victims. In accordance with N.J.S.A. 24:6J-5.a.(1), the school physician issuing the standing order shall ensure that overdose prevention information is provided to the school district and the certified school nurse(s) authorized to administer an opioid antidote. The overdose prevention information shall include, but not be limited to: information on opioid overdose prevention and recognition; instructions on how to perform rescue breathing and resuscitation; information on opioid antidote dosage and instructions on opioid antidote administration; information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and instructions for appropriate care of an overdose victim after administration of the opioid antidote.

Volunteer, unlicensed school personnel may administer naloxone to a student, school personnel, or other person in an emergency if he or she believes, in good faith, that the person is experiencing an opioid overdose, and if the volunteer: (1) is a building administrator or have been designated by a building administrator; (2) has been trained through a Department of Health Services' Division-endorsed program to administer naloxone; (3) received overdose prevention information;

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and (4) has been deemed capable of administering the opioid antidote by the school physician to administer the opioid antidote.

Upon receiving a report of a possible opioid overdose during school hours or during an on-site school-sponsored activity, the Principal, Principal's designee, or supervising staff member will immediately call 911. The school nurse, during school hours and if available at an on-site school-sponsored activity, will also be immediately called. **If the school nurse is unavailable, then other approved volunteer school personnel shall be contacted.** In accordance with the provisions of N.J.S.A. 24:6J-4.d.(1), the school nurse **or other qualified school personnel** who has received overdose prevention information pursuant to N.J.S.A. 24:6J-5.a.(1) and has been deemed capable of administering the opioid antidote by the school physician may administer the opioid antidote to a student, school personnel, or other person in an emergency if the school nurse **or other qualified school personnel** believes, in good faith, that the person is experiencing an opioid overdose.

The school nurse and/or other school staff members shall keep the student, school personnel, or other person comfortable until emergency medical responders arrive on the scene. Any student who receives an opioid antidote by the school nurse, **other school qualified personnel**, or by an emergency medical responder shall be transported to the nearest hospital with a school staff member designated by the Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity.

The Principal, Principal's designee, or supervising staff member will notify the parent of any student or a family member or other contact person for a school staff member who may be experiencing a possible opioid overdose as soon as practicable. The Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity shall notify the Superintendent of Schools whenever an opioid antidote is administered by a school nurse, **other qualified school personnel**, or an emergency medical responder.

The school nurse shall be responsible to store the opioid antidote that has been prescribed by the school physician in a safe and secure location; document the administration of an opioid antidote on a student's health record; monitor the on-site inventory and replacement of the opioid antidote supply; and plan for the disposal of administered opioid antidote and expired opioid antidote applicator.

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Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes and Board policies and regulations regarding substance use.

In accordance with the provisions of N.J.S.A. 24:6J-4.d.(2), the school district and the school nurse **or other qualified school personnel**, shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of N.J.S.A. 24:6J-1 et seq.

Nothing in this Policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by a person authorized to administer an opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq.

This Policy shall be reviewed and approved by the school physician and Board Attorney prior to Board adoption and whenever the Policy is revised. This Policy shall be made available to school staff members, parents, and students in staff and student handbooks, published on the district's website, or through any other appropriate means.

N.J.S.A. 24:6J-1 et seq.

May 24, 2016 New Jersey Department of Education Memorandum - Information for Schools Regarding Opioid Overdose Prevention

Adopted:

District Regulation

5410 - PROMOTION AND RETENTION (M)

Section: Students

Date Created: October, 1994

Date Edited: November, 2013

M

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of pupils.

A. Standards for Pupil Promotion

Elementary and Intermediate Grades (Pre-K-5) - A pupil will be promoted to the next succeeding grade level when he or she demonstrates the proficiencies required for movement into the next grade.

Middle School (6-8) - ~~Students who fail two or more courses may or may not participate in eighth grade graduation, and will be reviewed for retention.~~ Students in grade 8 who fail one core academic course may participate in Promotion Exercises if they are registered for summer school.

~~Students in grades 6-8 who fail Language Arts Literacy and/or Mathematics for school year will be required to attend the Hopatcong Middle School Summer School pass the course or courses that were not passed in order to be promoted to the next grade.~~ Students in grades 6-8 who fail core academic courses (English Language Arts, mathematics, social studies, science) for the school year will be required to attend the Hopatcong Middle School Summer School and pass the course or courses that were not passed in order to be promoted to the next grade. . Students who fail core multiple courses will be reviewed for retention.

High School (9-12) In High School, promotion generally means your grade level assignment; Freshman, Sophomore, Junior, Senior. This is determined based on successful completion of coursework and adhering to the student attendance policy. In the student information system, students will advance to the next grade level; 9th, 10th, 11th, or 12th as they increase in age. Students repeating the 12th grade will remain as 12th graders.

B. Procedures for Pupil Promotion

1. A written copy of promotion standards will be given to all parents and pupils at the beginning of each year.

2. Parents and pupils will be provided a minimum of four reports each year as to a pupil's progress towards meeting promotion standards.
3. Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent of the pupil and offer consultation with the parents.
4. In grades Pre-K-8, the parent and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
5. Excessive absences in grades Pre-K-8 may result in a student not being promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook will be followed.
6. Extenuating circumstances as determined by the building principal can waive the 150 day attendance requirements for grades K-8. In the high school, an attendance appeal route is available for pupils whose attendance is in excess of the regulations specified in the attendance policy.
7. Classroom teachers shall provide input to the principal who makes the final decision concerning the promotion or retention of each pupil.

