

# TULSA TRAIL PARENT HANDBOOK



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**DISTRICT PHILOSOPHY OF EDUCATION  
BOARD OF EDUCATION POLICY # 2110**

Education is charged with the responsibility of offering an equal educational opportunity to every individual and developing the abilities of all individuals to their maximum potential. Intent must be tempered by an awareness of individual differences because of readiness, attitudes, abilities, behavior patterns and developmental growth in relation to the continuous learning process. Home-school preparation of the individual and continued parent cooperation and interest are essential throughout the school years. The philosophy of education must be a living, growing and interrelated one, which cannot be completed with finality. It must meet the challenge of a changing society in which there is a rapid expansion of knowledge.

**COMMUNICATIONS  
HOPATCONG BOARD OF EDUCATION POLICY #9200**

The Board of Education believes that the education of children is a joint responsibility, one that it shares with the parents of the school community. To insure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. To strengthen the link between the home and school, parents are encouraged to contact their child's teacher via note, telephone or email.

Some important school phone numbers are listed below:

School Office: Mr. Brian Bryne, Principal	973-398-8806
Mrs. Maureen O'Hare, Secretary to the Principal	973-398-8806

Nurse: Ms. Amanda McCarthy	973-770-8897
Attendance Line:	973-770-8898

Guidance: Mrs. Takacs	973-398-8806
Child Study Team:	973-770-8828
Cafeteria: (Machios)	973-770-8848
Fax Machine	973-398-0970
High School	973-398-8803
Middle School	973-398-8804
Durban Avenue	973-398-8805

<b>ALPHA BEST (Before &amp; After Care)</b>	<b>973-739-4511</b>
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Hopatcong Transportation Mgr.	973-398-3583
District Office	973-398-8800
District Voicemail	973-770-8900
Borough Hall	973-770-1200
Police Dept.	973-398-5000
Sussex Co. Library	973-770-1000
Hopatcong Post Office	973-398-1046

## DAILY HOURS OF OPERATION

Tulsa Trail student hours are from **8:25AM to 2:55PM** daily.

On scheduled early dismissal days, student hours are 8:25AM to 12:40PM.

In the event of a delayed opening, student hours will be 10:25 AM to 2:55 PM.

The Main Office hours are 7:30AM to 3:30PM.

## ARRIVAL AND DISMISSAL PROCEDURES

Parents and guests are requested to adhere to the following procedures to promote student safety and an orderly traffic flow:

- **Arrival Procedures for Automobiles** – In the morning parents are to drive around behind the High School beginning at 8:10am and patiently line up one behind the other. Students are to exit cars on the passenger side and walk up into the school through the playground stairs. **\*\*Adults should not exit their vehicles at any time.** Please have your child ready to go when you arrive at Tulsa Trail. Tulsa Trail personnel will supervise the students as they enter the school.

**NOTE: Do not let your child out of your vehicle prior to 8:10 am and without staff members on duty.**

- **Arrival Procedures for School Buses** – In the morning buses will enter the school property from Tulsa Trail beginning at approx.. 8:10 AM. Students will exit buses by the steps leading into the Tulsa Trail All Purpose Room. Members of the school staff will supervise the students as they exit the buses and walk down the steps into the school.
- **Dismissal Procedures** – If a parent needs to pick their child up from the main office at or before the conclusion of the school day, they must come to the main office and sign their child out. Only children escorted by an adult will be permitted to walk through the parking lot to a vehicle. **\*\*A note should be sent in with your child that day outlining exactly what time the child will be picked up. This helps the teacher prepare the child for dismissal and this gives the Main Office the heads up on who will be coming into the building to sign the child out. Please have your ID available for the office to check.**

4. **Student Walker** – If a student does not ride the bus to or from school, he/she is designated as a walker, even though these students are picked up by parents. The dismissal procedure for these students will be subject to change to ensure the safety of the dismissing students. Parents must pull around the back of the Hopatcong High School which will lead them to the STOP sign between the HHS and Tulsa Trail School. Cars **SHOULD NOT** make a right hand turn along the yellow curb. Students will be called out by Tulsa staff and the line will move forward to continue loading until all students have been picked up. **\*\*PLEASE do not leave your vehicle while in line.\*\*** If a parent without a vehicle is picking up a child as a walker, the parent can meet their child at the bottom of the stairs.

