

Hoppatcong High School

Substitute Teacher Handbook 2024-2025



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PHILOSOPHY

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

HOPATCONG HIGH SCHOOL GOALS:

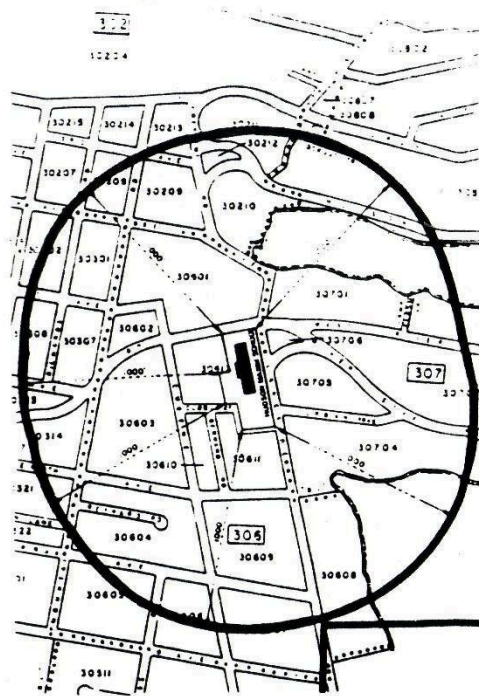
1. To establish a safe environment, conducive to a productive educational environment.
2. To address the physical, social, emotional, and cognitive needs of all students.
3. To motivate students to achieve high academic standards.
4. To engage in a culturally rich and diverse society with positive interpersonal relationships.
5. To support the use of technology in order for students to meet their academic goals.
6. To involve the community as a partner in the learning process.

SAFETY ZONES

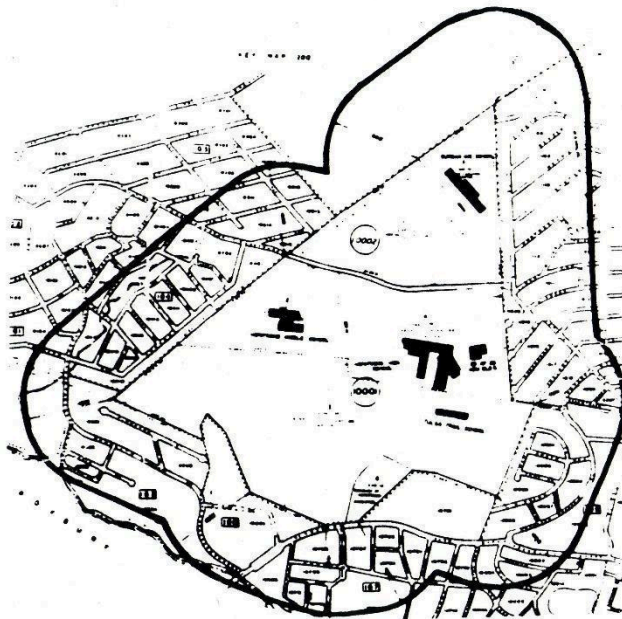
“Safety Zones” are established by [N.J.S.A. 2C:35-7](#) and are posted by local law-enforcement officials. Maps of the safety zones surrounding the schools appear on the next page.

“Any person who violates subsection a. of [N.J.S.2C:35-5](#) by distributing, dispensing or possessing with intent to distribute a controlled dangerous substance or controlled substance analog while on any school property used for school purposes which is owned by or leased to any elementary or secondary school or school board, or within 1,000 feet of such school property or a school bus, or while on any school bus, is guilty of a crime of the third degree” and shall be sentenced accordingly as per statute.

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



MAP OF DRUG ENFORCEMENT AREA



MAP OF DRUG ENFORCEMENT AREA

2023-2024 District Calendar

September, 2023	4	District Closed - Labor Day
	5-6	Schools Closed/Teacher In-Service
	7	First Day for Students
October	9	Schools Closed/Teacher In-Service - Columbus Day
November	9-10	Schools Closed - NJEA Convention
	22	Early Dismissal
	23-24	District Closed - Thanksgiving Recess
December	22	Early Dismissal
	25-29	District Closed - Winter Recess
January 2024	1	District Closed - New Year's Holiday
	15	Schools Closed/Teacher In-Service - MLK Jr Day
February	19	District Closed - Presidents Day
March	28	Early Dismissal
	29	District Closed - Spring Recess
April	1-5	Schools Closed - Spring Recess
May	27	District Closed - Memorial Day
June	18	Last Day for Students

The above calendar reflects 180 student school days with 4 built-in allowances for emergency closing days.

It is anticipated that the Governor may allow for "Virtual Days" when it snows. If allowed, the first four days will be pulled from the "built-in" days in the schedule. Any snow days beyond the four will be automatic virtual snow days.

