

*Vernon Township  
High School*



*STUDENT/PARENT  
HANDBOOK  
2015-2016*

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**VERNON TOWNSHIP HIGH SCHOOL**

Phone Number: 973-764-2960

**Timothy T. Dunnigan**  
Principal

**Nancy O. LoPresti**  
Assistant Principal

**James M. Trusa**  
Assistant Principal

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## **PHILOSOPHY AND OBJECTIVES**

The home and school have a shared responsibility in the formation and development of the character of each individual. Recognizing our roles in fulfilling this responsibility, Vernon Township High School establishes as its primary purpose the intellectual development of each student to his/her maximum ability. The school's program for intellectual development encompasses instruction in basic skills and knowledge and the utilization of these skills in the development of critical thinking and the ability to exercise the power of judgment. Having developed these skills, each student will be prepared to accept their responsibility as a participating member of our democratic society, will be able to exercise flexibility in adapting to rapid changes in the modern world, and will be prepared to engage in a process of continuous self-education.

## **EDUCATIONAL GOALS**

The board adopts the following state goals as applicable to the school district and the high school (Policy 2131).

1. Provide quality preschool opportunities for all children, through collaboration between public schools and community agencies and provide parent education programs designed and implemented by all districts to assist parents in providing readiness experiences for their preschool children;
2. Strive for a high school graduation rate of at least 90 percent;
3. All pupils leaving grade four, eight, and eleven shall have demonstrated competency in challenging subject matter including reading, writing, mathematics, science, social studies (civics, history, and geography), health and physical education, and fine practical and performing arts;
4. All pupils shall learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy;
5. All pupils shall increase their achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world;
6. Provide a school environment free of drugs and violence and offer a safe, disciplined environment conducive to learning;

## **CODE OF CONDUCT**

Every member of our student body is encouraged to practice the following standards of behavior:

1. that an attitude of friendliness, courtesy, and respect be demonstrated toward all students, staff, and visitors;
2. that appropriate standards of dress be observed at all times;
3. that vulgar and profane language not be used;
4. that signs of affection not be displayed in public;
5. that our building and property be kept free of litter and graffiti;
6. that vandalism be discouraged;
7. that the use of drugs and alcohol be discouraged and avoided;
8. that our cafeteria be kept neat, clean, and that all dishes and trays be returned properly;
9. that quiet, courteous attention be given in all classrooms and assemblies;
10. that good sportsmanship be practiced at all athletic events.

## **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

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

## **AFFIRMATIVE ACTION STATEMENT**

The Vernon Township Board of Education is an equal opportunity employer and adheres to all aspects of affirmative action guidelines. The affirmative action officer for the Vernon Township Public Schools is Mr. Kyle Arlington, Assistant Superintendent, Rt. 515, P.O. Box 99, Vernon, N.J. 07462 - (201-764-2900 ext. 4367). The affirmative action officer for Vernon Township High School is Mrs. Nancy LoPresti. In our main office is a complete affirmative

action file that includes our district's policies, plans, procedures, and compliance with all state and federal mandates in regard to affirmative action and the state's new Comprehensive Equity Plan.

Our school district achieves and maintains compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to the following:

Federal Law

- Titles VI and VII of the Civil Rights Act of 1964
- Titles 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
- Equal Pay Act of 1973

State Law

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A. 18A:36-20 Equality in Education Programs
- N.J.S.A. 10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1 History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination

If there are any problems or questions dealing with affirmation action, it is important that our school's affirmative action officer(s) be informed immediately so that a meeting can be arranged for remediation of any situation or problems that may arise. No pupil will be denied access to any educational program or activity based upon race, color, creed, religion, gender or economic status. The following approved board policies pertain to affirmative action and are covered by statute:

**POLICY/REGULATIONS**

1510	Rights of Persons with Handicaps or Disabilities
1520	Equal Educational and Employment Opportunities and Avoidance of Harassment by Reason of Gender
1523	Comprehensive Equity Plan
1530	Equal Educational Opportunity
1550	Affirmative Action Program for Employment and Contract Practices
2260	Affirmative Action Program for School and Classroom Practices
3362	Sexual Harassment – Professional employees
4352	Sexual Harassment - Non-Certified employees
5512	Intimidation, Bullying and Harassment
5750	Equal Educational Opportunity - Pupils
5751	Sexual Harassment - Pupils
5755	Equity in Educational Programs and Services

