

# HOPATCONG BOARD OF EDUCATION

## The Chalkboard

Mr. Paul J. Saxton, Superintendent of Schools

Regular Meeting -  
June 25, 2018  
7:00 P.M.

**The Hopatcong Borough Schools Board of Education at its public meeting on June 25, 2018 approved the resolutions as follows:**

### **I. Finance**

- The Board approved to apply for the NJCAP (New Jersey Child Abuse Prevention) grant for anti-bullying programming in grades K – 5.
- The Board approved for excess monies from the 2017-18 School Year budget to be transferred into Capital Reserve not to exceed \$300,000.
- The Board approved for Five Year Lease Purchasing of Chrome Books, Grades 3, 6, & 9. (2018-19 - \$47,130.08)
- The Board approved to write off old checks in the General Fund account in the amount of \$901.53.
- The Board approved Board of Education Professional Services for the 2018-19 School Year

DESCRIPTION	PROVIDER
Auditor	Lerch, Vinci & Higgins
Attorney	Porzio, Bromberg, Newman P.C.
Property/Liability Insurance	Arthur J. Gallagher – George Morville , Broker
Medical Insurance	Brown & Brown, Thomas Giordano, Agent
Architect of Record	SSP Architects, Jeanne Perantoni
School Physician	Dr. C.R. Damico

- The Board approved the award of Service Contracts for the 2018-19 School Year:

DESCRIPTION	PROVIDER	STRAIGHT TIME	PREMIUM TIME
Plumbing	R. Poust Trade Service, LLC	\$106.00	\$187.50
Electrical	High Point Electric, Inc.	\$142.00	205.00
HVAC	Super Heat	\$90.00	\$135.00
Kitchen Refrigeration	Lakeland Service, Inc.	Flat rate - \$105	+ \$75 Service Charge

- The Board approved a first year contract with Maschio's Food Services, Inc. for the 2018/2019 School Nutrition Program. The School Food Authority shall pay Maschio's an annual management fee in the amount of \$25,500.00. Maschio's guarantees a no cost or breakeven food service operation, including the management fee.
- The Board approved the following school lunch prices for the 2018/2019 school year, with no price changes from the 2017/2018 school year:

School	Student Paid	Student Reduced	Adult	Milk
Hudson Maxim	\$2.75	\$0.40	\$4.25	\$0.40
Tulsa Trail	\$2.75	\$0.40	\$4.25	\$0.40
Durban Ave.	\$2.75	\$0.40	\$4.25	\$0.40
School	Student Paid	Student Reduced	Adult	Milk
Middle School	\$3.00	\$0.40	\$4.25	\$0.40
High School	\$3.25	\$0.40	\$4.25	\$0.40

- The Board moved to confirm the repairs to the macadam around the High School and Middle School, plus roadway repairs from Ed Data in the amount of \$55,910.
- The Hopatcong Board accepted the draft report dated May 21, 2018 presented by SSP Architects.
- The Board approved the repair and replacement of the Tulsa Trail School staircase and sidewalk by Cifelli & Son in the amount of \$49,504. (2018-2019 Maintenance Reserve account).
- The Board approved the transfer of funds from 2018-2019 Maintenance Reserve Account to General Fund in the amount of \$49,504 for the purpose of repair and replacement of staircase and sidewalk at Tulsa Trail School.
- The Board approved the tax levy payment schedule for the 2018/2019 school year:

YEAR	MONTH	GEN FUND PAYMENTS
2017-2018	July 2017	\$2,012,282.00

	August 2017	\$2,012,282.00
	September 2017	\$2,012,282.00
	October 2017	\$2,012,282.00
	November 2017	\$2,012,282.00
	December 2017	\$2,012,282.00
	Sub Total	\$12,073,692.00
Equal Amounts	January 2018	\$2,012,282.00
	February 2018	\$2,012,282.00
	March 2018	\$2,012,282.00
	April 2018	\$2,012,282.00
	May 2018	\$2,012,282.00
	June 2018	\$2,012,282.00
	Sub Total	\$12,073,692.00
<b>Total</b>		<b>\$24,147,384.00</b>

- The Board approved the following out of district 2018 Extended School Year Programs:

OOD School	Student ID #	Duration	Tentative Tuition Rate	Aide (if required)	Therapy
DCCF-Limitless	11327	7/11/18-8/10/18	5,535.00	2,295.00	
OOD School	Student ID #	Duration	Tentative Tuition Rate	Aide (if required)	Therapy
DCCF-Limitless	411931	7/11/18-8/10/18	5,535.00	2,295.00	
DCCF-Limitless	13700	7/11/18-8/10/18	5,535.00		
Harbor Haven	12031	6/27/18-8/10/18	9,050.00		
Midland School	11942	7/5/18-8/15/18	9,870.60		
Mt Olive Bd of Ed Chester Stephens School	14189	7/2/18-8/7/18	(approx.) 5,122.00	(approx.) 4,454.00	
Mt Olive Bd of Ed Tinc School	13796	7/2/18-8/7/18	(approx.) 4,176.37		
New Beginnings	411965	7/9/18-8/17/18	10,764.90	5,940.00	
PG Chambers	999992	7/9/18-8/17/18	11,590.80		
Roxbury Bd of Ed-High School	12591	7/2/18-8/7/18	5,390.00	3,335.00	
Roxbury Bd of Ed- High School	10643	7/2/18-8/7/18	4,338.74		
Roxbury Bd of Ed- High School	13821	7/2/18-8/7/18	4,338.74		
Shepard School	11953	7/2/18-8/13/18	9,174.00		

SCEC-Northern Hills Academy	411988	7/5/18-8/15/18	9,536.00	2,593.50	
SCEC-Northern Hills Academy	13516	7/5/18-8/15/18	9,536.00		
SCEC-Northern Hills Academy	13935	7/5/18-8/15/18	9,536.00	5,187.00	384.00
SCEC-Northern Hills Academy	13542	7/5/18-8/15/18	9,536.00	2,593.50	
SCEC-Northern Hills Academy	413091	7/5/18-8/15/18	10,878.00	5,187.00	
SCEC-Northern Hills Academy	13160	7/5/18-8/15/18	10,878.00	5,187.00	
SCEC-Northern Hills Academy	11837	7/5/18-8/15/18	9,536.00	2,593.50	
Windsor Learning Center	116260	7/9/18-8/17/18	9,300.00		
Windsor School	411922	7/9/18-8/17/18	10,650.00		
YCS George Washington	412021	7/5/18-7/31/18	5,909.95		

- The Board approved of the new School Facilities/Field Utilization Request Form. (Attachment 1)

## II. Personnel

- The Board approved the employment contract for Paul Saxton

**WHEREAS**, Paul Saxton is presently serving as the Board's Interim Superintendent of Schools through a contract that expires June 30, 2018; and

**WHEREAS**, the Board desires to re-appoint Mr. Saxton as its Interim Superintendent of Schools for the 2018-2019 school year; and

**NOW THEREFORE BE IT RESOLVED** that the Board hereby approves Paul Saxton as the Interim Superintendent of Schools for the period of July 1, 2018 through June 30, 2019.

**BE IT FURTHER RESOLVED** that the Board approves the Employment Agreement with Paul Saxton for the position of Interim Superintendent of Schools for the foregoing period, which Employment Agreement already has been approved by the Executive County Superintendent.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and the Board Secretary to execute, on behalf of the Board, the Employment Agreement by and between the Board and Paul Saxton.

- The Board approved the memorandum of agreement with the Hopatcong Office Personnel Association regarding vacation use:

This Agreement is made this 25th day of June 2018, between the Hopatcong Board of Education and the Hopatcong Office Personnel Association.

It is hereby agreed that the Contract of employment between the Association and the Hopatcong Board of Education is hereby amended to include the following:

1. "Association members may carry over up to five vacation days that remain in a contractual year into the following contractual year. The vacation days carried over must be used between July 1 and September 1 of the following contractual year. Advance notice and approval by the Superintendent, or his designee, is required for use of any vacation days."
2. Other than the agreed upon changes here, the remainder of the Contract shall remain the same.

IN WITNESS WHEREOF, the Association has caused the agreement to be signed by its President, and the Hopatcong Board of Education has caused this agreement to be signed by its President.

- The Board approved the memorandum of agreement with the Hopatcong Administrators and Principals Association regarding vacation use:

This Agreement is made this 25th day of June 2018, between the Hopatcong Board of Education and the Hopatcong Administrators and Principals Association.

It is hereby agreed that the Contract of employment between the Association and the Hopatcong Board of Education is hereby amended to include the following:

1. "Association members may carry over up to five vacation days that remain in a contractual year into the following contractual year. The vacation days carried over must be used between July 1 and September 1 of the following contractual year. Advance notice and approval by the Superintendent, or his designee, is required for use of any vacation days.

2. If any of the aforementioned carried-over five days are not used by September 1, they will automatically convert to sick days, per the Contract.
3. Other than the agreed upon changes here, the remainder of the Contract shall remain the same.

IN WITNESS WHEREOF, the Association has caused the agreement to be signed by its President, and the Hopatcong Board of Education has caused this agreement to be signed by its President.