SCHOOL CLOSINGS

During the school year, it may be necessary to close schools on one or more days due to ice, snow, or other storm conditions that make school bus travel hazardous. Blackboard Connect will be used to notify parents of school closings/delayed openings on snowy or icy mornings.

Staff should check the website and subscribe to Blackboard in order to receive messages.

TOLL-FREE HOTLINES AND LOCAL INFORMATION

Addictions Hotline of NJ	1-844-276-2777
Sussex County Council on Alcohol	1-973-940-5200 Ext. 1383
Child Abuse/ Neglect Hotline	1-877-652-2873
Division of Youth & Family Services	1-973-383-8400
Domestic Violence	1-800-572-7233
Emergency-Newton Hospital	1-973-579-8500
Center for Mental Health- Newton	1-973-383-1533
Narcotics Anonymous NJ Hotline	1-800-992-0401
Planned Parenthood Services	1-973-383-5218
Poison Control Hotline	1-800-222-1222
Prosecutor's Office	1-973-383-1570
National Runaway Safe line	1-800-RUNAWAY
Sex Assault Program (Sussex)	1-973-875-1211
Spouse Abuse and Sexual Assault Services	1-973-579-2386
State Police	1-973-663-3400
Suicide Hotline	988
Welfare	1-973-383-3600
State Police School Safety Hotline	1-877-624-8082
Hopatcong Police Department	1-973-398-5000

High School Time Schedule

Periods	HS Time Schedule
Bell	7:20
Pledge	7:25-7:26
1	7:26-8:10
2	8:14-8:58
3	9:02-9:46
HR	9:46-9:49
4	9:53-10:37
5	10:42-11:26
6	11:31-12:15
7	12:20-1:04
8	1:09-1:55 (PM Announcements)
Detention	2:15-3:45

Periods	High School Delayed Opening
Bell	9:20
HR	9:25-9:27
1	9:27-9:57
2	10:01-10:31
3	10:35-11:05
4	11:09-11:39
5	11:43-12:13
6	12:17-12:47
7	12:51-1:21
8	1:25-1:55
Detention	2:15-3:45

Periods	HS Early Dismissal
Bell	7:20
Pledge	7:25-7:27
1	7:27-7:53
2	7:57-8:23
3	8:27-8:53
HR	8:53-8:56
4	9:00-9:26
5	9:31-9:57
6	10:02-10:28
7	10:33-10:59
8	11:04-11:30
	(No Detention)

2024-2025 District Calendar

September, 2024	2	District Closed - Labor Day
	3-4	Schools Closed/Teacher In-Service
	5	First Day for Students
October	14	Schools Closed/Teacher In-Service - Columbus Day
November	7-8	Schools Closed - NJEA Convention
	27	Early Dismissal
	28-29	District Closed - Thanksgiving Recess
December	20	Early Dismissal
	23-31	District Closed - Winter Recess
January 2025	1	District Closed - New Year's Holiday
	20	Schools Closed/Teacher In-Service - MLK Jr Day
February	17	District Closed - Presidents Day
March		
April	14-18	School Closed – Spring Recess
May	26	District Closed - Memorial Day
June	18	Last Day for Students

The above calendar reflects 180 student school days with 4 built-in snow days into the schedule.

If more than 4 snow days are used, April/Spring Recess will be revised.

If less than 4 snow days are used, the additional days off will be:

1. April 21
2. May 23
3. May 27
4. April 11

SCHOOL CLOSINGS

During the school year, it may be necessary to close schools on one or more days due to ice, snow, or other storm conditions that make school bus travel hazardous. Blackboard Connect will be used to notify parents of school closings/delayed openings on snowy or icy mornings.

Staff should check the website and subscribe to Blackboard to receive messages.

HOPATCONG SCHOOL DISTRICT PERSONNEL

BOARD OF EDUCATION

Mrs. Nicole Falconi-Shubert , President	Mrs. Jennifer Polowchena Vice President
Dr. Natalia Cappello	Mr. James Chaffee
Mr. Jayson Cittrich	Mr. Philip DiStefano
Mr. Joseph Falconi	Mr. Scott Francis
Mrs. Jayna Gulan	

CENTRAL OFFICE PERSONNEL

Mr. Jeffrey Hallenbeck	Superintendent of Schools	973-770-8844
Mr. Matthew Robinson	Asst. Superintendent for Curriculum	973-770-8845
Mrs. Brittany Huling	Admin Asst. to the Superintendent	973-398-8808
Mrs. Tammy Miller	Director of Special Services	973-770-8821
Mr. Gregory Smyth	Facilities Manager	973-770-8840

HIGH SCHOOL PERSONNEL

Mrs. Stephanie Martinez	Principal	973-770-8850
Mrs. Nicole Gerena	Secretary to the Principal	973-770-8851
Mr. Mark Certo	Coordinator of Student Discipline	973-770-8849
Mr. Peter Oesen	Coordinator of Student Activities	973-770-8970
Mrs. Christine Amella	Secretary to Coordinator of Student Activities and Discipline	973-398-8803
Mrs. Stacy Yanko	Guidance Secretary	973-770-8861