## SCHOOL VISITORS

Visitors are welcome at the Tulsa Trail School. In accordance with Hopatcong School Board of Education policy, all visitors must report to the school's main office upon arrival with an ID. In March 2018, a new security procedure was implemented at the Tulsa Trail Elementary School. We were instructed by the Hopatcong Police Department to limit the number of non-essential people in our school building. This change did not reflect our warm and welcoming atmosphere that we try to promote at Tulsa. We greatly appreciate your patience and understanding, as we have now been asking parents to drop off forgotten items by placing them on a desk in our entrance way. Due to the pandemic, in person meetings have been conducted virtually. However, when actual meetings with staff members, ex: your child's teacher, guidance, CST or the principal, is possible, you will be required to sign in, obtain a Visitor Pass, and wait in the Main Office. At the conclusion of your meeting, we ask that you please sign out in the Main Office.

## SCHOOL ATTENDANCE

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

Student attendance is monitored by the school administration at regular intervals throughout the school year generally coinciding with the end of the first, second and third marking periods. If a child has accrued excessive absences, is chronically tardy or develops an irregular attendance pattern, the child's parent(s) will be notified.

If a child experiences any unusual medical conditions that adversely affect attendance, it is recommended that the parent call the school and discuss the situation with the school nurse at **973-770-8897**. All information shared with the school regarding the health and welfare of a child is confidential.

### **Absences and Excuses**

1. Excused absences are: "personal illness", death in the immediate family, attendance in court, religious holidays as listed by the Commissioner of Education or school sponsored activities.
2. The Tulsa Trail School requires a parent/guardian to call the school at **973-398-8898** **to report a child's absence by 8 AM on the day of the student's absence.**
3. On the day that the student returns to school a note from a parent/guardian or doctor is required. This note should include the date, the student's name, the day(s) of absence, reason for absence and a parent/guardian signature. If a note is not submitted within three days after the student returns to school, the absence will be considered unverified and unexcused.
4. After the fifth (5) consecutive day of absence a note from a doctor is required.

### **Attendance Regulations – New Jersey Code**

1. Our attendance policy has been updated to reflect changes in New Jersey Code regulations.
2. After 5 **unexcused absences**, a letter will be sent to parents/guardians for verification purposes.
3. After 10 **unexcused absences**, a letter will be sent regarding a mandatory parent conference as well as notification of a possible court summons.
4. As of the eleventh **unexcused absence**, the district is required to submit a court referral. A waiver of this requirement may be granted following a review of the nature and causes of the absences.

### **EARLY DISMISSAL**

1. Request for early dismissal **should be made in writing** to the teacher by the parent/guardian. The time and name of the person with whom the child is to leave school should be stated in the request and this person should be listed on the Emergency Card file that is kept in the main office. The child must be picked up in the main office, not the classroom.
2. Parents/guardians must sign their child out on the “Sign-Out Sheet” located in The vestibule.
3. To help maintain a continuity of learning, the Hopatcong Elementary Schools request that if at all possible, doctor/dentist appointments be scheduled after school or during school holidays.
4. For a child to be marked present for an entire day, they must be present for a total of four hours instructional time.

### **REPORTING AN ABSENCE**

Attending school regularly is not only essential for a student’s academic success but also serves as the foundation of a strong work ethic in adulthood. However, children are susceptible to a number of childhood illnesses that may result in absenteeism. State law requires that parents submit a note stating the nature of the child’s absence when he or she returns to school. Parents are requested to comply with the following procedure to report an absence:

1. Place a call to the school on the school’s attendance line (answering machine) at **973-398-8898** before 8 AM on the day of the absence.
2. State your name, your child’s name, your child’s teacher and the reason for the absence.
3. If you wish to make a request for homework, you may do so at this time.
4. If you do not call the school, parents will be called either at home and/or work to verify the child’s absence.

The reporting of an absence by parents is a safety measure in the interest of the child. By verifying the child's absence, each child's whereabouts is confirmed. In the event a child has missed the bus and is home alone, the school can intervene early. Parents are requested to do their part and faithfully telephone the school each and every time a child is absent from school.

Please note that when reporting a child's absence, kindly remember to state the reason for the absence. The school nurse needs to record the various illnesses that children experience. This information is vital as it is used to assist other parents whose children are ill and need to know what illnesses a child or children may have been exposed to at school. Should a parent have any concerns or questions about their child's illness, please feel free to telephone the school nurse, on her direct line, **973-770-8897**.