**The District has developed a Comprehensive Equity Plan (CEP). Our main objective is to:**

**Provide staff development to all interested parents and community members, certified and non-certified staff to inform, identify and resolve problems in the following areas:**

- \* **Student achievement gap**
- \* **Bullying**
- \* **Sexual Harassment**
- \* **Prejudice, bias and stereotyping**
- \* **Diverse learning styles.**

**And the District will create and administer an interest survey to ensure equitable opportunities for female and male students to participate in athletics at Vernon Township High School. Survey results will be used to analyze the current athletic offerings to create a match.**

**The New Jersey Comprehensive Equity Plan has been developed and submitted to the NJ Department of Education Office of Specialized Populations/Equity and the Sussex County Office of Education.**

## **SEXUAL HARASSMENT STATEMENT**

Sexual harassment is a very significant concern of ours. Federal and state laws guarantee that schools are absolutely free of sexual harassment. The Vernon Township Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by another pupil or by any employee of the district. [Policy 5751]. Any student who feels that he/she has been sexually harassed, or any employee who hears or has independent cause to suspect that a pupil has been subjected to sexual harassment, shall promptly notify the building administration, who shall immediately initiate an investigation of the matter and report the findings to the superintendent.

## **HARASSMENT, INTIMIDATION AND BULLYING**

Pursuant to Policy 5512, the Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. 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 and disciplined environment. 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.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus. Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Any act that is reasonably perceived as being motivated 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; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or that has the effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation or bullying.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who: walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

Policy 5512 and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when the alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either, a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Pupils, parents, and visitors are encouraged to report alleged violations to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying.

A full copy of Policy 5512, Harassment, Intimidation, and Bullying can be found on the district's website, [www.vtsd.com](http://www.vtsd.com).

## **HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus indicated in Policy 5512.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The District shall not tolerate any hazing of students and prohibits hazing at all times.

1. **Definition.** Hazing is defined as any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.
2. **Staff's responsibilities.** Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

3. **Where and when hazing conduct applies.** This conduct applies to behavior that occurs on or off school property and during and after school hours.
4. **Formal reporting procedure.** Any person who believes he or she has been the victim of hazing or any person with knowledge of or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, the school district affirmative action officer, or the superintendent.
5. **Informal reporting.** Students and staff may seek advice on matters related to hazing without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.
6. **School district investigation.** Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed and a report will be filed with the superintendent.
7. **Discipline.** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated another person by hazing. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

**BELL SCHEDULE**

Teachers Sign In	-	7:00	AM
Students Enter	-	7:05	
Warning Bell	-	7:15	
Period 1	-	7:18	- 8:03
Homeroom	-	8:03	- 8:11
Period 2	-	8:15	- 9:00
Period 3	-	9:04	- 9:49
Period 4	-	9:53	- 10:38
Period 5	-	10:42	- 11:27
Period 6	-	11:31	- 12:16
Period 7	-	12:20	- 1:05
Period 8	-	1:09	- 1:55
Buses Depart	-		2:00
Teachers Dismissal	-		2:15

**2-HOUR DELAYED BELL SCHEDULE**

Teachers Sign In	-	9:00	
Students Enter	-	9:05	
Warning Bell	-	9:15	
Period 1	-	9:18	- 9:49
Homeroom	-	9:49	- 9:56
Period 2	-	10:00	- 10:31
Period 3	-	10:35	- 11:05
Period 4	-	11:09	- 11:39
Period 5	-	11:43	- 12:13
Period 6	-	12:17	- 12:47
Period 7	-	12:51	- 1:21
Period 8	-	1:25	- 1:55
Buses Depart	-		2:00
Teacher Dismissal	-		2:15

On scheduled **early dismissal days** students will be dismissed at 11:45 AM  
Buses depart at 11:50 AM

## ATTENDANCE PROCEDURES

Annually, the Vernon Township School District must report to the New Jersey Department of Education the number of students who exceed twenty absences in the course of a full school year. It does not matter if the absences are excused or unexcused. With the exception of days missed for a suspension or religious holidays, all other absences must be reported.