HIGH SCHOOL SUPPORT SERVICES

Ms. Wendi Braun	School Counselor	973-770-8862
Mrs. Michelle Iannuzzi	School Counselor and Student Assistance Coordinator	973-770-8864
Ms. Melissa Stein	School Counselor	973-770-8863
Mr. Jim Valentine	School Counselor	973-770-8865
Mrs. Lynn Masterson	Attendance	973-770-8854
Mrs. Ashley Zaremba	School Nurse	973-770-8855
Mr. Christopher Bove	Athletic Trainer	973-770-8983
Officer Marlon Winbush	School Resource Officer	973-770-8830

CHILD STUDY TEAM

Ms. Amanda Michko	School Social Worker	973-770-8825
Mrs. Susan Pallotta	School Social Worker	973-770-8858

HIGH SCHOOL FACULTY

<u>ART</u>	<u>Health/Physical Education</u>	<u>Science</u>
<u>Jon Rischawy</u>	<u>Austin Brown</u>	<u>Mary Burns</u>
<u>George Segale</u>	<u>Paul Miller</u>	<u>Jim McDonald</u>
	<u>Jill Mortenson</u>	<u>Peter Oesen</u>
<u>Business/Technology</u>	<u>Michael Stec</u>	<u>Dominic Schiavone</u>
<u>James McKowen</u>		<u>Eric Shramko</u>
<u>Mike</u> Justus	<u>History/Social Studies</u>	
	<u>David Campagna</u>	<u>Special Education</u>
<u>Cosmetology</u>	<u>Heather DelBagno</u>	<u>Eileen Baum</u>
<u>Dorothy Cordero</u>	<u>Yvonne Mortello</u>	<u>Karen Cubberly</u>
	<u>McKenzie Norris</u>	<u>Wilson Cusano</u>
<u>English</u>	<u>Craig Vallaro</u>	<u>Traci Duffy</u>
<u>Christine Kalembea</u>		<u>Dina Emerling</u>
<u>Jason Mulvihill</u>	<u>Library Media Specialist</u>	<u>Michael Farrell</u>
<u>Barbara Parichuk</u>	<u>Elissa DeRose</u>	<u>McKenzie May-Ortiz</u>
<u>Irene Paxos</u>		<u>Christina Nied</u>
<u>Laura Tykowski</u>	<u>Math</u>	<u>McKenzie Norris</u>
	<u>Nancy Duffy</u>	<u>Ken Olsen</u>
<u>ESL</u>	<u>Megan Nardone</u>	<u>Melanie Piereth</u>
<u>Carla Malatesta</u>	<u>Neil Pallotta</u>	<u>Emily Taylor</u>
<u>Alexa McLean</u>	<u>Kelcey Russo</u>	<u>Loren Turner</u>
		<u>Julie Wilson</u>
<u>Family Consumer Science</u>	<u>Music</u>	
<u>Sharon Haggerty</u>	<u>Albert Cerulo</u>	<u>World Language</u>
	<u>Kristen O'Shea</u>	<u>Carmen Alzate</u>
<u>Job Coach</u>		<u>Carla Malatesta</u>
<u>Hank Fattorusso</u>		

DISABILITY SERVICE COORDINATOR

The Disability Service Coordinator provides parents/guardians with information regarding the services that are available through state agencies for persons with disabilities. The coordinator also assists parents/guardians in accessing the appropriate State agency.

If you have any questions, please contact Mrs. Tammy Miller, Director of Special Services - 973-770-8821, tmiller@hopatcongschools.org.

AFFIRMATIVE ACTION

The Hopatcong School District maintains an established procedure for processing complaints regarding discrimination and affirmative action concerns. This procedure was developed in accordance with the New Jersey State Department of Education's guidelines for handling complaints regarding sex, race, religion, etc.

Such complaints can arise from working conditions or school and classroom practices. Any individual who wishes to process a complaint regarding discrimination should pick up an Affirmative Action Grievance Filing Form from the District Administrative Building or by contacting the district's Affirmative Action Officers:

1. Mr. Matt Robinson, Assistant Superintendent, 973-770-8845, mrobinson@hopatcongschools.org

Completed forms should then be filed according to the following:

- Level 1 - Building Principal
- Level 2 - The Affirmative Action Officer
- Level 3 - The Hopatcong Board of Education

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

EDUCATIONAL EQUITY POLICIES

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

1. Recognize and value the diversity of persons and groups within the society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.
 2. Promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age marital status, affect or sexual orientation, gender, religion, disability or socioeconomic status in the policies, programs and practices of the district board of education.
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The Hopatcong Borough Public School District complies with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

The Hopatcong Board of Education’s policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs and the Hopatcong School District’s Comprehensive Equity Plan, grievance procedure, and annual reports are available to members of the community, the staff and students from Mr. Jeffrey Hallenbeck, Superintendent of Schools - 973-770-8844, jhallenbeck@hopatcongschools.org.

