

# HOPATCONG BOARD OF EDUCATION

## The Chalkboard

Mr. Paul J. Saxton, Superintendent of Schools

Regular Meeting -  
February 26, 2018  
7:00 P.M.

The Hopatcong Borough Schools Board of Education at its public meeting on February 26, 2018 approved the resolutions as follows:

### I. Finance

- The Board approved to enter into a shared service agreement with the Hopatcong Borough Police Department to place a Security Resource Officer in the district for the duration of time not to exceed 5 years, effective March 1, 2018.
- **WHEREAS**, the Hopatcong Board of Education wishes to engage the services of SSP Architectural Group, Inc. as the district's architect of record:

**NOW THEREFORE IT BE RESOLVED**, that the Board approves the hiring of SSP Architectural Group, Inc. as its architect of record; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the Superintendent to request that SSP Architectural Group, Inc. prepare a proposal for the cost of a long-range facility plan for the Board of Education.

### II. Personnel

- The Board accepted of the resignation, with regret, of Joseph Ross from his position as English Teacher at Hopatcong High School, for the purpose of retirement, effective July 1, 2018.

- The Board approved the request of Alana Benninger for a Maternity Leave of Absence from her position as a Special Education Teacher of 20 Sick Days during the period of September 4, 2018 to October 1, 2018, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of October 2, 2018 to November 14, 2018.
- The Board approved employment of Timothy Will as the Assistant to Facilities Manager in the Hopatcong Borough School District at a prorated stipend of \$10,000, annually, effective February 27, 2018.
- The Board approved the employment of Ruth Drewes as a Part Time Clerk at the Administration Building in the Hopatcong School District at an hourly salary of \$11.25, effective March 1, 2018. Ms. Drewes is replacing Roxann Serna.
- The Board approved the employment of Kimberly Loftis as a Grade 3 Maternity Leave Replacement Teacher in the Hopatcong Borough School District at the prorated salary of \$55,783, based upon Level BA/Step 3, effective January 22, 2018. Ms. Loftis is replacing Jamie Douglas.
- The Board approved the voluntary transfer of Sonia Scovil from her position of Middle School Special Education Teacher to the position of Middle School Special Education/Mathematics Teacher, effective February 12, 2018. Ms. Scovil is covering courses of Neil Pallotta, who is on a medical/sick leave of absence.
- The Board approved Lillian MacRae to attend High School FIT Trip, outside of the school day, at a rate of \$40 per hour for a total of 5 hours on January 19, 2018 as nursing coverage.
- The Board approved the following 2017-2018 Advisors for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Brook Ganguzza	Resign	Spring Weight Room	-	-	\$1,100.00	3/1/2018	6/30/2018
Dave Campagna	Appoint	Spring Weight Room	-	-	\$1,100.00	3/1/2018	6/30/2018

- The Board approved the employment of Dana DeMetro and Melanie Rowbotham as Instructors for the Title I Family Math Program at the Hudson Maxim School for four, two hour sessions during April 2018 at the salary of \$300.00 each.
- The Board approved the following 2017-2018 Advisors for the Hopatcong Middle School:



Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Richard Anderson	Adjust	Games Club Club 0.5 (prorated for 6 months)	E	2	\$281.00	9/1/2017	2/28/2018
Richard Anderson	Appoint	Games Club 1.0 (prorated for 4 months)	E	2	\$374.00	3/1/2018	6/30/2018
James McKowen	Adjust	Games Club Club 0.5 (prorated for 6 months)	E	2	\$281.00	9/1/2017	2/28/2018
James McKowen	Appoint	Games Club 1.0 (prorated for 4 months)	E	2	\$374.00	3/1/2018	6/30/2018
Edric Debos	Appoint	Art Club (prorated for 4 months)	E	3	\$490.00	2/1/2018	6/30/2018
Craig Vallaro	Resign	Intramurals - Spring	C	3	\$777.00	3/1/2018	6/30/2018
Donald Dippel	Appoint	Intramurals - Spring	C	4	\$953.00	3/1/2018	6/30/2018