- The Board the appointment of Carolyn B. Joseph as the Business Administrator/Board Secretary in the Hopatcong Borough School District, effective July 1, 2018, at a salary of \$153,600, which Employment Agreement already has been approved by the Executive County Superintendent.
- The Board approved the appointment of Matthew Geary as the Facilities Manager in the Hopatcong Borough School District, effective July 1, 2018, at a salary of \$85,500.
- The Board approved the appointment of Timothy Will as the Assistant to Facilities Manager in the Hopatcong Borough School District, at a stipend of \$10,000, annually, effective July 1, 2018.
- The Board approved the employment of Christi Murphy as a Speech/Language Specialist in the Hopatcong Borough School District, at an annual salary of \$62,663 based upon the Salary Guide Level MA/Step 3, effective September 1, 2018. This salary is based upon the 2017-2018 HEA Salary Guide and may change based upon the outcome of negotiations.
- The Board approved of the employment of Catherine Maroney as a part time Custodian in the Hopatcong Borough School District, at an annual salary of \$19,969, effective July 1, 2018.
- The Board approved the resignation, with regret, of Susan Filak from her position as Paraprofessional at Durban Avenue School, for the purpose of retirement, effective June 28, 2018.
- The Board approved the resignation, with regret, of Melissa Kincaid from her position as Curriculum Secretary in the Hopatcong Borough School District, effective June 30, 2018.
- The Board approved the request of Scott Smith for an extension of his Medical Leave of Absence from his position as a Custodial/Maintenance staff member to include the period of May 22, 2018 to July 6, 2018.

- The Board approved the reassignment of the following staff, effective July 1, 2018:

<b>Name</b>	<b>Transfer From</b>	<b>Transfer To</b>
Lewis Benfatti	High School Principal	Principal on Special Assignment
Emil Binotto	Middle School Principal	Middle School/High School Principal
Olga Edgerton	Director of C&I – STEAM	Director of Secondary Education/ K-12 STEAM
Jeffrey Hallenbeck	Director of Curriculum, Instruction and Technology	Director of Technology and District Security
Joanne Mullane	Director of C&I – Elementary Education, PD	Director of Elementary Education/ K-12 Humanities
Brittany Juskus	Elementary Secretary	Curriculum Secretary

- The Board approved the following certificated staff members for employment for the 2018-2019 school year:

<b>Name</b>	<b>School</b>	<b>Assignment</b>	<b>Salary</b>	<b>Effective Date</b>
Gary Andolena 11-140-100-101-01	High School	Physical Education Teacher	\$83,035 BA/Step15	9/1/2018
Theresa Trivento 11-000-213-100-01	High School	Classroom Nurse	\$48,421	9/1/2018-6/30/2019

- The Board approved the following confidential staff members for employment for the 2018-2019 school year:

<b>Name</b>	<b>Title</b>	<b>Account</b>
Kyle Bisignani	Lead Technician	11-000-222-177-01
Dawn DeBoer	Assistant to Superintendent/Human Resources	11-000-230-105-01
Michelle Fischer	Accounts Payable/Bookkeeper	11-000-251-100-01
John Paul Mulholland	Technician	11-000-222-177-01
Sandra Renzetti	Payroll/Benefits Coordinator	11-000-251-100-01
Ronald Reyes	Technician	11-000-222-177-01
Mary Anne Roe	Transportation Coordinator 50% BOE staff member	11-000-270-160-01-
Katie Schwab	Administrative Assistant to the Superintendent	11-000-230-105-01
Tracey Talmadge	Assistant to Business Administrator	11-000-251-100-01
Kathy Ward	Secretary to the Business Administrator	11-000-251-100-01

- The Board approved the following involuntary transfer recommendations based on staffing needs effective for the 2018-2019 school year:

<b>Name</b>	<b>Transfer From</b>	<b>Transfer To</b>
John Canzone	Middle School Physical Education	Middle School/High School Physical Education
Jill Mortenson	Middle School Physical Education	Middle School/High School Physical Education
Toby Richards	High School Physical Education	Middle School/High School Physical Education
Hilary Martin	High School Physical Education	Middle School Physical Education

- The Board approved the Fall 2018-2019 Athletic Coaches for the Hopatcong High School, stipends are based upon the 2016-2018 negotiated Hopatcong Board of Education/Hopatcong Education Association Extra Pay/Extra Duty guide for this position and may change based upon the outcome of negotiations:

<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Class</b>	<b>Level</b>	<b>Salary</b>	<b>Date Effective</b>	<b>Date Terminated</b>
Gary Andolena	Appoint	Head Football Coach	A	4	\$7,712.00	7/1/18	6/30/19
John Marx	Appoint	Asst. Football Coach	A	1	\$3,187.00	7/1/18	6/30/19
Austin Brown	Appoint	Asst. Football Coach	A	1	\$3,187.00	7/1/18	6/30/19
Kevin Malkin	Appoint	Asst. Football Coach	A	4	\$5,034.00	7/1/18	6/30/19
Mike Landshof	Appoint	Asst. Football Coach	A	4	\$5,034.00	7/1/18	6/30/19
Toby Richards	Appoint	Head Boys Soccer Coach	A	4	\$7,712.00	7/1/18	6/30/19
Craig Vallaro	Appoint	Asst. Boys Soccer Coach	A	1	\$3,187.00	7/1/18	6/30/19
Wilson Cusano	Appoint	Head Girls Soccer Coach	A	4	\$7,712.00	7/1/18	6/30/19
Katerina Visha	Appoint	Asst. Girls Soccer Coach	A	4	\$5,034.00	7/1/18	6/30/19
Jennifer Dixon	Appoint	Head Fall Cheerleading Coach	B	4	\$5,034.00	7/1/18	6/30/19
Jill Vicedomini	Appoint	Asst. Fall Cheerleading Coach	B	4	\$3,287.00	7/1/18	6/30/19
Hayley Vicedomini	Appoint	Asst. Fall Cheerleading Coach	B	2	\$2,383.00	7/1/18	6/30/19
Traci Duffy	Appoint	Head Girls Tennis Coach	B	4	\$5,034.00	7/1/18	6/30/19
Heather	Appoint	Asst. Girls	B	4	\$3,287.00	7/1/18	6/30/19

DelBagno		Tennis Coach					
Pete Oesen	Appoint	Head Cross Country Coach	A	4	\$7,712.00	7/1/18	6/30/19
Jamie Douglas	Appoint	Asst. Cross Country Coach	A	4	\$5,034.00	7/1/18	6/30/19
Kurt Zimmermann	Appoint	Head Marching Band	B	4	\$5,034.00	7/1/18	6/30/19
Fred Moreno	Appoint	Drill Team	B	4	\$3,287.00	7/1/18	6/30/19

- The Board approved merit pay for the 2017-2018 school year for the following HOPA Secretary staff members, based upon successful evaluations:

<b>Name</b>	<b>Location</b>	<b>Merit Pay</b>	<b>Account</b>
Donna Annett	High School	\$626.61	11-000-240-105-01-
Mary Beth Galfo	Xerox	\$876.48	11-000-261-105-01 11-000-211-100-01-
Deborah Gates	Middle School	\$1,044.35	11-000-240-105-01-
Melissa Gordon Sant	High School	\$995.75	11-402-100-100-01-01
Annette Grieco	Durban	\$958.80	11-000-240-105-01-
Brittany Juskus	High School	\$867.80	11-000-240-105-01-
Melissa Kincaid	Curriculum	\$944.13	11-000-221-105-01
Ana Marrazzo	Hudson Maxim	\$958.80	11-000-240-105-01-
Elena Melekos	Guidance	\$870.45	11-000-218-105-01-
Maureen O'Hare	Tulsa Trail	\$944.13	11-000-240-105-01-
Tara Santa	Facilities	\$345.98	11-000-261-105-01
Lynne Smith	CST	\$1,027.43	11-000-219-105-01-
Linda Tappen	Middle School	\$888.68	11-000-240-105-01-
Mary Anne Wilcock	CST	\$980.48	11-000-219-105-01-
Stacey Yanko	High School Guidance	\$870.45	11-000-218-105-01-

- The Board approved merit pay for the 2017-2018 school year for the following Confidential staff members, based upon successful evaluations:

<b>Name</b>	<b>Department</b>	<b>Merit Pay</b>	<b>Account</b>
Kyle Bisignani	Technology	\$2,000	11-000-

			222-177-01
Dawn DeBoer	Superintendent's Office	\$2,000	11-000-230-105-01
Michelle Fischer	Business Office	\$2,000	11-000-251-100-01
John Paul Mulholland	Technology	\$1,000	11-000-222-177-01
Ronald Reyes	Technology	\$1,000	11-000-222-177-01
<b>Name</b>	<b>Department</b>	<b>Merit Pay</b>	<b>Account</b>
Mary Anne Roe	Transportation	\$1,000	11-000-270-160-01-
Katie Schwab	Superintendent's Office	\$2,000	11-000-230-105-01
Tracey Talmadge	Business Office	\$2,000	11-000-251-100-01
Kathy Ward	Business Office	\$2,000	11-000-251-100-01

- The Board approved the following:

**Extended School Year (ESY) Programs 2018**

**NOTE: Programs and staffing recommendations are made in order to remain in compliance with N.J.A.C. 6A: 14 (Special Education Code).**

**Preschool Disabled (PSD) Programs:**

.....July 2<sup>nd</sup> through August 9<sup>th</sup>, Monday through Thursday only, 3 ½ hours per day

- Aide: Appoint Lana Robertson \$885.50
- Aide: Resign Brittany Bastedo \$885.50

**Secondary Learning/Language Disabled (LLD) Program**

.....July 2<sup>nd</sup> through August 9<sup>th</sup>, Monday through Thursday, 1 hour per day

- Teacher: Appoint Loren Turner \$253.00  
11-000-219-110-01

- The Board approved the employment of all district nurses as summer program nursing coverage at Durban Avenue during the months of July and August 2018 on an as needed basis.
- The Board approved the employment of the following teachers as Camp Innovate personnel for Camp Innovate 2018 during the months of July and August 2018:

<b>Name</b>	<b>Position</b>	<b>Days Per Camp</b>	<b>Hours Per Day</b>	<b>Pay Per Hour</b>	<b>Total Approved</b>
Gina Samara	Literacy Instructor	9	5	\$35	\$1,575
George Kately	Security Officer	27	6	\$20	\$3,240

- The Board approved the following teachers to perform Math/Science curriculum writing during 2018:

<b>Subject</b>	<b>Estimated Hours</b>	<b>Provider</b>	<b>Total cost to the district</b>
Kindergarten Math	10	Jennifer Bisignani	\$280
<b>Subject</b>	<b>Estimated Hours</b>	<b>Provider</b>	<b>Total cost to the district</b>
Kindergarten Math	10	Marissa Adams	\$280
Grade 1 Math	5	Doreen Sciabica	\$140
Grade 1 Math	5	Dana DeMetro	\$140
Grade 1 Math	5	Kelly Colonna	\$140
Grade 1 Math	5	Susan Mastroviti	\$140
Grade 2 Math	5	Mellany Barroqueiro	\$140
Grade 2 Math	5	Katie Duthaler	\$140
Grade 2 Math	5	Jennifer Neu	\$140
Grade 2 Math	5	Alison Ibaceta	\$140
Grade 3 Math	10	Heather Keegan	\$280
Grade 3 Math	10	Kellie Kontozoglus	\$280
Grade 4 Math	10	Allyson McConnell	\$280
Grade 4 Math	10	Kimberly Boucher	\$280
Grade 5 Math	10	Carmela Catizone	\$280
Grade 5 Math	10	Jamie Fialcowitz	\$280
Grade 6 Science – Earth Science	20	Eric Shramko	\$560
Grade 7 Science – Physical Science	20	Leeanne Juliano	\$560
Grade 8 Science – Physics Essentials	20	James McDonald	\$560

- The Board approved the employment of the following teachers as ESI Screening teachers for incoming Hudson Maxim School Kindergarten students for the months of July and August 2018, on an as needed basis:

Melanie Rowbotham

Gina Samara

- The Board approved the following for 2018 Title I Summer Program to be paid \$35.00 per hour for a total of 3.5 hours per day, from July 2, 2018 to July 26, 2018:

<b>Name</b>	<b>Total Days</b>
DeMetro, Dana	15
Rowbotham, Melanie	15
Samara, Gina	12

- The Board approved the following 2018 Summer/Seasonal employees in the Facilities Department:

Name	Hourly Rate
Aiello, Josh	\$11.00
Campbell, Joseph	\$11.00
Ward, Thomas	\$11.00

- The Board approved the following Bus Aides for the Special Education Extended School Year Program that was Board approved at the May 14, 2018 Board meeting as TBD's:

Mary Aufiero	Judy Grillo
Candace Baldwin	Anna Hancock
Margaret Cooper	Carolyn Segura
Josephine Cuttone	

- The Board approved the Director of Elementary Education/K-12 Humanities job description. (Attachment 2)
- The Board approved the Director of Secondary Education/K-12 STEAM job description. (Attachment 3)
- The Board approved the Director of Technology and District Security job description. (Attachment 4)
- The Board approved the Principal on Special Assignment job description. (Attachment 5)
- The Board approved the Innovation Lab/STEAM Teacher job description. (Attachment 6)
- The Board approved substitute teachers, paraprofessionals, custodians and van drivers. (Attachment 7)

### III. Students & Services

- The Board approved to continue the services of the following agencies and vendors as needed for the 2018/2019 school year:

Agency/Vendor
ADHD, Mood and Behavior Center, Cedar Knolls/Hanover NJ
Advancing Opportunities Cerebral Palsy of NJ
American Speech-Language Hearing Association
American Tutor- Parsippany, NJ
Applied Behavioral Consulting, LLC – ABA and behavioral consulting – professional development
Arc of NJ, Inc – vocational services
AssistiveTek, LLC – professional development
Atlantic Private Care Services – nursing services
Brookfield Schools/Summit Oaks (educational instruction-hospital)
Child Development Centers-Morristown/Overlook Hospitals– neurodevelopmental evaluations
Crick Software, Inc- augmentative communication services, professional development
Dr. Andre J Francois – bilingual evaluations

<b>Agency/Vendor</b>
Dr. Steven Hertler - Psychologist
Dr. Dale M. Jacobs – neuropsychiatric evaluation
Dr. Norman Ladov – Psychiatrist & nuerology
Dr. Lee Suckno - Psychiatrist
Dr. Lara Morse – Pediatric Neurologist
Dr. Jason Minon - Psychiatrist
Dr. Sanjeevani Jain, MD - Psychiatrist
Educational Inc, tutoring service with Summit Oaks Hospital
Employment Horizons
High Focus Center – Parsippany, NJ
Immediate Care Psychiatric Center- Parsippany, NJ
J & B Therapy, LLC – OT services
Judith Wolff – CPR Instructor
Lake Drive Program – audiological services
Matheny Medical & Educational Center – behavioral consulting, counseling services and evaluations
Morris Pediatric Therapy Group – speech/language evaluations
National Alliance for Mental Health – professional development
NJ Coalition for Inclusive Education – behavioral consulting & professional development
NJ Commission for the Blind & Visually Impaired – consulting
Pediatric Workshop Agency – Cindy Argiro, Physical Therapist – out of district student
Phonak Hearing Systems – FM systems
Professional Education Services - Educational Instruction for hospitalized/rehab students
Progressive Comprehensive Services, LLC – vocational/transition services
Power School Group, LLC –Tienet computer program
PSA Healthcare – nursing services
Revolution New Jersey, Inc – vocational/transition services
Saint Clare’s Hospital – Educational Instruction for hospitalized students
Silver Prep – (educational instruction –hospital)
Springboard Therapy - evaluations
Stepping Forward Counseling Center
Style Tone Hearing Care, LLC-Doris A. Rapisardi, MAS-CCC-A – professional development, audiological evaluations
Summit Speech School – Audiology consultation services
Sussex County Educational Service Commission
Sussex County Regional Transportation Company
Warren County Special Service School District

- The Board approved field trip requests, as required by the New Jersey Department of Education. (Attachment 8)

#### 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 9)

## V. Policies & Regulations

- The Board approved the of 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:**

### Policy #

P 5111

P 5533

### Title

Eligibility of Resident/Nonresident Pupils  
(Mandatory, Revised)

Student Smoking (Mandatory, Revised)

### Regulation #

None

### Title

- The Board approved the of 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 1550

P 5561

P 8462

### Title

Equal Employment/Anti-Discrimination Practices  
(Mandatory, Revised)

Use of Physical Restraint and Seclusion Techniques  
For Students with Disabilities (Mandatory, New)

Reporting Potentially Missing or Abused Children  
(Mandatory, Revised)

### Regulation #

R 1550

R 5561

### Title

Equal Employment/Anti-Discrimination Practices  
(Mandatory, Revised)

Use of Physical Restraint and Seclusion Techniques  
For Students with Disabilities (Mandatory, New)

(Attachment 10)

## **VI. New Jersey State Interscholastic Athletic Association (NJSIAA)**

- The Board approves the district's membership in the NJSIAA for the 2018-2019 school year:

The Board of Education of School District No. 2240, County of Sussex, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A 18A: 11-3, et. seq.) herewith enrolls Hopatcong High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue to effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

## **VII. The Board approved Items 21 – 38, Appointments and Approvals – July 1, 2018 Through June 30, 2019.**

These agenda items can be found at  
<https://www.hopatcongschools.org/files/board/agenda/2018-06-25.pdf>



# Attachment ①

*Hopatcong Borough Schools  
School Facility/Field Utilization Request Form*

Thank you for your interest in using our facilities at Hopatcong Borough Schools. As of July 2018, there are significant changes to the facilities form and pricing for use of each facility. Please make sure you read through the document thoroughly.

Before submitting the form, make sure that you have all the proper documentation to avoid delay or the form being rejected.

#### Checklist:

- Facility usage form completed, signed and dated
- Certificate of Occupancy
- Fire Permit (if applicable)
- ServSafe Certificate if using concession stand(s) and kitchen(s)
- Please refer to page 6 and 7 for Tier usage and page 8 for pricing for all buildings and all usage
- ALL DOCUMENTATION MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT or NO APPROVAL

\*Please note that access to buildings will not be permitted without a valid facilities permit\*



*Hopatcong Borough Schools*  
*School Facility/Field Utilization Request Form*

Organization Name: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Facility/Room Requested: \_\_\_\_\_ Location(s): \_\_\_\_\_

Please circle one below: (Tier 4 and 5 will require a \$500.00 non-refundable security deposit that will go toward the rental charges)

Tier 1

Tier 2

Tier 3

Tier 4

Tier 5

**\*\* As required by our insurance carrier, a current certificate of liability insurance must be provided prior to building usage naming the Hopatcong Board of Education as additional insured. If we do not have the Certificate of Occupancy with your application, then the application will be returned and not accepted. Each application needs one attached even if you have sent one in previously for another event. No exceptions!** As required by the NJ Uniform Fire Code (N.J.A.C. 5:70-2.7 (a)), all applicants must obtain an approved application for permit signed by the Hopatcong Fire Marshall prior to building usage. Any equipment or supplies used which are not requested or identified on this form, will be subject to fees. **Verbal authorizations for use of school facilities are NOT VALID. Only fully executed copies of this form shall be honored.** School facilities will not be available when ground is covered with snow, when school is closed, or when needed for school function.

Please initial after reading and that you have provided proper documentation: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

\*Reassignment: \_\_\_\_\_  
(If your approval has been granted with a reassignment indicated, please be advised that the reassignment was necessary to ensure that you would have an appropriate facility or field made available for your use).

Person in Charge (must be in attendance for event)

Alternate Person In Charge

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Chaperone duties: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Cost of event admission: \_\_\_\_\_

Request for Special Equipment: **BE SPECIFIC!!!** \_\_\_\_\_

Identify Accommodations Required for Spectator: \_\_\_\_\_



*Hopatcong Borough Schools  
School Facility/Field Utilization Request Form*

Upon completion, this form should be returned to Chris Buglovsky (HHS Athletic Director) or the School Principal of the building where the activity will take place for processing and approval.