### **PROCEDURES FOR WHEN A CHILD BECOMES ILL AT SCHOOL**

Although a child may seem perfectly fine when sent off to school, children do occasionally become ill during the school day. Should this happen the child will be sent to the health office and be examined by the school nurse. The nurse will then determine by her findings whether the child may remain at school or needs to go home. In accordance with the information supplied on the emergency cards, the school will attempt to contact the parents. If unavailable, the school will telephone the emergency contacts listed on the emergency cards. The parent or the emergency contact will be expected to report to the school and transport the child home. The school is quite adamant in the practice that sick children are best cared for by a family member or designated caregiver. If the school advises a parent that it is in the best interest for an ill child to be removed from school, a prompt response is essential. Parents are advised to develop a contingency plan in the event of a medical emergency.

### **WHEN SHOULD A CHILD STAY HOME FROM SCHOOL?**

Good attendance at school is essential in order for a child to succeed. However, there are times when a child is too ill to attend. The following symptoms can help a parent determine if a child should remain at home due to illness or contagion.

**Fever** – An oral temperature of 100 degrees or higher is considered a fever. Any fever within the past 24 hours indicates the need for a child to stay home. A child attending school needs to be fever free for 72 hours before returning to school. For example, at bedtime a youngster has a fever of 101 degrees but in the morning awakens with a temperature of 98.6. It is strongly suggested that the child remain at home. Although the temperature is low in the morning, fever often returns later in the day. In that event, if the child attended school not only will the parent have to pick the child up from school, but also classmates may have been exposed to infection.

**Vomiting or Diarrhea** – Vomiting and/or diarrhea within the past 24 hours are an indication that the child should stay home with or without a fever. In an elementary school, vomiting and diarrhea can be very contagious.

**Pain** – Moderate to severe pain that necessitates medication every few hours is a sound medical reason for a child to remain home from school. For instance, an ear infection is not contagious, nor is the need for dental surgery. However, in both cases the pain can be significant enough, even with medication, to impair a child’s ability to concentrate and complete his/her work. One day at home until the pain has abated is in the best interest of the child.

**Extreme Tiredness/Loss of Appetite** – The fever is gone and the period of contagion is passed. However, the child does not want to eat nor play. It is suggested that the child remain home to gain his or her strength before returning to school to tackle the rigors of a school day. A child with these symptoms may be capable of completing schoolwork and the parent may wish to contact the school and request homework.

Awaiting Results of a Strep Throat Culture – Many a student has had a negative preliminary culture only to have a positive 24-hour culture. Rather than exposing the child’s classmates to infection, wait until the results of the 24-hour culture are received. If negative and the child is fever free, parents may always bring the child to school late.

**Moderate to Severe Cold Symptoms** – Children catch several colds during the school year. A child should not remain at home every time he or she contracts the common cold. However, the first three days of a cold, when it is at its worst, is when the child may experience many of the above symptoms and is most contagious. A child should remain at home at this time. Some chicken soup, medication and a little TLC works wonders.

**Inflamed, Swollen, Draining Eyes** – If a child awakens with eyes stuck together, swollen, pink or red, painful or itchy, then he or she should remain at home. Consult the child’s physician to rule out infection. Conjunctivitis, commonly known as “pinkeye,” is very contagious.

#### **WHEN MAY A CHILD RETURN TO SCHOOL AFTER AN ILLNESS?**

The following guidelines may assist a parent to determine when a child is ready to return to school after an illness:

1. Fever free for the past **24 hours** *without needing Tylenol/Advil*.
2. No vomiting or diarrhea within a **24-hour period**.
3. Appetite and activity level have returned to close to normal.
4. After at least **24 hours of antibiotic therapy** for strep throat, pink eye, etc., providing that the child has been fever free during this time period.
5. The child is able to participate in outside recess upon returning to school.  
(*Exception: Students with chronic illnesses such as asthma whose symptoms are triggered by the weather.*)
6. The child is experiencing only mild pain or discomfort.

Parents are urged to call the school and consult the school nurse if they have any questions. The school nurse will gladly assist a parent and the school nurse may also help to modify the school day’s activities to ease the child back into the daily routines.

## EMERGENCY CARDS

Every September parents will be asked to complete two emergency cards. One card is kept on file in the main office and the other is filed in the nurse's office.