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

Student Name	Semester	University	Experience	School	Cooperating Staff Member
Stephen Andrewlavage	Spring 2018	West Chester University	Observation	Tulsa Trail	Mr. Mendez

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

### III. Students & Services

- The Board approved the agreement for ancillary educational services with the Sussex County Educational Services Commission. The assessment for member districts is \$1.25 per student.
- The Board approved field trip requests, as required by the New Jersey Department of Education. (Attachment 2)

### IV. Curriculum

- The Board approved a class size waiver for AM pre-school disabled class due to new student.

### V. Travel

- The Board approved travel costs as related in this resolution, which are educationally necessary and fiscally prudent and are related to and

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

## **VI. Policies & Regulations**

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

<u>Policy #</u>	<u>Title</u>
P 5330.04	Administering an Opioid Antidote (New, Suggested)

<u>Regulation #</u>	<u>Title</u>
R 5410	Promotion and Retention (Mandated, Revised)
R 5460.1	High School Transcripts

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

<u>Policy #</u>	<u>Title</u>
P 7424	Bed Bugs (New, Suggested)

<u>Regulation #</u>	<u>Title</u>
R 7424	Bed Bugs (New, Suggested)

(Attachment 4)

## **VII. Calendar**

- The Board approved the Revised 180 day School Calendar for the 2017/2018 school year. (Attachment 5)
- The Board approved the 180 day School Calendar for the 2018/2019 school year. (Attachment 6)

Attachment 1

**LIST OF APPROVED SUBSTITUTES**

**DISTRICT:** Hopatcong

**COUNTY:** Sussex

**Date adopted by Local Board of Education Subject to Criminal Background Check February 26, 2018**

NAME	INSTITUTIONS ATTENDED	DATES OF ATTENDANCE	DEGREE RECEIVED	MAJOR	CERTIFICATE(S)
Delvon Arrington	Florida State University	1997-2001	BA	Sports Management	County Substitute Certificate
<b>SUBSTITUTE AIDES</b>	<b>SUBSTITUTE CUSTODIANS/ MECHANIC</b>	<b>SUBSTITUTE VAN/BUS DRIVERS</b>	<b>SUBSTITUTE School Nurse</b>	<b>SUBSTITUTE DAY PLUS</b>	<b>SUBSTITUTE BUS AIDES-SCRC</b>

## Attachment 2

Feb. 9 18 10:50 Submitted by	Field Trips Activity Title	Date	All Expenses
Olsen, Kenneth	Quest Hike- Great Swamp Na	3/22/2018	\$0.00
Olsen, Kenneth	Quest Hike- High Point state	3/1/2018	\$0.00
Fajerman, Eric	NJSIAA State Wrestling Charr	03/01/2018 - 03/04/2018	\$0.00
Giugliano, Cath...	Lego Robotics Trip	3/21/2018	\$35.00