\*\*\*\*\***Office Use Only**\*\*\*\*\*

_____	Approved	Disapproved	Reassigned	_____
Athletic Director				Date
_____	Approved	Disapproved	Reassigned	_____
Principal				Date
_____	Approved	Disapproved	Reassigned	_____
Facilities Supervisor				Date
_____	Approved	Disapproved	Reassigned	_____
Business Administrator				Date

Access for Participants and Spectators is Requested Via: (To be completed by Facility Supervisor)

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated charges:**

Custodial: \_\_\_\_\_

Facility: \_\_\_\_\_

Total: \_\_\_\_\_

**Designated Custodial Staff Member to be contacted:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**All scheduled events will require a permit. Please have with you at the day of the event for admittance into the designated building. You will not be able to enter without it.**



*Hopatcong Borough Schools*  
*School Facility/Field Utilization Request Form*

**Building Security Policy Acknowledgement**

With a continued emphasis on student safety it is paramount that we take every precaution necessary to provide a safe, secure, and effective means in which we can host any outside function within our facilities. With that in mind we want to take this opportunity to notify you of some important changes to all of our facilities within our school district. Effective immediately, all exterior doors to our buildings will remain locked after school hours.

This policy change will require that each group utilizing our facility appoint a "site coordinator" to monitor limited access to the selected building for the purposes of their scheduled activity. Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- All doors both entering and exiting the building will be locked and secured by the District.
- At no time should doors be propped open to allow entry into the building.
- The "Site Coordinator" or Coach should define a clear time window during which players/participants may arrive for a practice or activity. The coach or Coordinator will remain at the entrance doors and grant access to only those that are part of his/her program. All organizations will designate both an arrival and departing time for their function on a nightly basis. It is with this intention that all participants will either enter or exit the facility at the same time.
- While in the facility it is the responsibility of each group to reinforce with their participants/families that their access is limited to the practice/meeting room location and the nearest restrooms. All children must be properly supervised.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. They are simply an attempt to provide safety measures both within and around our district's school buildings with the intent of supervising all those entering and exiting our facilities. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: \_\_\_\_\_

Signature of Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



*Hopatcong Borough Schools  
School Facility/Field Utilization Request Form*

**Auditorium Facility Usage Agreement**

Beginning September 2016, any school or town sponsored event that is planning on selling food or beverages during programs held within our High School Auditorium, are required to utilize the High School Cafeteria as the designated eating area. At no point, will food be allowed into our High School Auditorium.

By no means is our District restricting the sale of food and beverages at functions such as plays and concerts. However, we are requiring all eating and drinking stations to be found within our High School Cafeteria, which is a Department of Health approved facility for these purposes.

Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- While in the facility, it is the responsibility of each group to reinforce with their participants/families the prohibition of all food and beverages within the High School Auditorium.
- While in the facility, it is the responsibility of the Assigned Person in Charge to properly administer all food and beverage (if being sold) usage within the High School Cafeteria during any event that is intending on using the High School Auditorium.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: \_\_\_\_\_

Signature of Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



*Hopatcong Borough Schools*  
*School Facility/Field Utilization Request Form*

**Hopatcong Board Of Education**  
**Use of Facilities – Classification of Users – Summary**

**Tier 1** – Hopatcong School Group/Student related activities (Classes, clubs, pupils & teachers, etc.) PTO's and Educational/Municipal/Health Partnerships.

- Charges: Beyond regular working hours a custodial fee will be charged.

**Tier 1 functions require approval by Principal, Athletic Director, Facilities and Business Administrator.**

**Tier 2** – Divisions of Local Municipal Government and Local Community groups, such as Scout groups, Brownies, and other approved community groups.

- No admission may be charged except for the sports camps

Charges: Beyond regular working hours a custodial fee will be charged.

**Tier 2 functions require approval by Principal, Athletic Director, Facilities and Business Administrator.**

**Tier 3** – Hopatcong based feeder programs (i.e. Warriors, Jr. Chiefs, etc.) No fee for use of indoor facilities, only custodial fees for non-working hours.

Outdoor Facilities fees are as per schedule. Field painting fees will be charged a maintenance fee of \$55.00 an hour for a minimum of 2 hours and if on a holiday or Sunday double time at \$65.00 an hour for a minimum of 2 hours. Painting will only be done at the request of the renter

Fund raising or other events sponsored by local community groups, booster clubs and educational oriented associations.

- A supply charge of \$10.00 per use or a maximum of \$500.00 per season, if applicable for indoor/outdoor use.
- Charges: Beyond regular working hours a custodial fee will be charged.

**Tier 3 functions require approval by Principal, Athletic Director, Facilities and Business Administrator**

**Tier 4 (Non Profit)**– Responsible groups from outside the community and political rallies or caucuses sponsored by regular political parties.

- An admission charge applies only if the net proceeds are for an established charity or for the benefit of a responsible nonprofit service, cultural or recreational organization.
- Any professional services will be charged at the hourly rate.
- Facility usage rental fees will apply accordingly

**Tier 4 functions require approval by Principal, Athletic Director, Facilities and Business Administrator**

**Tier 5 (Profit)**– Activities which are of benefit to the community and sponsored by groups or individuals for their own profit.

- Any professional services will be charged at the hourly rate
- Facility usage rental fees will apply accordingly

**Tier 5 functions require approval by Principal, Athletic Director, Facilities and Business Administrator**



*Hopatcong Borough Schools*  
*School Facility/Field Utilization Request Form*

Location	Tier					Occupancy Fee (Energy) Per Hour Heating Season or A/C Areas
	1	2	3	4	5	
All Schools						
Classrooms	NC	NC	NC	\$90.00	\$125.00	-
Cafeteria	NC	NC	NC	\$280.00	\$400.00	\$30.00
All Kitchens	NC	NC	NC	\$125.00	\$125.00	\$60.00
HS- Main Gymnasium	NC	NC	NC	\$840.00	\$1,200.00	\$100.00
HS- Concession Stand	NC	NC	NC	\$105.00	\$150.00	\$30.00
HS- Small Gymnasium	NC	NC	NC	\$150.00	\$500.00	\$50.00
HS- Auditorium	NC	NC	NC	\$350.00	\$1,200.00	\$100.00
MS- Cafeteria	NC	NC	NC	\$210.00	\$300.00	\$30.00
MS- Main Gymnasium	NC	NC	NC	\$210.00	\$300.00	\$100.00
OUTDOOR FIELDS						
All Athletic Fields/Tennis Court	-	-	-	\$105.00	\$150.00	-
Football Field Concession Stand/Bathrooms	-	-	-	\$105.00	\$150.00	\$30.00
Hilltop Bathroom	-	-	-	\$21.00	\$30.00	-
PROFESSIONAL SERVICES						
Weekdays and Saturdays rate	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	-
Sunday and Holiday rate	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	-
BASIC SUPPLY COSTS						
Paper products	-	-	-	-	-	\$10.00 per bathroom
Soap	-	-	-	-	-	\$10.00 per bathroom
Trash Removal Small 1-50 occupants	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	-
Trash Removal Medium 50-150 occupants	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	-
Trash Removal Large 150-300 occupants	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	-
Trash Removal X-Large 300 or more occupants	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	-



2018-2019

Permit No: \_\_\_\_\_

Certified Facilities Rental Permit

Event Location:

Organization Name:

Permit Holder:

Date of event:

Estimated amount of Guests:

Valid dates:

Approved by:

\_\_\_\_\_  
Matthew Geary, Facilities Supervisor

Event Coordinator:

\_\_\_\_\_  
Signature



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## Hopatcong Board of Education

P.O. Box 1029 • 2 Windsor Avenue  
Hopatcong, New Jersey 07931  
973-398-8801 • FAX 973-398-

### JOB DESCRIPTION

2

**Position:** Director of Elementary Education/K-12 Humanities

**Supervisor:** Superintendent

**Work Year:** 12 Months

**Qualifications:** New Jersey Certification as a Principal. Experience as an administrator and/or teacher is preferred. A knowledge of school organization and curriculum is essential.

**General Job Description:** Develops, oversees and manages day-to-day operations of educational programs and services for the District. Plans, develops, implements and evaluates functions related to curriculum and instruction.

#### Essential Duties and Responsibilities:

1. Maintains a schedule determined by the Superintendent
2. Facilitates, implements and assists with the development of a standards-based curriculum in Language Arts, Social Studies, World Languages and ESL for grades K-12
3. Serves as a leader and general resource person in matters relating to elementary curriculum development and evaluation
4. Assists in the development and implementation of Camp Innovate
- 5.
6. Oversees program operations of the Little Chiefs program in the High School (only pre-school, not high school class)
7. \*\*
8. Facilitates and coordinates all district education student interns
9. Coordinates all assigned programs in a manner consistent with district goals and objectives
10. Assists in the coordination and implementation of staff development programs as per assigned departments
11. Analyzes reports and interprets student performance data and makes recommendations for instructional improvement
12. Develops, submits and monitors budgets for the operation of assigned programs and services
13. Coordinates the process of textbook evaluation, selection and adoption for all assigned curriculum
14. Works with the appropriate staff in the continuing evaluation of programs to improve student achievement
15. Supervises, directs, coordinates and/or assists with specially funded programs as assigned
16. Meets regularly with the Superintendent to discuss important issues that might directly affect the district
17. Works with the appropriate staff in the improvement of individual staff competencies

18. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials
19. Encourages the development and implementation of new instructional materials by the professional staff
20. Effectively and promptly handles communication with all stakeholders
21. Visits schools regularly to ensure effective communication
22. Supervises and evaluates assigned personnel
23. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
24. Maintains and cultivates the external and internal image of the district, its divisions and its schools
25. Represents the district in community affairs and activities
26. Interprets the curriculum and its philosophy to the Board, the administration, the staff and the community
27. Attend assigned Committee meetings as required by the Superintendent
28. Attends Board of Education meetings as required by the Superintendent
29. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

**Knowledge, Skills, and Abilities associated with Performance Responsibilities:**

- Ability to be flexible and adapt to changing situations
- Ability to plan, organize and direct comprehensive education programs in assigned areas of curriculum aimed at preparing every student for success
- Ability to lead improvement efforts toward identified instructional targets by motivating and mentoring building-level administrators and facilitating systemic change strategies, with an emphasis on progressive education practices
- Comprehensive knowledge of the principles, practices and procedures of school administration
- Strong knowledge of best practices in curriculum and instruction, program evaluation, leadership development, school improvement, budget management and data analysis
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff and office associates



## Hopatcong Board of Education

P.O. Box 1029 • 2 Windsor Avenue  
Hopatcong, New Jersey 07843  
973-398-8801 • FAX 973-398-1961

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### JOB DESCRIPTION

**Position:** Director of Secondary Education/K-12 STEAM

**Supervisor:** Superintendent

**Work Year:** 12 Months

**Qualifications:** New Jersey Certification as a Principal. Experience as an administrator and/or teacher is preferred. A knowledge of school organization and curriculum is essential.