Mrs. Tammy Miller, Director of Special Services, serves as the Hopatcong School District’s coordinator for matters concerning 504. She can be reached at 973-770-8821, tmiller@hopatcongschools.org.

Administration Building
2 Windsor Avenue
P.O. Box 1029
Hopatcong, NJ 07843
(973) 770-8821

Board policies can be accessed for your review at this [link](#).

HARASSMENT/BIAS INCIDENTS/HAZING/BULLYING (BOARD POLICY #5512)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. As such, the Board of Education prohibits acts of harassment, intimidation, or bullying of students by their peers or school staff members.

As per [N.J.S.A.18A:37-14](#), **Harassment, Intimidation, or Bullying (HIB)** means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or

by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- B. has the effect of insulting or demeaning any student or group of students; or
- C. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Please Note - Schools are required to address harassment, intimidation, and bullying occurring off school grounds when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

Any parent, student, or community member may report an incident at any time, by completing an Incident Report Form, found on the District Home Page or by clicking [this link](#).

HATE CRIMES AND BIAS-RELATED ACTS (POLICY #8465)

A “bias crime” is defined as any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

A “bias-related act” means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

In accordance with N.J.A.C. 6A:16-6.3(e), School employees are required to notify the Principal and the Superintendent or designee if they believe *any* bias crime or bias-related act has been committed or is about to be committed. The Superintendent or designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor’s office where there is reason to believe that a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.

BOARD POLICIES

Updated Board Bylaws and Policies and Administrative Regulation Manuals are available for your review online [here](#).

BUILDING SECURITY/ELECTRONIC SURVEILLANCE/CAMERAS (POLICY #7440 and #7441)

In accordance with [N.J.S.A. 18A:7G-5.2.b.\(15\)](#), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the building shall be directed to the main entrance. Students who violate this policy and state law will be referred to the administration.

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

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

PERSONNEL DRESS CODE (BOARD POLICY #3216)

The Board of Education believes that the appearance and dress of Hopatcong staff members are an important component of the educational and operational program of this school district. The attitude of staff members about their professional responsibilities and the importance of education in the lives of their pupils is reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for staff and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of staff members in the performance of their professional duties, and as role models for our students:

1. Be physically clean, neat, and well-groomed;
2. Dress in a manner reflecting their assignment;
3. Dress in a manner that does not cause damage to district policy.
4. Dress and be groomed in such a way so as not to cause a health or safety hazard.
5. Shall not wear political buttons, armbands, or other political clothing, including items of clothing or on their clothing which refer to collective negotiations' issues, while on school premises in the presence of children.

If a staff member feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request shall be made to the staff member's supervisor. The Superintendent or the staff member's supervisor, as appropriate, shall determine whether a

violation of this dress code has occurred and shall discuss the violation with the staff member concerned. Where a single violation warrants or violations recur, the Superintendent or supervisor may enter a reprimand in the staff member's file and may recommend more stringent disciplinary measures.

***Masks may be required if a health scenario occurs.**

SMOKING/VAPING

The Board of Education prohibits smoking or the use of E-cigarettes/vapes at all times anywhere in school district buildings and school grounds, except as the demonstration of smoking may be required in classroom instruction or in a theatrical production.

ALCOHOL AND OTHER DRUG USE ON SCHOOL GROUNDS

The sale, purchase, transfer, use, or possession of alcohol, drugs, or tobacco both on and off school grounds is prohibited. This prohibition applies to all forms of illegal or controlled dangerous substances and alcoholic beverages whose sale, purchase, transfer, use, or possession is prohibited by law. Board Policy [#3218](#) and [N.J.S.A. 18A:40A](#).

SUBSTITUTE GENERAL INFORMATION

AN IMPORTANT NOTE FOR SUBSTITUTES FROM THE HOPATCONG HIGH SCHOOL ADMINISTRATIVE TEAM

A substitute's temporary role in the classroom can often be stressful. However, it is an important one and can often be rewarding. Please review the protocols and procedures outlined in this handbook, as all staff are expected to follow them in a consistent manner in order to create an educationally conducive atmosphere in the classrooms, and throughout the school all year long.

Mr. Certo will schedule a one-time appointment within your week to discuss the items in this manual and to assist you if you have any questions or concerns. If at any time during the day you need assistance, please call 8849 (Mr. Certo), 8851 (main office), or 8830 (School Resource Officer Winbush).