Submitted by	Activity Title	Date	All Expenses
Feb. 9 18 10:50	Conferences		
Beere, Barbara	New Jersey State School Nurses	3/17/2018	\$199.00
Wilson, Julie	2018 Transition Conference	2/26/2018	\$130.00
Autorino, Janet	2018 Autism NJ Transition Conference	2/26/2018	\$130.12
Debos, Edric	Discovery Ed. STEAM Academy	2/9/2018	\$68.40
Adams, Marissa	Conquer Math Workshop	1/23/2018	\$9.30
Minervini, Linda	Understanding the PARCC Inside and	1/24/2018	\$175.00
Dinnocenzo, Mary	SCEC	1/19/2018	\$8.37
	NJ School Nurse's Association 2018		
Meyer-Pflug, An...	Spring Conference	3/17/2018	\$199.00
Harris, Blair	Conquer Mathematics	01/23/2018 - 03/07/2018	\$17.67
Anthes, Leticia	OOD IEP Meeting	5/7/2018	\$9.36
Anthes, Leticia	OOD IEP Meeting	2/2/2018	\$3.78
Fattorusso, Hank	Autism New Jersey Transition	2/26/2018	\$130.00
	New Jersey Council for Exceptional		
Wilson, Julie	Children Workshop 2018	3/12/2018	\$122.98
Kovach, Danielle	LLD Class Visitation	2/1/2018	\$15.50
Dinnocenzo, Mary	Observation	1/23/2018	\$0.62
Nee, Mary	Conquer Math	01/23/2018 - 03/07/2018	\$17.67
Rowbotham, Mela...	Conquer Math	01/23/2018 - 03/07/2018	\$17.67
Binotto, Emil	STEAM Academy	2/9/2018	\$25.00
Mortello, Yvonne	Unconference K-5 Assessments	2/26/2018	\$53.02
	Assessment UnConference at		
Doolittle, Kenn...	Emerson Public Schools	2/26/2018	\$25.00
	Increasing PARCC Proficiency Gr. 3-8		
Dean, Melissa	Workshop	2/27/2018	\$188.79
	Student Inventory for Behavior		
Montefusco, Sta...	Support Training	3/16/2018	\$100.00
	Student Inventory for Behavior		
McFadden, Kathe...	Support Training	3/16/2018	\$110.42
Dinnocenzo, Mary	SIBS Training	3/16/2018	\$108.37
Edgerton, Olga	STEAM Academy	2/9/2018	\$68.17
	Student Inventory for Behavior		
Hersh, Dawn	Support Training	3/16/2018	\$109.73
	Aligning Afterschool/Summer		
Doolittle, Kenn...	Learning with the School Day	3/13/2018	\$0.00
Roe, Mary Anne	STS Conference	03/22/2018 - 03/23/2018	\$613.00
Bauer, Audra	Conquer Math Grade 2	1/19/2018	\$10.34
Scovil, Sonia	Ratios and Proportions	1/29/2018	\$36.36
Landshof, Michael	Quadratic Functions & Modeling	12/18/2017	\$164.78
Balinski, Luanne	Dysphagia in the Medically Fragile	10/10/2017	\$0.00
	Speech and Hearing in Cleft Palate		
Balinski, Luanne	and Related Syndromes	11/2/2017	\$0.00

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Administering an Opioid Antidote

Dec 16

[See POLICY ALERT No. 210]

## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

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

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

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



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### Administering an Opioid Antidote

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

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

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

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

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

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### Administering an Opioid Antidote

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

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

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

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

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

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

Adopted:

# District Regulation

## 5410 - PROMOTION AND RETENTION (M)

Section: Students

Date Created: October, 1994

Date Edited: November, 2013

### M

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

#### A. Standards for Pupil Promotion

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

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

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

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

#### B. Procedures for Pupil Promotion

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



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

C. Procedure for Retention

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

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

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

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

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

Adopted: 24 October 1994

Revised: 18 December 2000

Revised: 22 October 2007

Revised: 18 November 2013

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High School Transcripts

Dec 17

M

[See POLICY ALERT Nos. 153 and 214]

## R 5460.1 HIGH SCHOOL TRANSCRIPTS

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

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

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





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

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

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

Issued:



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[See POLICY ALERT No. 212]

## 7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall



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Bed Bugs

seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.





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A student excluded from school for reasons outlined in this Policy shall be readmitted only upon the examination and approval of the Principal or designee and the school nurse. The parent is responsible for transporting student to the school nurse for the examination for readmission to school; student is not to be transported to school on a school bus or district vehicle until readmission is approved by the Principal or designee and the school nurse.

Adopted:



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[See POLICY ALERT No. 212]

## R 7424 BED BUGS

The following procedures are established in implementation of Policy 7424 – Bed Bugs.