**General Job Description:** Develops, oversees and manages day-to-day operations of educational programs and services for the District. Plans, develops, implements and evaluates functions related to curriculum and instruction.

#### Essential Duties and Responsibilities:

1. Maintains a schedule determined by the Superintendent
2. Facilitates, implements and assists with the development of a standards-based curriculum in Science, Technology, Engineering, Math, Arts and Music for grades K-12
3. Serves as a leader and general resource person in matters relating to secondary curriculum development and evaluation
4. Serves as a leader and general resource person in matters relating to K-12 STEAM curriculum and programs
5. Assists in the development and implementation of the AP Program with assistance from the Director of Guidance
6. \*\*\*\*
7. Coordinates all assigned programs in a manner consistent with district goals and objectives
8. Assists in the coordination and implementation of staff development programs as per assigned departments
9. Analyzes reports and interprets student performance data and makes recommendations for instructional improvement
10. Develops, submits and monitors budgets for the operation of assigned programs and services
11. Coordinates the process of textbook evaluation, selection and adoption for all assigned curriculum
12. Works with the appropriate staff in the continuing evaluation of programs to improve student achievement
13. Supervises, directs, coordinates and/or assists with specially funded programs as assigned
14. Meets regularly with the Superintendent to discuss important issues that might directly affect the district
15. Works with the appropriate staff in the improvement of individual staff competencies
16. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials

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17. Encourages the development and implementation of new instructional materials by the professional staff
18. Effectively and promptly handles communication with all stakeholders
19. Visits schools regularly to ensure effective communication
20. Supervises and evaluates assigned personnel
21. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
22. Maintains and cultivates the external and internal image of the district, its divisions and its schools
23. Represents the district in community affairs and activities
24. Interprets the curriculum and its philosophy to the Board, the administration, the staff and the community
25. Attend assigned Committee meetings as required by the Superintendent
26. Attends Board of Education meetings as required by the Superintendent
27. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

**Knowledge, Skills, and Abilities associated with Performance Responsibilities:**

- Ability to be flexible and adapt to changing situations
- Ability to plan, organize and direct comprehensive education programs in assigned areas of curriculum aimed at preparing every student for success
- Ability to lead improvement efforts toward identified instructional targets by motivating and mentoring building-level administrators and facilitating systemic change strategies, with an emphasis on progressive education practices
- Comprehensive knowledge of the principles, practices and procedures of school administration
- Strong knowledge of best practices in curriculum and instruction, program evaluation, leadership development, school improvement, budget management and data analysis
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff and office associates



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973-398-8801 • FAX 973-398-1961

Learning Today. Leading Tomorrow.

### JOB DESCRIPTION

4

**Position:** Director of Technology and District Security

**Supervisor:** Superintendent

**Work Year:** 12 Months

**Qualifications:** New Jersey Certification as a Principal. Experience as an administrator and/or teacher is preferred. A knowledge of school organization and curriculum is essential.

**General Job Description:** Develops, oversees and manages day-to-day operations of educational technology, safety and security for the District and all other assigned programs. Coordinates a comprehensive school safety program.

#### Essential Duties and Responsibilities:

1. Maintains a schedule determined by the Superintendent
2. Serves as a general resource person in the integration of technology into the instructional program
3. Oversees and manages all district technologists and the District Technology Center
4. Assumes key role in monitoring and improving student attendance across the district
5. Coordinates and facilitates all district testing
6. Applies for and coordinates Federal Grants
7. Creates and maintains the development of the staff observation/evaluation schedule; review, revise and update MyLearningPlan to reflect current practice and schedule; monitor progress of evaluation schedule
8. Coordinates a comprehensive security/school safety program
9. Serves as a liaison with local law enforcement agencies to monitor the daily operation of the School Resource Officer (SRO) program and other law enforcement issues on the school campuses
10. Assists in the development and implementation of security plans for special events involving the school facilities within the District
11. Assists/advises in the development and maintenance of crisis management/emergency response plans as a part of each school's safety plan.
12. Assumes responsibility for the implementation of the district's security plan and security-related policies and regulations
13. Evaluates the District's security program on a continuing basis and recommends changes as necessary
14. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities
15. Coordinates all assigned programs in a manner consistent with district goals and objectives
16. Develops, submits and monitors budgets for the operation of assigned programs and services

17. Works with all appropriate staff in the continuing evaluation of programs to improve student safety
18. Assists in the coordination and implementation of staff development programs as per assigned departments
19. Adheres to state compliance activities as it relates to school safety and security
20. Supervises, directs, coordinates and/or assists with specially funded programs as assigned
21. Meets regularly with the Superintendent to discuss important issues that might directly affect the district
22. Effectively and promptly handles communication with all stakeholders
23. Visits schools regularly to ensure effective communication
24. Supervises and evaluates assigned personnel
25. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
26. Maintains and cultivates the external and internal image of the district, its divisions and its schools
27. Represents the district in community affairs and activities
28. Attend assigned Committee meetings as required by the Superintendent
29. Attends Board of Education meetings as required by the Superintendent
30. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

**Knowledge, Skills, and Abilities associated with Performance Responsibilities:**

- Ability to be flexible and adapt to changing situations
- Ability to plan, organize and direct comprehensive safety and security programs
- Comprehensive knowledge of the principles, practices and procedures of school administration
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff and office associates



# Hopatcong Board of Education

P.O. Box 1029 • 2 Windsor Avenue

Hopatcong, New Jersey 07843

973-398-8801 • FAX 973-398-1961

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## JOB DESCRIPTION

5

**Position:** Principal on Special Assignment

**Supervisor:** Superintendent

**Work Year:** 12 Months

**Qualifications:** New Jersey Certification as a Principal. Experience as an administrator and/or teacher is preferred. A knowledge of school organization and curriculum is essential.

**General Job Description:** Perform the special assignment as specified by the Superintendent of Schools.

### Essential Duties and Responsibilities:

1. Maintains a schedule determined by the Superintendent
2. Facilitates credit recovery for High School students
3. Oversees the Middle School Summer School program
4. Provides administrative coverage when building principals are not present
5. Manage district nursing personnel and related nursing matters
6. Establish and implement an online professional development program that complies with State mandated programs
7. Develop, monitor and implement the Academic Skills program in grades K-5
8. Develop, monitor and implement a uniform I&RS/RTI practice across the district
9. Maintains effective communications with agencies and resources outside of the school
10. Supervises, directs, coordinates and/or assists with specially funded programs as assigned
11. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent
12. Coordinates all assigned programs in a manner consistent with district goals and objectives
13. Develops, submits and monitors budgets for the operation of assigned programs and services
14. Supervises, directs, coordinates and/or assists with specially funded programs as assigned
15. Meets regularly with the Superintendent to discuss important issues that might directly affect the district
16. Effectively and promptly handles communication with all stakeholders
17. Supervises and evaluates assigned personnel
18. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
19. Maintains positive, cooperative and mutually supportive relationships with central administration, parents and representatives of resource agencies within the community
20. Maintains and cultivates the external and internal image of the district, its divisions and its schools

21. Represents the district in community affairs and activities as assigned by the Superintendent
22. Attend assigned Committee meetings as required by the Superintendent
23. Attends Board of Education meetings as required by the Superintendent
24. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

**Knowledge, Skills, and Abilities associated with Performance Responsibilities:**

- Ability to be flexible and adapt to changing situations
- Ability to plan, organize and direct comprehensive safety and security programs
- Comprehensive knowledge of the principles, practices and procedures of school administration
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff and office associates



## Hopatcong Board of Education

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Learning Today. Leading Tomorrow.

### JOB DESCRIPTION

**Position:** Innovation Lab / STEAM Teacher

**Supervisors:** Building Principal and Director of Secondary Education / K-12  
STEAM

**Work Year:** 10 Months

**Qualifications:** New Jersey Teacher Certification, math or science is preferred. Successful experience as a classroom teacher with knowledge of learning theory and curriculum, preferred. The ability to develop interdisciplinary programs and curricula and the ability to engage students in a technology-rich laboratory are essential. Experience with coding and 3D printing is desired.

**General Job Description:** Under the direction of the Building Principal and Director of Secondary Education / K-12 STEAM, the teacher shall provide instruction to assigned students in a classroom environment within the professional responsibilities of the school district. The teacher shall support and provide leadership in science, technology, engineering, the arts and mathematics education school-wide. The teacher shall utilize best practices / instructional strategies to develop STEAM lessons and resources that directly support the curricula. The teacher shall effectively manage the use of school resources to present and to support the delivery of content.