Students who fit this category are considered chronically absent by NJ DOE definition.

Whereas, attendance is a predictor to academic success, chronic absenteeism must be addressed with serious measures of prevention. Proper attendance is constantly discussed by teacher and counselors with students and parents. Programs such as the Ninth Grade Academy have resulted in improved attendance rates when students in the program are compared to those who did not participate.

Unfortunately, chronic absenteeism, defined as 10% or more than 17 absences without counting suspensions or religious holidays, will lead to a loss of credit. Students in semester courses with nine absences or students in full year courses with 18 absences will not gain credits for their course work without going through a thorough appeals process involving individual teachers and administrators. The basis of the appeal is that the student, despite being chronically absent has mastered enough material to pass the course and gain credit.

The laws of the state of New Jersey require regular attendance of all pupils enrolled in the public schools. The Vernon Township Board of Education believes that regular attendance in class, participation in class activities, and interaction between student and teacher are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Students cannot benefit from classroom instruction if they are not present. Poor attendance limits accomplishments and reinforces a habit which will handicap the individual in future education as well as future employment. Therefore, the Vernon Township Board of Education requires attendance of all students each day school is in session.

To report a student's absence, please call 973-764-5950 or 973-764-2880. Student absences should be called in before 10:00am.

### Activity Removal List

The Vernon Township Board of Education believes course failures, discipline, excessive absences and/or outstanding financial obligations warrant administrative action. These students will be placed on the "Activities Removal List." The Activities Removal List is run each quarter. Students may be placed on this list for failures (2 or more courses), discipline, attendance or outstanding financial obligations. These students may not be permitted to participate in classroom activities, field trips, dances, proms, driving privileges or graduation ceremonies, etc. The administration reserves the right to review cases on an individual basis. The administration's goal is to have the student self correct for the following marking period.

### Share Time Students

On delayed opening days, share time students are required to report to VTHS prior to 10:00AM. Upon arrival, each student shall report to the **main office** to sign in and then report to their assigned study hall. They shall remain in study hall until their first scheduled class time. Students are expected to bring homework or reading material.

### ADMINISTRATIVE GUIDELINES -- Grades 9-12

Absences include full day absences and partial absences from individual classes that result in ten minutes or more of the period being missed. All work missed due to excused absences can be made up, but must be done so at the initiative of the student. **Students who cut classes, who are determined to be truant, or are absent unexcused, may not make up the class work, quizzes, or tests missed at the time of the cut, truancy, or unexcused absence. Cuts are considered absences. Students who come to school AFTER 7:28 a.m. and do not sign in at the main office will receive a cut/absence for each class missed that day.** Any student losing credit due to excessive absenteeism will receive a grade of "EA." (NOTE: A student must be at school for at least four (4) hours to receive attendance credit for that day.)

## **I. Credit lost based upon failing course grade(s):**

1. **Summer School.** A student may take the course(s) in which credit was lost due to failing grade(s) in summer school, provided that the student remained in the course(s) for the entire year.
2. **Repeat the Course.** A student may repeat the course(s) in which credit was lost due to failing grade(s) during the next school year.
3. **Alternate Means.** With administrative approval, a student may take the course(s) in which credit was lost due to failing grade(s) through alternate means, such as accredited online courses which satisfy Board of Education and State of New Jersey requirements.

## **II. Credit lost based upon excessive unexcused absences:**

1. **Summer School.** A student may take the course(s) in which credit was lost due to excessive unexcused absences in summer school, provided that the student remained in the course(s) for the entire year.
2. **Appeal.** Provided a passing grade was attained along with a passing grade on the final exam, when the course(s) was taken, a student can appeal the loss of credit due to excessive absences. **Students wishing to appeal loss of credit due to excessive absences may not do so unless a passing grade for the course was attained along with a passing grade on the final exam.** Students can pick up an appeal form from the Assistant Principal's office/or guidance office and must make an appointment with his/her guidance counselor to receive assistance in organizing and understanding the appeal process. Once all documents are in order and the appeal properly prepared, the appeal is presented to the Assistant Principal. The Assistant Principal will hear the appeal and make a recommendation to the Principal. The Principal may schedule an appointment with the student to discuss the appeal and gather information to assist the decision making process. If proper documentation is provided, and the Appeal is granted the student is permitted to retrieve credit with successful demonstration of proficiency. Proficiency is defined as passing of the Final Exam and/or end of the year passing grade in each class required.