C. Procedure for Retention

1. Students are considered to be basically eligible for academic promotion to the next grade in grades kindergarten to eighth when they have given satisfactory evidence that they have acquired the minimum basic skills required at the particular grade. Minimum basic skills are established through the Thorough and Efficient process and/or the district testing program, and are to be reviewed periodically by the teachers at the given grade level.
2. Pupils who are achieving below the New Jersey minimum level of student proficiency in basic skills shall receive supplementary instruction in the respective deficient skill areas..
3. Consideration for retention should be evaluated and discussed with the parents at parent/teacher conferences during the school year.
4. The decision for retention shall be made by the building Principal after consultation with the parent or guardian and after considering recommendations of the classroom teacher and the Child Study Team. Parents have the right to appeal the decision and may invoke due process.
5. Pupils who are achieving below ability and grade level will be considered for retention.
6. ~~Middle School Students, grades 6-8, who fail Language Arts Literacy and/or Mathematics for the school year will be retained if they do not attend the Hopatecong Middle School Summer School and pass the course or courses that were not passed.~~ Middle School

Students in grades 6-8 who fail core courses for the school year will be retained if they do not attend the Hopatcong Middle School Summer School and pass the course or courses that were not passed.

7. Retention will not be recommended unless it provides a reasonable chance of benefiting the student.
8. A pupil may be assigned to the next grade for reasons other than academic achievement.
9. Students can be retained only once through the Pre-K to 8 sequence unless there are overwhelming reasons for a second retention.

Whenever retention is being considered in grades Pre-K-8, the following procedures should be followed:

1. Before March 30: teachers, guidance counselors and/or administrators shall discuss with parents/guardians the possibility that their child may be retained.
2. By March 15: teachers and/or guidance counselors shall submit to the building Principal a list of pupils who might be retained.
3. By April 15: teachers/guidance counselors and/or administrators will inform the parents of possible retention and inform them that a conference may be requested.
4. Prior to two weeks before the close of school: the Principal shall decide those pupils who are to be retained after reviewing the recommendations by the classroom teacher.
5. Prior to one week before the close of school: parents/guardians will be informed of the final decision. Parents shall be informed that they have a right to appeal the decision and may invoke due process.

Adopted: 24 October 1994
Revised: 18 December 2000
Revised: 22 October 2007
Revised: 18 November 2013

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[See POLICY ALERT Nos. 153 and 214]

R 5460.1 HIGH SCHOOL TRANSCRIPTS

A transcript is defined as a document for all high school students exiting the school district that describes a student's progress toward achievement of the New Jersey **Student Learning Core Curriculum Content Standards (NJSLs)** and other relevant experiences and achievements.

~~Transcripts for students entering ninth grade or students planning to graduate from an adult high school in the 2003-04 and following academic years shall contain the following~~ **The Board of Education, in accordance with N.J.A.C. 6A:8-4.2, shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:**

1. **Results of all Applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;**
2. **Results of any Applicable English Language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
3. ~~Other evidence of student achievement~~ **Evidence of instructional experience and performance in the NJSLs;**
4. ~~Evidence of instructional experience and performance in the New Jersey Core Curriculum Content Standards~~ **technological literacy;**
5. ~~Evidence of employability skills and work habits, including punctuality, attendance and teamwork~~ **career educational instructional experiences and career development activities;**
6. ~~Any structured learning experiences~~ **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**



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7. ~~Any employer/industry certification tests limited to industry based standards;~~

78. Any Other information deemed appropriate approved by the Board of Education.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer. ~~Student transcripts shall be transmitted within ten calendar days of the time any student transfers to~~ other another school districts or institutions in accordance with N.J.A.C. 6A:8-4.2(b). Disciplinary records will only be sent to other public districts or private schools in accordance with Board Policy and Regulation 8330 and N.J.A.C. 6A:16-7.8 and shall not be sent to any other institution without the written consent of the parent or adult student.

Issued:



HOPATCONG BOROUGH SCHOOLS 2017-2018 CALENDAR

September	4	Monday	Labor Day (District Closed)	
	5 & 6	Tuesday & Wednesday	Teacher In-Service	
	7	Thursday	Schools Re-Opens for Students	
	25	Monday	Early Dismissal Students/Teacher In-Service	17 Days
October	9	Monday	Columbus Day (School Closed for Students)	
			Teacher In-Service	21 Days
November	9	Thursday	NJEA Convention (Schools Closed)	
	10	Friday	Veterans Day Observed (Schools Closed)	
	22	Wednesday	Early Dismissal	
	23 & 24	Thursday & Friday	Thanksgiving Recess (District Closed)	18 Days
December	11	Monday	Early Dismissal Students/Teacher In-Service	
	22	Friday	Early Dismissal	
	25 - 29	Monday-Friday	Holiday Recess (District Closed)	16 Days
January 2018	1	Monday	New Year's Day (District Closed)	
	2	Tuesday	School Resumes	
	15	Monday	Martin Luther King Jr. Day (School Closed for Students)	
February			Teacher In-Service	21 Days
	12	Monday	Early Dismissal Students/Teacher In-Service	
	19 & 20	Monday & Tuesday	President's Day/Winter Recess (District Closed)	
March				18 Days
	12	Monday	Early Dismissal Students/Teacher In-Service	
	30	Friday	Spring Recess (District Closed)	21 Days
April	2 - 6	Monday - Friday	Spring Recess (Schools Closed)	16 Days
May	21	Monday	Early Dismissal Students/Teacher In-Service	
	28	Monday	Memorial Day (District Closed)	22 Days
June	20	Wednesday	Regular School Day	
	21	Thursday	Regular School Day	
	22	Friday	Early Dismissal Students/Teacher In-Service	
	25	Monday	Early Dismissal Students/Teacher In-Service	
	26	Tuesday	Early Dismissal/Last Day for Students	
	27	Wednesday	Teacher In-Service (Schools Closed for Students)	14 Days

**180 Student Days
185 Teacher Days**

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 30th. 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.

3/12/2018