Parents are to thoroughly complete information on both sides of the card(s). In case of illness, injury or other emergencies, the emergency card is the primary source of information connecting the school with the parent. Please remember to include extensions on phone numbers. **\*Please note: These forms are available online as well.\* We at TULSA TRAIL, believe that having a copy of this information in paper form, will enable us to contact you, just in case the building loses power and computer systems fail. Your cooperation in providing us with this vital information is greatly appreciated.**

There are times when a child is too ill to remain at school and the school is unable to contact either parent. Supplying two emergency contacts for such an occasion assures that a child will receive the proper and necessary care. The emergency contact need not live in town. However, an emergency contact 30 minutes away can be used as long as the individual is willing to pick up the ill child from school and provide care in the absence of the parent.

Kindly remember to notify those individuals that they have been listed on the emergency card. At times, parents never inform emergency contacts that they have been listed on the emergency cards and the first time they become aware of the situation is the telephone call from the school nurse. As information changes during the school year, remember to update the emergency cards by simply calling the Main Office or the school nurse to make us aware of any change of contacts and any new phone numbers.

Should a parent have any questions about any of the above procedures, please call the main office at **973-398-8806** or the school nurse at **973-770-8897** for assistance.

## PROCEDURES FOR ADMINISTRATION OF MEDICATION AT SCHOOL

In order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. However, parents/guardians are encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students. Herbal remedies and nutritional supplements are not considered medications and should not be administered in school.

The only individuals permitted by law to administer medication to pupils in schools are:

- School staff holding a current medical or nursing license in the State of New Jersey (e.g., the school doctor or the school nurse)
- A substitute school nurse employed by the district
- The pupil's parent or guardian

Children are not permitted to self-administer any medication in school. (Students needing life saving medication are an exception to this rule, but must have proper documentation from their physician on file in the nurse's office.)

Parents must provide the school nurse with a written doctor's order for all medications, *both prescription and over the counter medications (including vitamins)*. A New Jersey licensed physician, dentist or nurse practitioner may write the medication order. This written order must include the following information:

- The pupil's medical diagnosis for which the medication is required
- The name of the medication, the dosage and time of administration
- Any potential side effects
- An outline of any restrictions the medication might make on the student's daily activities
- A clear description of the conditions under which the medication is to be used
- A list of any other medication the pupil receives that might enhance, alter or impact the effects of the ordered medication
- The prescribing healthcare provider's *signature and stamp*.

All medication orders must be renewed in writing, by both the parent and healthcare provider, at the beginning of each school year or when re-evaluation of the student is indicated.

Parents must also provide a written request for administration of the medication, which grants permission for such administration and relieves the Board and its employees of liability for administration of medication. Board-approved medication forms are available upon request from the school nurse.

All medication, prescribed and over the counter, *must be brought to school by the parent or guardian in the original, labeled bottle or container* and shall be picked up at the end of the period of medication or at the end of the school year.

All of the above criteria must be met before medication may be administered at school. Should parents/guardians have any questions or concerns, please call the school nurse, at **973-770-8897**.

#### **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY SITUATION**

School closings and delayed openings will be announced on the following stations:

##### **FM Stations**

WSUS – 102.3  
WNNJ -- 103.7  
MAX FM – 106.3

##### **TV Stations**

NJ News 12  
NBC 4 NY  
ABC 7 NY

You may also check our website: [www.hopatcongschools.org](http://www.hopatcongschools.org), for the “News Flash” regarding school closing and delayed opening.

Parents are telephoned through the “Blackboard Connect” emergency closing system in the event school is cancelled before the regularly scheduled opening. Parents will be responsible for maintaining which numbers they want to receive messages on. PowerSchool will send updated

phone numbers to Blackboard Connect, but once a parent creates an account (like they do with PowerSchool's parent portal), they are responsible to maintain their own numbers. **Numbers you provide on Emergency Cards will not be omitted from PowerSchool. If it's on the Emergency Card, it must be in PowerSchool.**

**Parents of students attending the after school ALPHA BEST Program will be alerted whenever there is an emergency early closing. Please review with your child a "dismissal procedure" for a situation such as this. Also, we will provide ALPHA BEST parents with a form to fill out and we will keep it on file in the office. A phone call will be made to you to confirm if what you filled out for your child to do that day is accurate.**

### **HOMEWORK**

At the primary level, there are four general reasons for the assignment of homework:

1. In order that the pupil may progressively acquire home study techniques and some ability for the type of independent work which becomes increasingly essential as the child progresses through his/her school career.
2. If a student has been absent from school due to an extended illness and it is recommended that select assignments be completed to develop relevant skills and concepts.
3. To provide needed drill and reinforcement of skills introduced and developed in class.
4. On an individual basis, to provide extra drill or study where a student is experiencing difficulty.