Subsequent appeals of the decision of the Principal may be made in writing to the Superintendent of Schools.

**PLEASE NOTE:** Senior appeal applications will be given priority response due to pending graduation. Response to underclassmen appeals will be made following graduation and parents/guardians will be notified by mail.

**NOTE:** Written verification for all absences should be presented to the attendance office on the day the student returns to school. **All notes (doctor, legal, parent phone calls, etc.) must be given to the attendance office within one week of the absence to be considered for appeal by the Assistant Principal.** All attendance notes will be kept on file in the attendance office.

It is recognized that from time to time, compelling circumstances will require that a student arrive late or be dismissed before the end of the school day. Should it become necessary for appointments to be made concerning college interviews, driver's test, medical or dental appointments, attendance at religious services, etc., the school shall be notified in advance of such absences by written request from the student's parent or legal guardian.

**NOTE:** To receive credit for a day's attendance, tardy students must arrive by 9:54 a.m. and be present for the remainder of the day. In the case of early dismissal, students must be present at 7:18 a.m. and should not be released before 11:18 a.m. If it is necessary for a student to leave school and return later in the day, four hours of accumulated time is necessary to receive credit for attendance. A parent phone call or a parent note is required for an absence to be **excused.**

**On delayed openings and half days of school, students must remain in school for the entire day to receive attendance credit. Students who sign out before the end of the school day will receive an absence. This absence will affect a student's perfect attendance record.**

## **Tardiness and absences for one or more classes will also affect perfect attendance.**

Credit for classes is earned only after the student successfully meets the academic requirements of the courses(s) including final exams and all attendance/cutting guidelines as outlined in the respective policies. The report card and permanent record will indicate, as soon as the final determination of total credits earned has been made, either credit lost due to excessive absences (EA) or the grade earned.

For matters of student safety and security, if your child is to be absent, please telephone the school on the morning of the absence to notify the school. If the school does not hear from you, the school will make reasonable efforts to contact the parent or legal guardian. The school currently uses the School Messenger System to contact parents or legal guardians regarding unreported student absences and/or school closings and/or emergencies. If a parent or legal guardian does not have access to the School Messenger System, he/she should notify the school.

## **Administrative Rules And Regulations Governing The Cutting Of Classes And Truancy**

### **Definition:**

New Jersey school attendance laws are violated whenever a student is truant, or whenever a class is cut. Truancy is defined as an unauthorized absence from school. A cut is defined as an unauthorized absence from class. A truancy is equivalent to one [1] class cut/absence for each class missed.

Truancy charges may be filed with the Municipal Court when a student (s) is truant.

**Note: Three tardies [less than 10 minutes to any class] constitutes a class cut/absence. A tardy [exceeding 10 minutes to any class] constitutes a class cut/absence.**

### **Procedure:**

Teachers shall take attendance at the beginning of each class period. An accurate record of each student's classroom attendance shall be kept by the teacher.

Any discrepancy identified between student attendance and the daily attendance list should be sent to the attendance office no later than 2:09 p.m. that same day. As an example, any student whose name does not appear on the absentee list and who is not in class shall be reported as absent.

Any student cutting class will be referred to the Assistant Principal. All cut slips will be checked and the appropriate disposition will be made.