#### Essential Duties and Responsibilities:

1. Maintains a schedule determined by the administration
2. Assists the building principal in developing and maintaining a budget with financial and equipment accountability for the program
3. Facilitates, implements and assists with the development of a standards-based curriculum in STEAM
4. Becomes a member of committees as needed for the improvement of the educational program
5. Prepares for and supervises assemblies
6. Contributes to the creation and maintenance of STEAM - based extracurricular activities

7. Delivers STEAM - oriented instruction through hands on, project-based learning methods
8. Attends professional development and training related activities
9. Organizes, develops and coordinates special STEAM activities / events
10. Uses technology to promote learning, creativity and collaboration
11. Assists with the planning and preparation of school-wide Engineering Design Challenges
12. Develops instructional goals / objectives which address a range of cognitive abilities, are student-centered, and are aligned to district, state, and national standards
13. Creates a classroom culture that demonstrates learning is an ongoing process, that enables students to make contributions to the class, that reinforces behavior that is conducive to learning, that conveys enthusiasm for the subject, and that establishes an atmosphere that fosters student pride.
14. Maintains purposeful activity in an atmosphere of mutual respect in the classroom, develops productive working relationships among/between students, shows concern for students as individuals, addresses the behavior needs of students, and develops a positive rapport with students.
15. Designs assessments that are congruent with instructional goals and objectives, delivers feedback in a timely manner, uses results in planning instruction, provides opportunities for students to use feedback to achieve mastery
16. Utilizes a variety of instructional strategies which link activities to goals/objectives and delivers content that is foundational and builds on students' prior knowledge and experience
17. Differentiates instruction and assessments to address learners' needs
18. Challenges students to ask their own questions, to monitor their own progress, and to engage in the learning process

**Knowledge, Skills, and Abilities associated with Performance Responsibilities:**

- Ability to be flexible and adapt to changing situations
- Ability and willingness to prepare every student for success
- Ability to establish and maintain effective working relationships with students, parents, administrators, teachers and support staff

7

# LIST OF APPROVED SUBSTITUTES

DISTRICT: Hopatcong

COUNTY: Sussex

Date adopted by Local Board of Education Subject to Criminal Background Check June 25, 2018

NAME	INSTITUTIONS ATTENDED	DATES OF ATTENDANCE	DEGREE RECEIVED	MAJOR	CERTIFICATE(S)
Danette Swanson	Lockhaven Univ. Penn State Univ.	1980-1984 1985-1987	BA MA	Health/Phys Ed. Health Ed	Substitute recertification
<b>SUBSTITUTE PARAPROFESSIONALS</b> Michelle Bastedo	<b>SUBSTITUTE CUSTODIANS/ MECHANIC</b>	<b>SUBSTITUTE VAN/BUS DRIVERS</b>	<b>SUBSTITUTE School Nurse</b>	<b>SUBSTITUTE DAY PLUS</b>	<b>HOME INSTRUCTION</b>



8

June 2018 Field Trip Requests

Name	Activity	Description	Goals	Date	Trip Cost	Pupil Cost	Students	Chaperone Cost
DelBagno, Heather	✓ National Academic Championship	Ramada Gateway Kissimmee, 7470 W Irlo Bronson Memorial Highway, Kissimmee, Florida	Compete in National Academic Championship	6/18/2018	\$160.00	\$160.00	6	0
Wilson, Julie	✓ Chatterbox	1 State Highway 15	-students will make independent choices for meals and calculate correct cost to ensure they have the right amount of money to pay for their meal.	6/18/2018	21.00 transportation covered by CST, 60.00 for meal ( only 4 students eating) 81.00 total cost	15.00	5	N/A
Wilson, Julie	✓ End of School Trip	Broadhurst Theatre 235 West 44th St New York, NY	-navigate public transportation via ferry and nj waterway buses   with one-to-one supervision   -ordering lunch independently as possible   -watching a live Broadway musical	6/20/2018	1598.00 1000.00 being covered by donation to MD class, already board approved, transportation covered by CST	50.00 per student	7	N/A

June 2018 Field Trip Requests

Name	Activity	Description	Goals	Date	Trip Cost	Pupil Cost	Students	Chaperone Cost
Wilson, Julie	Summer Bowling	Circle Bowl RT. 46 Ledgewood	-students will participate in the game of bowling with friends -students will order snacks/lunch independently	7/11/2018	96	12	8	0
Wilson, Julie	Summer bowling	Circle Bowl Rt 46 Ledgewood	-students will participate in the game of bowling with friends -order snack/lunch independently	7/25/2018	96	12	8	0
Wilson, Julie	SWAP Movie	AMC Rockaway	-students will purchase movie tickets independently -students will order lunch/snacks independently -students will find and choose friends to sit and enjoy the movie with	5/31/2018	71.00 50 - tickets covered by students 21 - transportation covered by CST	10	5	N/A
Wilson, Julie	SWAP Variety Show	Kittatinny Regional High School	-students will meet and greet friends from other schools who will be performing -students will be expected to sit and remain courteous for the entire production	6/12/2018	21.00 transportation covered by CST	0	0	0
							Total Field Trips	\$1,123

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June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Adams, Marissa	Curriculum Project with Conquer Mathematics	6/7/2018	Determine places where supplementing the curriculum is necessary. Find resources to enhance where they find the textbook is lacking. Align the textbook and supplemental resources to the standards/curriculum. Record interdisciplinary connections that are currently being done. Complete a pacing guide.	0	162	0	0	0	0	50.22
Anthes, Leticia	IEP Meeting at Lakeland Andover School	6/5/2018	IEP meeting for JS	0	35.8	0	0	0	0	11.09
Anthes, Leticia	IEP meeting at Northern Hills Academy	6/21/2018	IEP meeting for KS	0	33.6	0	0	0	0	10.42
Anthes, Leticia	IEP Meeting at Roxbury HS	6/8/2018	IEP meeting for IB	0	12.2	0	0	0	0	3.78
Autorino, Janet	Out-of-District IEP meeting	6/8/2018	Traveling to Roxbury High School to conduct an annual IEP meeting which is required by NJ State Special Ed. code.	0	12.2	0	0	0	0	3.78
Autorino, Janet	Prepare to Fade	1/19/2018	This workshop will focus on how to prepare to fade the para-professional successfully. It will identify the roles of the para-professional, assisting the hard conversations with parents on advocating for independence, and developing a fade plan to increase independence and teach students self-management.	50	30.8	0	0	0	0	59.55

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Balinski, Luanne	Unique Speech-Language Therapy: Wonderful Websites with Practical Tips.	5/9/2018	This workshop provided speech-language pathologists serving school-age children with communication difficulties with original and exciting ways to motivate and teach their students.	0	0	0	0	0	0	0.00
Balinski, Luanne	What's the Story? Using Narrative Structure to Teach Communication and Leadership in the Digital Age.	5/21/2018	Cognitive scientists tell us that most of our human experience is organized as story, yet children with language-based learning differences often struggle with story grammar. The proven role of narrative development in a student's overall academic achievement provides a compelling argument for speech language pathologists to incorporate narrative language goals into their treatment plans, as explicit instruction of narrative macrostructure simultaneously targets speaking and listening as well as grade-specific reading and writing targets outlined in the Common Core State Standards. Furthermore, the key elements of narrative provide therapeutic material for developing students' critical thinking and social emotional skills.	90	30	0	0	0	0	90.00
Barroqueiro, Mellany	Conquer Mathematics	6/5/2018	Grade 2 Curriculum Writing	0	54.60 each day	0	1	0	0	51.77
Binotto, Emil	educational policy and school law seminar	6/1/2018	Strauss Esmay Associates' Educational Policy and School Law Seminar	0	0	0	0	0	0	0.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Bisignani, Jennifer	Curriculum Project with Conquer Mathematics	6/7/2018	Determine places where supplementing the curriculum is necessary. Find resources to enhance where they find the textbook is lacking. Align the textbook and supplemental resources to the standards/curriculum. Record interdisciplinary connections that are currently being done. Complete a pacing guide.	0	168	0	0	0	0	52.08
Boucher, Kimberly	Math Curriculum Writing Project	6/18/2018	To write curriculum and create binders including the curriculum, standards, interdisciplinary connections, integration of 21st century themes, pacing guide, and modifications for special education students	0	165	27.5	0	0	0	78.65
Brennan, Pamela	1st Annual STEM Made Simple Summit	7/25/2018	Over the past five years, STEM education has undergone many iterations. Beginning with enhancements to the acronym itself; we have gone from STEM to STEAM to STREAM, and just to confuse matters even more, we started adding "Makerspace" to the equation. STEM is much more than the subjects represented by the letters, it is an integrated approach that uses project-based learning to enable students to understand the relevancy of their learning to the world around them. So how do we make this happen? How does a school or district implement a STEM program that aligns across the curriculum?!!	129	48.4 X 2 = 96.8	0	0	0	0	159.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
ennan, amela	Spark Innovation in Your STEM Program	7/9/2018	Learn how to implement NJCTL's free turnkey Science and Mathematics programs in your school. NJCTL's editable curricular materials include presentations/digital textbooks, classwork/homework, activities/labs, student assessments and comprehensive UBD unit plans with day-by-day pacing guides. NJCTL pedagogy infuses technology into classroom instruction, formative assessment and student learning. Ideal for K-12 educators and leaders, participants will learn how to synergize Science, Mathematics, and Engineering in Kindergarten through AP courses to enhance student achievement.	0	53.4 X 2 = 106.8	0	0	0	0	33.10
Catizone, Carmela	K-5 Math Summer 2018 Curriculum Project with Conquer Math	6/18/2018	Math curriculum writing with Nancy Schultz.	0	0	0	0	0	0	0.00
Certo, Mark	Handle with Care Training	5/30/2018	Turn key training to continue to have the ability to train teachers and aids in the art of verbal de-escalation and physical restraint as needed.	0	24	0	0	0	0	0.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Christiano, Stacey	✓ Dyslexia-Building New Neuropathways	6/7/2018	This Webcast will focus on focus on identification, remediation strategies and activities to assist students with Dyslexia including visual perceptual skills, visual motor integration, auditory & visual memory, reading rate, accuracy, fluency, comprehension, phonemic awareness, spelling and handwriting. Participants will have the opportunity to practice ideas that will incorporate the use of child centered everyday routines, games, sensory and hands-on approaches to help students manage their frustrations and challenges.	199.990005	0	0	0	0	0	199.99
Collins, Brian	✓ Vermeer: The Complete Works	2/10/2018	Read Vermeer: The Complete Works in preparation for a STEAM/Arts Integration lesson.	0	0	0	0	0	0	0.00
Colonna, Kelly	✓ Conquer Math Workshop	6/14/2018	At this workshop we will do the following... 1. Determine places where supplementing the curriculum is necessary. 2. Find resources to enhance where the textbook is lacking. 3. Align the textbook and supplemental resources to the standards/curriculum. 4. Complete pacing guide. 5. Record interdisciplinary connections that are currently being done and/or find some.	0	153	0	0	0	0	47.43