At times, the school receives questions regarding the amount of time it should take the average student to complete homework. It is difficult to predict the amount of time each student requires to complete homework. Generally homework should not exceed 45 minutes per night. If a child seems to be spending an excessive amount of time completing homework, the parent is urged to contact the child's teacher.

### **DISCIPLINE**

Schools are charged with the responsibility to maintain an environment safe and conducive to promote learning. Each individual shall be afforded the opportunity not only to feel safe but valued. The students shall manage themselves in a manner that consistently displays safe conduct, respect and kindness towards all others and self.

### **GENERAL SCHOOL RULES-**

1. Each student will respect himself and feel valued.
2. Each student will respect the rights of others and not strike another student.
3. Each student will speak softly and kindly.
4. Each student will respect school property.

## **CONSEQUENCES FOR INFRACTIONS- Policy 5600**

Consequences for inappropriate behavior have been divided into two categories. If a student is disruptive in the classroom and interferes with the ongoing educational activities, depending upon the severity of the incident and individual circumstances, the classroom teacher may implement the following progressive disciplinary procedures:

1. The teacher will discuss the behavior with the child and develop corrective strategies.
2. The teacher will issue a warning and advise the student of the desired appropriate behavior.
3. The student will have a privilege rescinded.
4. The teacher will contact the parent.
5. The principal will be advised of any ongoing problem and implement additional consequences.

If a student is disruptive in an area other than the classroom and is referred to the building principal, the principal will adhere to the above procedure. If the behavior of the student is severe and warrants immediate action, the student may:

1. Serve an in-school suspension (time-out)
2. Serve an after school detention
3. Serve an out of school suspension

If a student is required to serve a detention or out of school suspension, a letter documenting the incident will be sent to the parents and a copy will be placed in the child's cumulative file.

### **TOYS/ELECTRONICS**

Toys of any kind, including cards and electronic equipment, must be kept at home. The following three-step plan has been implemented.

- 1st Occurrence – teacher will take and return the item at the end of the day.
- 2nd Occurrence – parent/guardian may pick up the item at the end of the day.
- 3rd Occurrence – the item will be held in the office until the last day of school.

### **BUS DISCIPLINE**

School bus safety is of utmost concern to all school officials. In addition to providing safe, well maintained buses operated by competent drivers, students must also behave accordingly. Disruptive students on a school bus can and do cause a very serious safety hazard. In order to protect all students, the school will be consistent in enforcing a rather strict policy on discipline.

Bus misconduct, depending upon the nature of the incident, may result in a verbal reprimand, detention or suspension of bus riding privileges. Notification to parents depends on the nature of the incident. Parents will be responsible for providing transportation to and from school should their child be suspended from the bus.

The following rules are to be followed at all times by all students:

1. Only scheduled bus students are permitted to ride the bus.
2. Arrive at your bus stop at least **TEN** minutes before the bus is scheduled to arrive.

3. Seats are assigned. Changes can only be authorized by the principal and/or driver.
4. No standing or moving about the bus while the vehicle is in motion.
5. If the bus is equipped with seat belts, they must be worn.
6. Students may not have their hands, arms, heads, etc., out of the window.
7. Students must remain in their seats at all times.
8. The throwing of any objects either in or out of the bus is unacceptable.
9. Foul or abusive language and/or teasing is never permitted.
10. No eating or gum chewing is permitted on the bus.
11. Loud and boisterous behavior is not acceptable.

The Hopatcong School District is extremely proud of its safety record. The purpose of enforcing this policy is to protect the large majority of well-behaved students transported to the school on a daily basis.

### **REPORTING STUDENT PROGRESS**

#### **HOPATCONG BOARD OF EDUCATION POLICY AND REGULATION #5420**

The Board of Education believes that cooperation between the school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parents. To accomplish this goal, report cards will be issued three times throughout the school year. Also, at strategic intervals, commendation or deficiency reports will be distributed to select students who are experiencing academic difficulty.