### **The procedure regarding class cuts for a full year course shall be as follows:**

First Cut	Student conference with Assistant Principal; one-hour detention; and no opportunity to make up missed class work, quizzes or tests.
Second Cut	Student conference with Assistant Principal; two one-hour detentions; copy of referral sent to parents; parent should initiate a conference with their son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes or tests.
Third Cut	Student conference with Assistant Principal; one, 3 hour extended school detention; a notice of action sent home; parent should initiate a conference with their son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes, or tests.
Fourth Cut	Student conference with Assistant Principal; two, 3 hour extended school detentions; a notice of action sent home to parents; parent should initiate a conference with their son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes or tests.
Fifth Cut	Student conference with Assistant Principal; <b>Student will be put on credit retrieval;</b> Saturday Detention; letter sent home; request parent conference with guidance counselor and no opportunity to make up missed class work, quizzes or tests.

### **The procedure regarding class cuts for semester or quarter courses shall be as follows:**

First Cut	Student conference with Assistant Principal; one-hour detention; copy of referral sent to parents; parent should initiate a conference with their sons/daughters guidance counselor; and no opportunity to make up missed class work, quizzes or tests.
Second Cut	Student conference with Assistant Principal; one, 3 hour extended school detention; copy of referral sent to parents; parent should initiate a conference with their son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes or tests.
Third Cut	Student conference with Assistant Principal; two, 3hr extended school detention; notice of action sent home; parent should initiate a conference with son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes or tests.
Fourth Cut	Student conference with Assistant Principal; <b>Student will be put on credit retrieval;</b> Saturday Detention; notice of action sent home; parent should initiate a conference with son/daughter's guidance counselor; and no opportunity to make up missed class work, quizzes or tests.

## **TARDINESS TO SCHOOL**

### **Procedure:**

**Unauthorized tardies to school are serious infractions of the attendance policy. Students entering school between 7:18 A.M. and 7:28 A.M. are to report directly to the attendance office and then to period one class. This will be recorded as a T-10 and treated as a tardy.** Students arriving after 7:28 A.M. are to report to the attendance office to obtain a late pass. This pass is to be presented to the teacher whose class is being entered late. If a student does not present an acceptable note from his parent or legal guardian this will be recorded as a T+10 and treated as a cut/absence. **Failure to sign in at the attendance office or to present a pass may result in the student not being admitted to that particular class due to improper entry into the building.**

To determine if class time missed is considered non-cumulative, parents and/or adult students should submit a note to the attendance office to explain the reason for arriving late to school. Generally, acceptable reasons for tardiness are listed below:

1. Medical or dental appointments.
2. Religious observance.
3. Death in the family.
4. Reasons deemed appropriate by an administrator.

Disposition of tardiness caused by difficulties due to snow, inclement weather or emergencies will be decided by the school administration. **Students who drive to school are encouraged to use bus transportation provided by the Vernon Township Board of Education during inclement weather.** Tardiness due to missing the school bus is **UNEXCUSED.**

### **SENIORS:**

Seniors who are chronically late to school will lose driving privileges for the prescribed period of time listed below:

1 <sup>st</sup> Tardy	WARNING
2 <sup>nd</sup> Tardy	LOSS OF DRIVING PRIVILEGE FOR 5 days
3 <sup>rd</sup> Tardy	LOSS OF DRIVING PRIVILEGE FOR 10 days
4 <sup>th</sup> Tardy	LOSS OF DRIVING PRIVILEGE FOR 20 days
5 <sup>th</sup> Tardy	LOSS OF DRIVING PRIVILEGE FOR REMAINDER OF SCHOOL YEAR

### **Unauthorized Tardiness To Class**

- Any student reporting to class after the bell has rung is considered tardy to class. In certain isolated situations, the student may be admitted "excused" if he/she presents a note [Admit Slip] from the previous classroom teacher. Otherwise it is an unauthorized tardy.
- Unauthorized tardies fall into two categories:

1. More than 10 minutes of a class missed due to an unauthorized tardy will be recorded as a class cut/absence.
2. Ten [10] minutes or less of a class missed due to an unauthorized tardy will be recorded as tardy minus ten minutes (T-10). Should a student accumulate three T-10 marks in a class, a class cut/absence will be recorded.