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
✓ DeMetro, Dana	Conquer Math Workshop	6/6/2018	At the workshop we will be doing the following: 1. determine places where supplementing the curriculum is necessary 2. find resources to enhance where the textbook is lacking 3. align the textbook and supplemental resources to the standards/curriculum 4. complete pacing guide 5. record interdisciplinary connections that are currently being done and/or find some		0 153	0	0	0	0	47.43
✓ Edgerton, Olga	K-5 Math Curriculum Writing	6/5/2018	K-5 curriculum writing with gr. 2 team, at Conquer Math site.	0 0		0	0	0	0	0.00
✓ Edgerton, Olga	Strauss Esmay Associates - Ed policy and Law Annual seminar	6/1/2018	Program Topics - Hot topics in educational Law, Educator misconduct, Teach NJ, HIB, and others. By SEA.	0 0		0	0	0	0	0.00
✓ Fajerman, Eric	NJSIAA Wrestling Championships	3/1/2018	High school state championships	0 0		0	0	0	1354.5	1354.50
Fialcowitz, Jaime	K-5 Math Summer 2018 Curriculum Project with Conquer Math	6/18/2018	To write curriculum and create binders including the curriculum, standards, interdisciplinary connections, integration of 21st century themes, pacing guide, and modifications for special education students	0 192.6		0	0	0	0	59.71
✓ Hersh, Dawn	IEP Meeting	5/15/2018	IEP Meeting for H.B. at Windsor Learning Center	0 62		0	0	0	0	19.22
✓ Hersh, Dawn	IEP Meeting	5/31/2018	IEP Meeting for A.G.	0 22.8		0	0	0	0	7.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Hersh, Dawn ✓	IEP Meeting	6/6/2018	Mt Olive. K.B.	0	15	0	0	0	0	4.65
Hersh, Dawn ✓	IEP Meeting S.G.	5/17/2018	IEP Meeting at Inclusive Learning Academy	0	5.6	0	0	0	0	1.73
Hersh, Dawn ✓	School visitation and IEP Meeting	5/22/2018	Out of District Visitation and IEP meeting for P.W.	0	34	0	0	0	0	10.54
Hersh, Dawn ✓	Visitation D.G.	6/6/2018	D.G. Visitation	0	48	0	0	0	0	14.88
Ibaceta, Alison	Math Curriculum Writing	6/5/2018	Math curriculum grade 2	0	32.1 each day total of 96.3 miles	0	0	0	0	29.85
Jensen, Todd ✓	The Principal/AP/VP survival guide	5/30/2018	Novice,experienced & veteran principals & assistant principals!How can we possibly remember everything?Time goes by,students,staff,community,process,procedures & most importantly educational law changes.This may be the refresher PD you have been waiting for.	0	0	0	0	0	0	0.00
Longo, Shawna ✓	Are You iSTEAM Ready - Makerspaces	6/21/2018	Makerspaces and STEAM classrooms are emerging in many schools in New Jersey. How much will they cost? What equipment should be in theses classrooms and labs? What will students be learning and why? Are they truly integrative STEAM environments where students are experiencing real world problem solving with observable and meaningful outcomes?[]	0	154	0	0	0	0	47.74
Longo, Shawna	FEA Summer Institute	7/18/2018	FEA Summer Institute for Educational Leaders as Scholars - focus on Arts Integration	0	90	0	0	0	0	27.90

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
Longo, Shawna	Life Summer Institute for STEAM	6/27/2018	A rough outline of the Summer Institute follows (this will be finalized based on availability of guest speakers and your input)¶ 1 - Welcome, meeting and logistics and technology training by Apple.¶ 2 - Learning led by the NJIT Murray Center for Women in Technology including and gender issues, Problem Based Learning, collaboration and hands on STEAM¶ 3 - Workshop to build out specific materials, needs, and action items along with other potential items needed like tech support follow-up, lesson planning info etc.	0	70	0	0	0	0	21.70
Longo, Shawna	NJMEA Summer Workshop 2018	8/7/2018	New Jersey Music Educator's Association Summer Workshop conference	0	120	0	0	0	0	37.20
Longo, Shawna	Worlds of Making	9/28/2018	Are you thinking about creating a makerspace for your school or your classroom but don't know how to get started? This full day learning experience will provide participants with the skills needed to plan and implement a makerspace that is unique and meaningful for the classroom.¶	125	84	0	0	0	0	151.04
MacRae, Lillian	Sussex County School Nurse's Association Meeting	5/8/2018	Lillian Farrell, Certified in School Nursing & Certified in Holistic Nursing spoke about ways to incorporate Holistic Health practices in the school setting. Topics covered included ways for the school nurse to assist student to independently decrease their stress during school & at other times as needed.	0	0	0	0	0	0	0.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
McConnell, Allyson	Math Curriculum Writing Project	6/18/2018	To write curriculum and create binders including the curriculum, standards, interdisciplinary connections, integration of 21st century themes, pacing guide, and modifications for special education students.	0	165	27.5	0	0	0	78.65
Montefusco, Stacey	IEP Meeting/Observation at Northern Hills Academy	6/1/2018	IEP Meeting/Observation at Northern Hills Academy for OOD student (O.C.)	0	26.8	0	0	0	0	8.30
Montefusco, Stacey	Student Observation at Northern Hills Academy	6/14/2018	Student Observation (O.C.) at Northern Hills Academy	0	30.4	0	0	0	0	9.42
Norris, McKenzie	1st Annual STEM Made Simple Summit	7/25/2018	Over the past five years, STEM education has undergone many iterations. Beginning with enhancements to the acronym itself; we have gone from STEM to STEAM to STREAM, and just to confuse matters even more, we started adding "Makerspace" to the equation. STEM is much more than the subjects represented by the letters, it is an integrated approach that uses project-based learning to enable students to understand the relevancy of their learning to the world around them. So how do we make this happen? How does a school or district implement a STEM program that aligns across the curriculum?	129	48.4 x 2	0	0	0	0	159.00

June 2018 Conference Requests

Name	Activity	Date	Description	Registration	Mileage	Transportation	Tolls	Meals	Lodging	Total
✓ Pallotta, Susan	IEP meeting DW	5/16/2018	IEP meeting OOD DW-Montgomery academy	0	42.4	0	0	0	0	13.14
✓ Pallotta, Susan	OOD IEP meeting	6/7/2018	OOD IEP meeting for JF	0	12	0	0	0	0	3.72
✓ Pallotta, Susan	OOD IEP meeting for CQ	12/12/2017	OOD IEP meeting CQ at Warren County Special Services	0	25	0	0	0	0	7.75
✓ Pallotta, Susan	OOD intake interview DW	5/21/2018	OOD intake interview for DW at Mt Olive High School-behavioral disabilities program	0	14	0	0	0	0	4.34
✓ Pallotta, Susan	School intake interview-DW Shepard School	5/16/2018	Intake interview DW at Shepard School	0	30	0	0	0	0	9.30
✓ Breth, Melanie	PT evaluation	6/5/2018	Traveling to Northern Hills Academy to conduct a PT evaluation for one of our out of district students.	0	30.8	0	0	0	0	9.55
Sciabica, Doreen	CONQUER MATH	6/6/2018	We will be writing first grade math curriculum.	0	32	0	4	0	0	23.84
✓ Walker, Jaime	Legal ONE: HIB Law-- Year in Review	6/7/2018	The revisions to the Anti-Bullying Bill of Rights Regulations are effective as of July 1, 2018. Are you aware of what the revisions are? Is your School District prepared to address these changes for the 2018-19 school year?	150	107	0	0	0	0	183.17
Total Conference Costs										3196.13

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## District Policy

**5111- ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)**

Section: Students

Date Created: June, 1992

Date Edited: April, 2018

**M**

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

**Eligibility to Attend School**

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if

an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-

3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

#### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

#### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall

be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

#### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

#### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

#### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

#### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

#### Nonresident Students

The admission of a **nonresident** student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any **nonresident** student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

#### Children Who Anticipate Moving to or from the District

A **nonresident** student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than four months prior to the anticipated date of residency. If any such student does not become a resident of the school district

within four months after admission to school, tuition will be charged for attendance commencing the beginning of the fifth month and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after April 1 and twelfth grade students whose parent or guardian have moved away from the school district on or after April 1 will be permitted to finish the school year in this school district without payment of tuition.

#### Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district without payment of tuition, provided that the educational program of such children can be provided within school district facilities.

#### Other **Nonresident** Students

Other **nonresident** students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval. However, the Board may allow students whose parents/guardians moved out of the district to be permitted to finish their education without paying tuition. This decision shall be within the sole discretion of the Board and based on any relevant factors as determined by the Board, which may include the number of years the individual has been a student within the Hopatcong School District, the number of years necessary for the student to graduate, and/or the student's disciplinary record.

#### **Foreign Exchange Students**

The Board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students.