SUBSTITUTE'S WORKDAY

Substitutes are expected to sign in to the main office at 7:15. Students begin arriving at class at 7:20. First period begins promptly at 7:25. The substitute's day ends after 1:55 and they have returned all keys/IDs and other supplies to the Principal's secretary. The substitute is expected to cover the teacher's schedule which includes five periods of instruction, a lunch period, a preparatory period (where you may be asked to cover another teacher's schedule), and a duty. For more information see [Duties Upon Arrival](#)

ABSENCE

If you are unable to fulfill your substitute assignment please adjust the absence in [Frontline](#) and call the main office at 973-770-8851 before 6:45 AM.

PARKING

Please park in the front of the school in the visitor's parking spots.

ID BADGE

You must wear your substitute ID at all times.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) provides students the right and protection of confidentiality. This includes all student academic and health records and any personally identifiable information. It is expected that any such information regarding students (and staff) is not shared outside of a professional context.

STUDENT SAFETY

FIRE DRILLS

To ensure the continued safety of students and faculty, NJ State Law 18A:41-1 states that every school shall have at least one fire drill and one school security drill each month. In the event a building evacuation is necessary, please follow the directions listed below:

- There will be an announcement of a building evacuation made over the PA system prior to the drill.
- All talking will cease so that the necessary staff members can provide instructions to faculty and staff.
- Specific exit instructions are found in each classroom. Substitutes should familiarize themselves with these instructions.
- Each class will evacuate the building to a point at least 200 feet beyond the exit. Substitutes will close and lock all classroom doors and windows upon exiting.
- The substitute will check to be sure the room is empty. Substitutes are to bring a copy of class rosters to take attendance outside the building.
- All faculty members must leave the building.
- At the all-clear signal, students and staff may then return to the building.
- Substitutes having their lunch or prep periods during a fire drill are requested to check hallways and lavatories when leaving the building.

DISTRICT SAFETY/EMERGENCY PLANS

Please refer to the [District Safety Plan](#) (located in the Sub Folder) for protocols and procedures concerning the following:

- Lockdowns
- Defibrillator Locations
- Bomb Threats/Building Evacuations
- Crisis Intervention

Remember - In all times:

- Under no circumstances should any employee handle or move any suspicious item. The office (ext. 8851) should immediately be notified of any suspicious item or concern.
- In any emergencies - never talk to the press, and be careful with providing information to the public. Only the Superintendent speaks for the district in the event of a crisis or emergency!

SHELTER IN PLACE

- In the event “Shelter in Place” is called over the public announcement system, substitutes are to:
- Immediately see classroom doors are locked. Clear the hallways of students
- Instruction CONTINUES!
- No one may leave the room for any reason until an announcement is made to end the Shelter in Place.

STAFF ALL CALL

In some situations, staff members not directly supervising students may be needed to assist in handling a situation. A “staff all call” will be made over the public announcement system, with a meeting destination place. For example: “Staff all call to the lobby” means that any teacher not directly supervising students should immediately report to the lobby.

MANDATED REPORTERS

Staff are mandated reporters and must report all suspected signs of child abuse or neglect, immediately to their immediate administrator

STUDENTS SUSPECTED UNDER THE INFLUENCE OF SUBSTANCES (POLICY #5530)

The Board of Education recognizes that a student’s abuse of harmful substances seriously impedes that student’s education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and exposure to harmful substances.

Per State law (N.J.A.C. 6A:16-4.3(a) and 6A:16-4.3) and Board Policy [#5530](#), any student suspected of being under the influence of alcohol or other drugs must be reported to an administrator or the school nurse immediately. In the event a referral is warranted, please follow the following procedure:

- DISCREETLY call the main office and request the Principal (8851) or Coordinator of Discipline (8849) to report the student. If they are not available, please ask for the Student Assistance Coordinator (SAC) (8864). Do NOT make a report to the school resource officer as there are legal differences in the investigation process.
- **Do not question or confront the student**, merely report your suspicion of the situation. Do not remove the student from the classroom; the handling staff member will call for the student in a timely manner.
- Reporting staff members are required to fill out a [Student Under the Influence Form](#) to document the reporting. Be aware that staff members who write such a report are held “safe harmless” under NJ State law.
- For students who are not immediately under the influence, but are suspected by a teacher of having an alcohol or other drug problem, referral forms are available in the guidance office and must be completed and returned to the same personnel listed above.
- Please be advised that results from drug testing of any kind are confidential. For more information concerning the student medical evaluation and chemical screening report process and possible consequences, please see the STUDENT HANDBOOK.

PERFORMANCE RESPONSIBILITIES

Classroom doors must be locked and closed at all times as per our district safety plan.

Duties Upon Arrival

1. Report to the main office upon arrival at school. Mrs. Roman-Gerena, the Principal's secretary, will have your ID, keys, and other necessary supplies.
2. Request clarification of school rules and procedures, if necessary.
3. Arrive in the classroom on schedule to greet students and remain in the assigned classroom so that students are effectively supervised. See [pupil supervision](#) for more information.