**Chronic tardiness to school and class is a very serious matter. Students abusing this face discipline and loss of privilege. Students are expected to arrive at school on time. Bus transportation is provided to accommodate this requirement. Should a student choose to use private transportation, only the non-cumulative reasons for absences, listed on page 14 of the Parent/Student Handbook are acceptable.**

On the fourth unexcused tardy to school in any marking period, the Administration reserves the right to place a student on the "Activities Removal List". Students may not be permitted to participate in classroom activities, field trips, dances, proms, driving privileges or graduation ceremonies, etc. The administration reserves the right to review cases on an individual basis.

**Disciplinary Procedures:**

All students are expected to conduct themselves in a manner that is in the best interest of the school and its mission. Students shall not be permitted to interfere or prevent others from their right and privilege to an education.

Consequently, conduct which disrupts class work, creates disorder, threatens the safety of others, or invades the rights of others shall be a basis for disciplinary action, including activity removal.

Teachers have the obligation and authority to assign after school detentions for inappropriate classroom behavior.

Certain infractions will require the intervention of a school administrator who will evaluate the circumstances of each situation to determine and assign the consequences.

A warning, one-hour detention, 3hr extended detention, Saturday detention or out-of-school suspension may be assigned as a consequence for inappropriate behavior according to the following chart and the discretion of the administration:

**INAPPROPRIATE BEHAVIORS**

Levels I to IV

1. Disruption on school bus
2. Verbal confrontation between students
3. Driving/parking violation
4. Harassment
5. Verbal confrontation with teacher, bus driver, staff member, or administrator.
6. Inappropriate display of affection
7. Failure of seniors to sign in vehicle
8. Skateboard/radio/tape/CD/violation/Laser Pointer, Tekdecks.
9. Junior unauthorized driving.
10. Cell phones, Ipods, Hats\*\*

Because these items are not permitted in school, students will be asked by a staff member to hand them in to be picked up after school hours by a parent/guardian. **Failure to hand in the item for later pick-up may result in a two day out of school suspension.**

Levels II to IV

1. Failure to sign in when late
2. Misconduct in assembly, cafeteria, class or study hall
3. Unauthorized absence from class or study hall
4. Leaving class without permission
5. Being in an unassigned area
6. Obscene language and/or gesture (directed)
7. Failure to comply or insubordination
8. Intimidation
9. Misconduct during fire/emergency drill
10. Misconduct in One-hour Detention
11. Disrespect

12.

- Levels III to IV
1. Unauthorized absence from one-hour detention
  2. Leaving school building without permission
  3. Truancy
  4. Vandalism
  5. Misconduct in 3hr extended detention
  6. Forgery

- LEVEL V
1. Misconduct in Saturday detention
  2. Fighting
  3. Drug/alcohol use and/or possession
  4. Possession and/or use of fireworks
  5. Teacher assault
  6. Theft to include extortion
  7. False alarm/bomb threat
  8. Smoking/and/or possession of tobacco

### LEVEL OF CONSEQUENCE

	<u>Minimum Action</u>	<u>Maximum Action</u>
Level I	Warning to student	One-hour Detention w/parent notification
Level II	One-hour Detention	3HR School Detention w/parent conference
Level III	3Hr Extended School Detention w/parent notification	Saturday Detention Restitution-if appropriate w/parent conference
Level IV	Saturday Detention w/ parent conference	Out of School Suspension w/parent conference and police report
Level V	Out of school suspension conference w/ parent	Principal and Police Report (#2-#8)

### DETENTIONS

#### One-hour Detention

A one-hour detention is a disciplinary period after school hours. It is assigned for infractions of the discipline policy when warnings and reprimands have not corrected the behavior. The designated time is 2:15 – 3:15 p.m. Students may ride the 3:30 bus home.

Absence on the day of a scheduled one-hour detention does not eliminate the detention. It should be served **on the next day** or upon return to school. Requests for any re-scheduling will automatically be moved to the up-coming Saturday date. When serving detention, students are expected to arrive on time, sit in the assigned seat, bring homework or reading to keep busy for the entire time, remain quiet, not sleep or rest their head on the desk, not bring any food or beverage, and follow the instructions of the detention supervisor. **Failure to complete an assigned one-hour detention will result in further disciplinary action.**

### **3-Hour Extended Detention**

Certain serious breaches of school policy, and students that repeatedly violate school rules may require a 3 hour extended detention. Students will spend the day in a supervised detention completing homework or an assigned work packet supplied by teachers. Students must bring their books to detention. Misbehavior in 3 hour extended detention will result in further disciplinary action. The designated time is 2:15-5:15. Students may ride the 5:30 activity bus home. Cutting a 3hr. detention may result in a 2 day out of school suspension. Absence on the day of a 3 hour detention does not eliminate the detention. It will be served on the next day detention is scheduled. Students who are serving 3 hour detention are not allowed to participate in any school activities on the day of the detention.