If at any time during the school year a parent has a question regarding a child's progress, immediately contact the teacher. Nothing replaces the knowledge shared at a parent conference to help the parent and teacher develop strategies to foster the academic success of the student.

### **PROMOTION, PLACEMENT & RETENTION**

The Hopatcong elementary schools consider three end of the year recommendations regarding student placement: promotion, placement (placed in grade) and retention:

**Promotion:** A student will be promoted when the level of achievement is near or above the level of expectancy for that grade. Promotion notes that the student has satisfactorily completed the minimum grade requirements.

**Placement (Placed in grade):** This will be used when a student has not successfully mastered the grade level requirements but is not so far behind the level of expectancy that retention should be considered. Placement will further be used when, in the estimation of the school, the student will profit little by retention because of social, emotional or other related problems. A child placed in the next grade alerts the receiving teacher that educational difficulties are present.

**Retention:** Retention denotes that the student has not mastered the grade level material to the extent necessary to succeed in the next grade.

### **STUDENT DRESS CODE**

It is our belief that the attire of boys and girls is one of the factors that determines their general behavior and attitude. The school has an obligation to encourage the proper standards of dress among students. Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and for school activities. Student dress should not be extreme and it must not be in any significant way distracting

to the educational activities of the school.

1. Clothing that is revealing, such as midriff blouses, spaghetti strap tops, sleeveless tops with large arm openings, tank tops, halters, and see through or low cut blouses shall not be worn.

2. Items of clothing that may damage school property, which may include, but are not limited to, cleats, shoes or boots that leave black marks, and sneaker skates are unacceptable.

3. Clothing or accessories that may be unsafe such as flip flops, thong sandals, clogs, untied sneakers, or boots, footwear without a heel strap, large sole shoes/sneakers, unstrapped suspenders, excessively long pants, torn clothing, or clothing that could cause a tripping hazard are unacceptable.

4. Clothing that has designs, wording or patches that are offensive, including, but not limited to, alcohol/drug advertising and obscenities or sayings that are offensive to certain groups is not acceptable.

5. For health and safety reasons, students are not to mark themselves or others with pens, pencils or markers.

6. Hats, coats, gloves and backpacks are to be placed in student's classroom upon arrival to school and may not be worn during the day.

7. Jewelry, which is considered a safety concern by special area teachers, including but not limited to Physical Education class, must be removed upon request. Necklaces, bracelets and earrings are some examples of jewelry, which may be considered unsafe depending upon the activity being conducted.

Please note, students are not allowed to wear hats or caps in the building at any time. In addition to the above, the administration reserves the right to make a decision regarding the appropriateness of student dress. Parents are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of the code to certain articles of clothing. Violation of the dress code will result in parents being called to rectify the situation. Repeated offenses may result in disciplinary action.

### SCHOOL LUNCH

On a daily basis, as a participant in the National School Lunch program, a nutritious well balanced meal is offered. Since the state and federal governments provide partial reimbursements for this service, the food is offered at a reasonable price. Snacks are available, as well. Parents who wish to purchase lunch or snack for their child with cash or by check may do so by sending the money in to school in a white envelope. **The envelope needs to be clearly labeled with child's name, teacher, room number and the check should be made out to: Hopatcong Board of Education.** The money will be put into your child's lunch account.

**DEPOSIT LUNCH MONEY ONLINE DIRECTLY TO YOUR CHILD'S ACCOUNT BY VISITING THE SCHOOL WEBSITE AT:**  
[powerschool.hopatcongschools.org/public/](http://powerschool.hopatcongschools.org/public/)

Available online are the applications for “free or reduced lunch” as well. Please fill those out and return to your child’s school and the main office will forward those lunch applications to the Administration Building’s Business Office, to the attention of: Mrs. Kathy Ward.

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### Send and Deposit Lunch Money Online

Several years ago the Hopatcong Borough Schools introduced a computerized lunch system allowing us to keep track of student lunches and providing purchase information to parents. Starting now, parents can deposit money online into their child’s cafeteria debit account with a credit or debit card.

**You should know...** No credit card information is ever saved or stored. You will be required to provide your payment information each time you wish to make a deposit. Charges will appear on your credit card as *HOPATCONG SCHOOLS CAFE*. Money deposited will carry over from one year to the next automatically.