Preparation for the Day

1. Review your schedule. Know the location of your [duty](#) and if you're covering for an ICR (in-class resource teacher) know the location of all your classrooms.
2. Familiarize yourself with the layout of the school, and your classroom. Location of the staff lavatories, the break room, etc.
3. Review the district safety plan.
4. Review the substitute plans issued by the teacher. If there are no plans, ask a teacher in the department, or go to [study.com](#) and look for ideas according to subject matter.

Additionally, please inform the principal ASAP.

5. Here are some helpful classroom management tips:
 - a. Write your name on the board.
 - b. Greet the students at the door with a smile.
 - c. Be friendly and positive but firm and avoid sarcasm.
 - d. Set the tone of the class; command respect by your actions. Lead by example.
 - e. Keep all student/staff-related information confidential, at all times. Do not share tidbits of
 - f. information at lunch or other public spaces.
 - g. When in doubt, ask questions.

FLAG SALUTE DURING HOMEROOM

- An American Flag should be displayed at every assembly and in each classroom
- The Pledge of Allegiance will be the first order of business during the homeroom period.
- Pupils are to be respectful of the flag salute. In the event a student does not stand for the flag salute (religious belief, silent protest, etc.), they may sit quietly and respectfully.
- All activities in the building will cease during the flag salute.

DURING CLASS

- Take [attendance](#). This is mandatory! Please leave attendance notes for the classroom teacher.
- Students are NOT allowed to go to an alternate location without an appointment pass from another teacher. Students are never allowed to go to the cafeteria, gymnasium, or ANY

OTHER LOCATION without an appointment pass. **This is Non-Negotiable.** Please call Mr. Certo at #8849 if you have a question.

- If a student is late to class follow the procedures listed [here](#).
- Follow lesson plans
- and consider an icebreaker activity.
- Circulate the room.
- Try to follow the classroom's teacher routine, where possible.
- Expect good behavior. If a student needs to leave the room follow the procedures listed below:
 - [bathroom](#)
 - [nurse](#)
- Collect all written work and leave it in a folder for the teacher
- Maintain [discipline](#) and classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
- Do not allow students to line up at the door at the end of class.
- Fill out the attached [form](#) for each of your classes.

END OF THE DAY

- Closes up the classroom
- Returns all items to the Principal's secretary.
- Ensures all reports have been filled out and left for the perusal of the classroom teacher.
- Determines if your services are needed for the next school day, following the district protocol.

RECORDING & SUBMITTING ATTENDANCE

1. Accurate attendance is required by the state of New Jersey for each instructional class, **including** study hall. Attendance **MAY NOT** be completed by students!
2. Please take attendance using the provided class list and call the Attendance line: 5209 within the first ten minutes of class. Attendance may also be sent to the Main Office with a student.
3. If a student is late, please notify the Main Office so correct attendance can be noted.
4. If you suspect a student has "[cut](#)" class (arriving late in excess of 15 minutes, leaving for a prolonged period of time):
5. Please call the main office and report the student so that the school can attempt to verify the student's whereabouts.
6. Fill out a "pink slip" referral form and submit it to the Coordinator of Student Discipline.

LATE TO CLASS

Being late to class is defined as not being in your classroom, in your seat, and prepared to work when the late bell rings. A student who arrives to class over 10 minutes late will be accepted into class but automatically **marked as a cut** and will receive the appropriate consequences (see [Cutting](#)).

BATHROOM PASSES/E-HALL PASS

Each student will receive three (3) auto-passes a day, which allows students to minimize disruptions to the teacher's classroom instruction. A teacher-generated pass may be created at the discretion of the teacher in the event a student has already used their three (3) passes. (Additionally, students may use the cafeteria bathroom during their assigned lunch period without a pass)

A student is expected to return to class **within 10 minutes**.

CUTTING

Students are expected to attend all their assigned classes every day and on time. A cut is defined as a student-initiated **unauthorized** absence from a class or as an unauthorized lateness of **10 minutes** or more.

PROCEDURE FOR ALL STUDENTS REPORTING TO THE NURSE

The Health Office is staffed by a school nurse and is available to pupils for illness, injuries, or emergencies at all times. Please be advised:

- No student will be admitted to the health office **without a pass** (unless in an emergency.)
- A student cannot come during passing time (in between classes). If a student feels the need to see the nurse between classes, the student must first report to the next-period teacher and obtain a pass (unless in an emergency).
- Under no circumstances should any student who is feeling ill leave the campus without permission from the nurse.
- Emergency contact information is to be filled out by each parent or guardian. The information be kept on file in the main office and nurse's office in order that the parent or other designated person can be notified if necessary. This information should be kept up to date.

If a student is injured during school:

- Contact the nurse immediately (ext. 8855)
- If the nurse asks to see the student, please have another student accompany the injured student to the nurse's office. As this constitutes an emergency, no pass is required.
- *When in doubt about an injury or illness* contact the nurse.
- DO NOT attempt to help move or stand a student in an emergency. Wait for the nurse.
- If the nurse is unavailable, report the accident to the main office (ext. 8851).
- Complete an accident report according to instructions on the report (see the nurse).