### A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.
2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.
3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

### B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.
2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.
3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.
4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



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5. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

C. Inspection by Licensed Pest Management Professional

1. If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.
2. If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

D. Communication with Student's Parent

1. The school nurse will contact the student's parent on the results of the examination.
2. A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.
  - a. Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.
    - (1) If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.





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b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.

(1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.

## E. School Communications

1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.

a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.

## F. Compliance with Applicable Laws

1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.



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A student excluded from school for reasons outlined in Policy 7424 and this Regulation shall be readmitted only upon the examination and approval of the Principal or designee and the school nurse. The parent is responsible for transporting student to the school nurse for the examination for readmission to school; student is not to be transported to school on a school bus or district vehicle until readmission is approved by the Principal or designee and the school nurse.

Issued:



## HOPATCONG BOROUGH SCHOOLS 2017-2018 CALENDAR

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

**180 Student Days  
185 Teacher Days**

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

February 9, 2018



# HOPATCONG BOROUGH SCHOOLS 2018-2019 CALENDAR

September	3	Monday	Labor Day (District Closed)	
	4 & 5	Tuesday & Wednesday	Teacher In-Service	
	6	Thursday	Schools Re-Opens for Students	17 Days
October	8	Monday	Columbus Day (School Closed for Students)	
			Teacher In-Service	22 Days
November	8	Thursday	NJEA Convention (Schools Closed)	
	9	Friday	NJEA Convention (Schools Closed)	
	21	Wednesday	Early Dismissal	
	22 & 23	Thursday & Friday	Thanksgiving Recess (District Closed)	18 Days
December	21	Friday	Early Dismissal	
	24 - 31	Monday-Monday	Holiday Recess (District Closed)	15 Days
January 2018	1	Tuesday	New Year's Day (District Closed)	
	2	Wednesday	School Resumes	
	21	Monday	Martin Luther King Jr. Day (School Closed for Students)	
			Teacher In-Service	21 Days
February	18 & 19	Monday & Tuesday	President's Day/Winter Recess (District Closed)	18 Days
March	11	Monday	Teacher In-Service (School Closed for Students)	20 Days
April	19-26	Friday - Friday	Spring Recess (Schools Closed)	16 Days
May	27	Monday	Memorial Day (District Closed)	22 Days
June	13	Thursday	Early Dismissal Students/ Teacher In-Service	
	14	Friday	Early Dismissal Students/Teacher In-Service	
	17	Monday	Early Dismissal/Last Day for Students	11 Days
				180 Days

# HOPATCONG BOROUGH SCHOOL DISTRICT

## STUDENT CALENDAR 2018-19

SEPTEMBER (17)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER (22)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER (18)				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER (15)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY (21)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sept	3	Labor Day
	4	Teacher In-Service Day
	5	Teacher In-Service Day
	6	First Day of Classes
Oct	8	Columbus Day (Teacher In-Service)
Nov	8	NJEA Convention
	9	NJEA Convention
	22 & 23	Thanksgiving Recess
Dec	21	Early Dismissal
	24 – 31	Holiday Recess
Jan	1	Holiday Recess
	21	MLK Jr. Day (Teacher In-Service)
Feb	18 & 19	President's Day/Winter Recess
Mar	11	Teacher In-Service
Apr	19 – 26	Spring Recess
May	27	Memorial Day
Jun	13	Early Dismissal/Teacher In-Service
	14	Early Dismissal/Teacher In-Service
	17	Early Dismissal/Last Day for Students

FEBRUARY (18)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH (20)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL (16)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE (11)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Number of Days	
Sept	17
Oct	22
Nov	18
Dec	15
Jan	21
Feb	18
Mar	20
Apr	16
May	22
Jun	11
Total Student Days	180
Total Teacher Days	185

### CALENDAR CHANGES:

If emergency full-day closings occur, days will be added to the end of the year. School must be open 180 days. The final day of school is subject to change.

KEY	
	First/Last Day of Classes
	Teacher In-Service/School Closed for Students
	School Closed

Adopted: February 6, 2018

Revised: February 26, 2018