The steps to do this are very simple – but first you need a PowerSchool Parent account. If you created one in a previous year, it’s still good to use! Head on over to <http://powerschool.hopatcongschools.org/> and sign in to the Parent Portal using your user name and password. Don’t remember it? Click the link at the bottom that you forgot your user name or password. Never had one? That’s okay too! Just reach out to your child’s main office – they can get you the information you need to create a new account. Oh, and it’s worth mentioning that if you have multiple children, you only need one account and can link all of your children to it.

Now that we have the hard part out of the way, depositing money is easy! Just follow these steps:

1. Point your browser to <http://powerschool.hopatcongschools.org/> and log in.
2. If you have multiple children associated with your account, select the child at the top of the screen.
3. Click on **Balance** on the left hand side.



4. Click the blue **+ Deposit Money Online** button in the top right corner.
5. Fill in the Amount to Deposit.



**Notice that there is a service fee for depositing money online – it is variable based on the amount you deposit and is generated by the company that processes the transaction. The total charge will appear in red.**

6. Complete the rest of the form with your Name, E-mail Address, Credit Card Number, Card Verification Number (the three or four digit code on the back typically), and the Card’s Expiration Date.
7. Click the blue **Submit Deposit** button.

That’s it! After a few seconds the card is verified, the money is applied to the account, and the deposit is displayed on the transaction screen. If there was a problem, a message will appear in red at the top:



Have a question? Unsure about a deposit? Call the cafeteria manager Justin Everett at 973-398-2028. He can review all transactions and even issue a refund if a deposit was made in error.

As a participant in the National School Lunch program, students in households meeting income requirements may be eligible to receive free or reduced lunch. Forms regarding this program are distributed at the beginning of the year. If a family’s income changes throughout the year, they may qualify for this benefit. If a parent has any questions, please call the school office at **973-398-8806** or the school nurse at **973-770-8897**. All information regarding participation in the free and reduced school lunch program is

confidential. The menu is posted online on a monthly basis. Simply click on the Tulsa Trail tab for Cafeteria, then click on Breakfast/Lunch Menu to view the menu. If a child has any dietary restrictions, parents are requested to call the school nurse at **973-770-8897**.

### **EDUCATIONAL EQUITY POLICIES**

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

1. Recognize and value the diversity of persons and groups within the society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affect ional or sexual orientation, gender, religion, disability or socioeconomic status; and
2. Promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affect ional or sexual orientation, gender, religion, disability or socioeconomic status in the policies, programs and practices of the district board of education.

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

The Hopatcong Board of Education's policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs are available to members of the community, the staff and students on the district website, which is [www.hopatcongschools.org](http://www.hopatcongschools.org).

The Business Administrator/Board Secretary, Thomas Lambe, serves as the Hopatcong School District's Affirmative Action Officer and coordinator for matters.

The Director of Special Education, Tammy Miller, serves as the Hopatcong School District's coordinator for matters concerning §504. Mrs. Miller can be reached at:

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

The Hopatcong School District's Comprehensive Equity Plan, grievance procedure and annual reports are also available through the Office of the Superintendent.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT – FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

## **HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation or bullying (Policy [5512](#)). A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for

demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. A copy of this complete policy is available on the district website.

## **ACCESS TO ELECTRONIC INFORMATION, SERVICES & NETWORKS**

In making decisions regarding student access to the Internet, the Hopatcong Borough Schools considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Students utilizing district-provided Internet access must first have the permission of and be supervised by the Hopatcong Borough Schools professional staff. Students utilizing school-provided Internet access are responsible for good behavior and proper communications etiquette.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Hopatcong Borough Schools. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Students utilizing district-provided internet may not:

- Access, upload, download or distribute pornographic, obscene or sexually explicit material;
- Transmit obscene, abusive, sexually explicit or threatening language;
- Violate any local, state or federal statute;
- Vandalize, damage or disable the property of another individual or organization;
- Access another individual's materials, information or files without permission; and,
- Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Hopatcong Borough Schools makes no warranties of any kind, neither expressed nor

implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The district will neither be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through district-provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet. The Hopatcong Borough School district is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the district institutes technical methods and systems to regulate students' Internet access, those methods cannot guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Hopatcong Borough School district makes the district's complete Internet policy and procedures available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

### HEPTO

The Hopatcong Elementary Schools have a Parent Teacher Organization which is open to all parents/guardians, and grandparents that wish to participate in the numerous activities and events held at the Elementary Schools. Membership is strongly encouraged, as it helps you to stay involved in your child's education. All are more than **WELCOME!**