NON-INSTRUCTIONAL

CAFETERIA SUPERVISION - TEACHER (SUBSTITUTE) RESPONSIBILITIES

Most of the student body has a lunch period scheduled during periods 4, 5, 6, or 7. Students are expected to sit at an indoor table, or the cafeteria courtyard weather permitting, *and at the discretion of the cafeteria monitors.*

Students are expected to remain in the cafeteria and/or courtyard for the entire lunch period. UNLESS they need to be excused for the following:

- A staff-generated E-Hall Pass for classroom visits for extra help, work make-ups, etc. (includes the library.) **The supervising teacher issues a pass for the student before the lunch period begins. Students without a teacher-generated pass may NOT leave the cafeteria to see a classroom teacher.**
- A bathroom visit. A pass is not necessary. HOWEVER - the only bathroom used for lunch periods will be the cafeteria hallway bathroom. Only ONE student at a time is allowed in the bathroom. The bathroom usage will be monitored by a staff member.
- An unplanned/unscheduled request from the student to speak to an administrator, school counselor, child study team member, etc. A pass must be written by the student and received by the appropriate staff member. In the event the staff member needs to see the student, they will either escort the student themselves, unless it's a pressing matter from the administrative team, when they may be called via walkie or wall phone.

General Cafeteria Rules:

- Students are expected to keep the cafeteria area clean, and to be responsible for their own "area". "That's the custodian's job" will never be an acceptable response.
- Lunch monitors may direct students to clean up and will report any inappropriate student conduct to the administration/Coordinator of Student Discipline.
- Students are expected to stay at their assigned table, or in their appropriate areas on the porch.
- Students may not wonder un-necessarily,
- Card/dice games are prohibited.
- Engaging in unsafe behavior is always prohibited.
- While talking is allowed, a quiet atmosphere will be maintained to permit students to work or study.
- Students may not congregate near the exit prior to the end of the period.
- Procedures and reasons for leaving the cafeteria are stated in the section above.
- Personal speakers may not be used
- Cell phones MAY be used appropriately during lunch
- All rules of classroom conduct and code of conduct are applicable during lunch periods
- Food is not to be taken outside the cafeteria, in the hallways, or in other classrooms.

All school rules are enforced in the cafeteria. Please use a Pink Discipline Referral if needed.

HALL DUTY

The following protocols and procedures are to be consistently followed to ensure the safety and a non-disruptive educational atmosphere:

- A staff member on Hallway Duty should have a communication device for quick contact with the main office. A walkie *may* be available in the main office.
- A staff member on hallway duty must also have access to an e-hall pass (on Chromebook or another electronic device)
- There will be one or two monitors each period. If there are two
 - One will be stationed from the library/end of B Wing to the School Counselor's office in the A-Wing.
 - The other will be stationed from the C Wing Bathrooms to the School Counselor's office in the A-Wing.
- Please ask a student in the hallway if they have an active pass. As students will NOT be using their cellphones for an e-hall pass, verify the active student pass (including the time) on the e-hall pass dashboard.
- In the event too many students are in the bathrooms, please limit future traffic to 3 at a time. Remind students a single stall is available in the A wing across from the office in addition to the C and B Wing Bathrooms.
- Please ask any visitor or look for their visitor's pass. If they do not have one, please notify the main office immediately.

If a student:

- is non-compliant for any reason
- under suspicion of cutting a class
- in the building unauthorized (after signing out etc.)
- ***Please use a Pink Discipline Referral.*** Do not engage in a contentious confrontation if possible - Call for assistance if necessary.

HALLWAY SUPERVISION (during passing/outside classroom)

In an effort to assist in creating a positive school climate, staff members are *expected* to assist in hall supervision each time students are in the hall, including before and after school and during passing time between periods.

Teachers only need to be near their classroom door but be mindful of nearby lavatory traffic. Students are expected to act in a safe, appropriate manner at all times. Teachers should gently encourage students in their immediate area to move to class quickly, as loitering may pose a dangerous hallway obstruction.

All school rules are enforced during hallway travel. Please use a Pink Discipline Referral if needed.

From the Student Handbook: “*Teachers are responsible for maintaining a **safe** classroom and school environment that is conducive to a **productive learning process**. Students who disrupt teachers or students in that endeavor, or whose behavior is deemed dangerous or disrespectful will be referred to the administrative team that will assign consequences for discipline infractions.*”

STUDY HALL SUPERVISION

A student may be assigned a Study Hall as part of their original schedule. It is possible that a student’s original schedule is changed by the school counselors or administration, and may be assigned to a study hall after the year begins. In either situation, students are expected to attend each period, and the teacher/monitor must accurately be recorded in PowerSchool.