The Board may accept privately sponsored exchange students on an F-1 visa for attendance only in secondary schools upon payment of tuition at the established district rate. Tuition cannot be waived for students on an F-1 visa, and attendance in district schools shall not exceed 12 months. Students attending the schools of this district on an F-1 visa may not participate in any adult-education programs sponsored by the Board under any circumstances.

All potential organizations or individuals applying for admission shall forward the request to the chief school administrator by July 1, preceding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The chief school administrator shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

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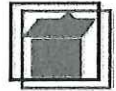
Revised: 19 December 2005

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Revised: 28 August 2017

Revised:



# POLICY GUIDE

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Student Smoking  
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[See POLICY ALERT Nos. 98, 158, 170, 188, 199 and 215]

## 5533 STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young **people** may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, ~~including the use of smokeless tobacco and snuff~~, or the inhaling or exhaling of smoke or vapor from an electronic smoking device **pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.**

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe, **or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.**

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or 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 any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands **and 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 include other facilities as defined in N.J.A.C. 6A:26-1.2; 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.



# POLICY GUIDE

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Student Smoking

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings ~~or and~~ on ~~any~~ school grounds, at ~~school-sponsored~~ events ~~sponsored by the Board~~ away from school, ~~or and~~ on a school bus ~~any transportation vehicle supplied by the Board~~.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A ~~s~~Students who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).



# POLICY GUIDE

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Student Smoking

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

**N.J.S.A. 2A:170-51.4**

**N.J.S.A. 2C:35-2**

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

**N.J.A.C. 6A:16-1.34.3**

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:



# POLICY GUIDE

ADMINISTRATION

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**Equal Employment/Anti-Discrimination Affirmative  
Action Program for Employment and  
Contract Practices**

Apr 18

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[See POLICY ALERT Nos. 116, 167, 172, 191, 209 and 215]

## 1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in **school** district employment practices and shall systematically monitor **school** district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees. **In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.**

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.



# POLICY GUIDE

ADMINISTRATION

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**Equal Employment/Anti-Discrimination** Affirmative  
Action Program for Employment and  
Contract Practices

The Board shall ensure equal pay for equal work among members of the **school** district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted:



# POLICY GUIDE

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Student Suicide Prevention

Apr 18

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[See POLICY ALERT Nos. 81, 193, 209 and 215]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among **students** ~~children and adolescents~~. A ~~S~~students under severe stress cannot benefit fully from the educational program and may pose a threat to **themselves** ~~himself or herself~~ or others.

The Board directs all school **district staff members** ~~personnel~~ to be alert to a the student who exhibits ~~behavioral~~ warning signs of ~~potential~~ self-destruction or who threatens or attempts suicide. Any such **warning** signs or the report of such **warning** signs from another student or staff member **shall** ~~should~~ be taken with the utmost seriousness and reported immediately to the ~~Building~~ Principal or **designee**, ~~who shall notify the student's parent and other professional staff members in accordance with administrative regulations.~~

The Principal or designee shall immediately contact the parent(s) of the A ~~potentially suicidal~~ student **exhibiting warning signs of suicide to inform the parent(s)** the student ~~will~~ **shall** be referred to the Child Study Team or a **Suicide Intervention Team**, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to **obtain** ~~for appropriate evaluation and/or recommendation for independent medical or psychiatric services for the student.~~ In the event that the parent objects to the **recommendation** ~~recommended evaluation~~ or indicates an unwillingness to cooperate in the best interests of the student, the ~~Child Study Team~~ **Principal or designee will** ~~may~~ contact the **New Jersey** Department of Children and Families, Division of Child Protection and Permanency to request ~~that agency's~~ intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



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Student Suicide Prevention

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

## [Optional

~~The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades \_\_\_\_\_ through \_\_\_\_\_ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.]~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with **training and** experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate **guidelines to assist school district regulations for the guidance of staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent in preventing contagion when a student commits suicide.**

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.

Adopted:



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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[See POLICY ALERT Nos. 192 and 215]

### 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's individualized education plan team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

Adopted:



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OPERATIONS

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Reporting Potentially Missing or Abused Children

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[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203, 208 and 215]

## 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all



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### Reporting Potentially Missing or Abused Children

reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.



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Reporting Potentially Missing or Abused Children

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted:



# REGULATION GUIDE

ADMINISTRATION

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**Equal Employment/Anti-Discrimination**  
~~Affirmative Action Program for Employment~~  
~~and Contract Practices Complaint Procedure~~

Apr 18

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[See POLICY ALERT Nos. 116, 167, 191 and 215]

R 1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION**  
**AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT**  
**AND CONTRACT PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any **school** district employee or candidate for **school** district employment the opportunity to appeal an alleged violation of the **school** district's Affirmative Action Program for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this **school** district accords to information about individual staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the Hopatcong School District.
2. "Complaint" means an alleged violation of the **school** district's Affirmative Action Plan or Policy.



# REGULATION GUIDE

ADMINISTRATION

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## **Equal Employment/Anti-Discrimination Affirmative Action Program for Employment and Contract Practices Complaint Procedure**

3. "Complainant" means a staff member who alleges a violation of the **school** district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a **business day** ~~working~~ or calendar day as identified.
5. "School district" or "**district**" means the Hopatcong School District.
6. "Violation" means the failure of a **school** district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of **school** district employment or contract practices and/or to correct the results of past discrimination.

### C. Procedure

1. A **Complainant** who believes ~~that~~ he/she has been harmed or adversely affected by a failure to enforce the **school** district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
  - a. In the event the Complainant believes their immediate supervisor may be conflicted or if the immediate supervisor is not available, the Complainant may proceed directly to the school district's Affirmative Action Officer as outlined in C.2. below.
  - b. In the event the Complainant believes the school district's Affirmative Action Officer may be conflicted, the Complainant may submit a written complaint to the Superintendent of Schools who will designate a supervisor or administrative staff member to conduct the investigation in accordance with the procedures outlined in this Regulation. The Superintendent will ensure the supervisor or administrative staff member is provided affirmative action training in accordance with State mandates and guidelines.



# REGULATION GUIDE

ADMINISTRATION

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## **Equal Employment/Anti-Discrimination** ~~Affirmative Action Program for Employment~~ ~~and Contract Practices Complaint Procedure~~

2. If the matter is not resolved to the satisfaction of the Ceomplainant within **ten business** ~~thirty working~~ days, the Ceomplainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
  - a. The Ceomplainant's name and address;;
  - b. The specific failure to act that the Ceomplainant complains of;;
  - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan;;
  - d. The results of discussions conducted in accordance with paragraph C.1.-;; and
  - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven **business working** days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three **business working** days after it has been received by the Ceomplainant. The appeal will include the original complaint, the response to the complaint, and the Ceomplainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. ~~On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision);~~ **Upon request**, the Ceomplainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven **business working** days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.



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## **Equal Employment/Anti-Discrimination Affirmative Action Program for Employment and Contract Practices Complaint Procedure**

6. The Superintendent will render a written decision in the matter no later than seven **business working** days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties ~~and to the Board of Education~~.
7. The Ceomplainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three **business working** days after receipt of the Superintendent's decision. The appeal will include:
  - a. The original complaint;
  - b. The response to the complaint;
  - c. The Superintendent's decision;
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
  - e. The Ceomplainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the Ceomplainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.



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**Equal Employment/Anti-Discrimination**  
~~Affirmative Action Program for Employment~~  
~~and Contract Practices Complaint Procedure~~

11. The Ceomplainant will be informed of his/her right to appeal the Board's decision to the:

- a. Commissioner of Education  
New Jersey State Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500, or  
Telephone: ~~(877) 900-6960 or the~~
- b. New Jersey Division on Civil Rights  
~~Trenton Central~~ Regional Office  
~~Office of the Attorney General~~  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090  
Telephone: ~~(609) 292-4605~~

D. Record

- 1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
- 2. A copy of the decision rendered at its highest level of appeal will be kept in the Ceomplainant's personnel file.

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Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities

Apr 18

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[See POLICY ALERT Nos. 192 and 215]

## R 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

### A. Definitions

“Physical restraint” means the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body.

“Seclusion technique” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.

“Timeout” means a behavior management technique that involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming.

### B. Physical Restraint

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student’s primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

### C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members who are involved in the restraint of a student shall receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training.
  - a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a student.



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

- b. Training may include techniques of prevention and de-escalation, as well as alternatives to physical restraint.
- c. Training may include current professionally accepted practices and standards regarding behavior management.
- d. The training program in safe techniques for physical restraint shall be updated at least annually.

### D. Interventions

- 1. Classroom interventions may include, but not be limited to, the following strategies:
  - a. The staff member may ignore the behavior;
  - b. The staff member may redirect the student to a task with verbal or non-verbal prompts or gestures. Proximity and the use of gentle humor may help, when appropriate;
  - c. The staff member shall be clear, polite, and respectful when redirecting the student's behavior. The staff member should make eye contact and tell the student what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the student of consequences for non-compliance and rewards if they comply with the staff member's request;
  - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and quietly give the student adequate wait time. If the staff member moves on, the student may comply after the initial confrontation if attention goes back to the lesson;
  - e. The staff member may advise the student to proceed to a time out area in the classroom for a limited time (elementary and middle school); and



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

- f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
  - 2. Security interventions may include, but are not limited to, the staff member:
    - a. Standing quietly in the doorway and asking the student to accompany the staff member; and
    - b. Informing the student of the violation of the school discipline code and procedure and assure the student they have the choice to leave the classroom quietly.
- E. Use of Physical Restraint
  - 1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).
  - 2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
  - 3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting. The documentation of physical restraint shall be placed in the student's school file.
  - 4. The use of physical restraint is subject to the following additional requirements:
    - a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

- b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;
- c. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;
- d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and
- e. The student shall be examined by the school nurse after any restraint.

### F. Seclusion Techniques

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

- 1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
- 2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and



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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

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