The expectations of positive classroom behavior are expected of students in Study Halls at all times. Students causing problems at arrival or dismissal time should be referred to the Coordinator of Discipline for disciplinary action.

From the Student Handbook

Students who are enrolled in a study hall are provided the time and means necessary for academic support. The administrative team will have a low tolerance for study hall students who are failing classes when considering [privileges](#).

1. If a student has a study hall on their schedule, they are expected to report to the proper location and on time and observe the following:
2. All rules governing [classroom behavior](#) apply to all study hall periods.
3. Policies that affect [cutting](#) and [late to class](#) apply to all study halls.
4. Policies concerning [phones and electronic devices](#) are observed during study halls.
5. In the event an appointment pass has been issued (nurse, guidance, music lesson, athletic trainer, etc.) students **MUST** report to the study hall teacher before attending the appointment.
6. Time spent in study hall will be spent completing schoolwork, studying, or reading. Students are required to report their work or reading materials at the beginning of the period.
7. Students are **NOT** allowed to eat food from the cafeteria or lunches/snacks brought from outside the school (unless approved by the administration due to schedule conflict or otherwise).
8. Playing games accessed via electronic devices is not advised. This assumes that all of your schoolwork is complete and is quality work.

ASSEMBLIES/PEP RALLIES

Assembly programs are an enjoyable and entertaining way to engage in relevant curricular instructional material or to help celebrate student success as in the case of an award ceremony. It is expected that students act in a *respectful and dignified manner*. During assemblies, **teachers on duty are expected** to help students:

- proceed to the assembly area quietly and promptly.
- give attention to the assembly supervisor immediately.
- be courteous to the performers and to classmates.
- applaud in keeping with the occasion.
- not leave the assembly until dismissed.
- **sit with their class in the assigned section.**
- refrain from using electronic devices unless part of the presentation.

The expectations of positive classroom behavior are expected of students in assembly programs. Disruptive or disrespectful behavior should be referred to the Coordinator of Discipline for disciplinary action.

PUPIL SUPERVISION

Each substitute is responsible for establishing, supervising, and maintaining a safe and educational classroom environment, and the corridor area immediately outside of their room.

- During the passing time (the changes of classes) and at the end of the day, teachers should position themselves outside their classroom door.
- Students should remain in their seats until the bell rings at the end of the period.
- Students should be allowed to leave your classroom with an e-hall pass indicating the time and destination.
- No student should be allowed to leave your classroom during the first and last ten minutes of class (unless for an emergency situation) to ensure accurate attendance and supervision.
- Students should be *supervised at all times* by a staff member. Students should **NEVER** be left in the classroom without direct supervision. If it is necessary, under an emergency condition, that you must leave the classroom, please advise the nearest teacher to you and call the office.
- If a student remains beyond the designated time, the staff must contact an administrator to ask for permission to be relieved of their responsibility before leaving the student.
- If you wish students to be with you in your room before or after school, at lunch hour, or at any time when classes are not regularly scheduled (make-up work or special help; classroom or bulletin board, etc.), please ensure that they are always supervised.
- **No food/beverages are permitted in classrooms**, with the exception of bottled water or drink tumblers.
- No students or visitors are permitted in a classroom **without an appointment and/or Administrative approval.**

LIBRARY/TECHNOLOGY CENTER

Substitutes are not to be instructed to bring classes to the media center. The Library is CLOSED whenever the Library Media Specialist is not in the room. Teachers and staff should notify the office of any unsupervised students found in the Library. **Students are never permitted to be in the Library without teacher supervision in the room.**

DISCIPLINARY REFERRAL PROCEDURE FOR SUBSTITUTES

If an inappropriate behavior occurs with a student in your class, then PLEASE LEAVE A NOTE for the teacher of record, and the teacher will address the situation. If the behavior is dangerous to others in your class including yourself, then please call 8849 (Mr. Certo), 8851 (main office), or 8830 (School Resource Officer Winbush) *immediately*.

If you feel that the office should be aware of a specific situation that cannot wait for the teacher of record to handle, then please fill out and submit a **Pink Paper Discipline Referral Form**, located on Mrs. Amella's desk in the main office.

On the form, please fill out the:

- student's name
- date of incident
- student grade
- location of incident
- your name

Check off the appropriate boxes for:

- the referral reasons
- the actions taken prior to the referral
- and any comments you feel are necessary

Submit the entire form in the Coordinator of Discipline's mailbox, or in the bin located on Mrs. Amella's desk in the main office. Once the student has had a conference with the Coordinator of Discipline, then the yellow copy will be returned to you, which will include the outcome/consequence in the top center box. Mr. Certo, The Coordinator of Discipline, can also be reached at Extension 8849, and at mcerto@hopatcongschools.org.

CODE OF CONDUCT

Please refer to the "[Code of Conduct](#)" sheets for specific infractions/consequence