### **Saturday Detention**

Chronic violators of school policy or students involved in an infraction of a very serious nature may be assigned a Saturday detention. They must report to the faculty dining room by 8:00 a.m. bringing enough schoolwork to keep productively occupied for four hours. Students are expected to follow the rules outlined for one-hour detention and be cooperative with the detention supervisor. Students that fail to attend, are disruptive, or released from Saturday detention will meet with the Assistant Principal to determine the next step in the disciplinary process. There will be **no** Saturday Detention if school is **closed** on the Friday before. If there are threatening weather conditions, students will be notified via a phone call from the Assistant Principal. Cutting a Saturday detention may result in a 2 day out of school suspension. A doctor's note will be requested to be excused from a Saturday detention. Transportation to and from Saturday detention is the responsibility of the home.

### **All Detentions**

Employers need to be notified by the student of detention obligations so their work schedule can be changed. The school has no obligation to reschedule a detention to accommodate a student work schedule. The upcoming Saturday detention date will be used to meet any requests for a change of detention date.

### **Lunch Detentions**

Students unwilling or unable to be cooperative and behave appropriately during their lunch period may be removed from the cafeteria and assigned to the lunch detention room for one or more days. Students will eat lunch in that room.

### **Student Suspension/Expulsion**

The Vernon Township Board of Education holds that each school age child is entitled to a free public education and that all children must be encouraged to attend school. Attendance, however, is subject to reasonable rules and regulations promulgated by the school officials. Students that violate these rules and regulations are subject to disciplinary measures inclusive of suspension or expulsion. The laws of the state of New Jersey are very clear in this regard.

The Principal or Assistant Principal has authority to suspend temporarily any student for good and just cause. However, no student shall be deprived of the right to an education in the public schools of this district without being notified of the charges and be given an opportunity to be heard before the person or body having authority for reinstatement. Notification of and communication with parents or guardians of all students suspended shall be made by telephone, if possible, and by mail. A parent conference is required to reinstate the student. Students missing school due to suspension must be given the opportunity to complete all assignments and work missed.

Pupils who are suspended must remain off school property and may not participate in, nor attend, any day, after school and/or evening school related activity during the period of suspension. When continued misbehavior exists, a student may be referred to the Board of Education for expulsion. In some cases in which inappropriate behavior is demonstrated at evening or afternoon school sponsored extracurricular activities, suspension may be designated not from the regular academic day, but from evening and afternoon school activities.

**ALL offenders of the discipline policy will be disciplined at the discretion of the administration and will lose privileges such as field trips, dances, proms, graduation ceremonies, driving or parking on campus, and other school sponsored activities.**

### **Make-Up Work Missed Due To Absence**

Pupils are provided an opportunity to complete assignments missed because of their absences. However, it would be unwise to believe that one can make up the learning activity of a total class section.

1. The time allowed to make up work missed for each day absent: a student has two days to make up his/her

work. **This does not apply to work assigned prior to absence.** Responsibility for arrangements to make up work lies with the pupil.

2. Pupils choosing to cut classes, found to be truant, or are absent unexcused, may not make up work missed during these infractions.
3. Pupils may complete assignments for time missed because of actions initiated by the authorities of the school, i.e. out-of-school suspension, exclusion, etc.

### **LEAVING SCHOOL GROUNDS**

Leaving the school building and/or school grounds without authorization is strictly forbidden. Students violating this regulation will face disciplinary action.

### **EARLY RELEASE FROM SCHOOL**

The school system must undertake great care and concern for security, safety, and wellbeing of the students in our care; therefore, your cooperation and understanding regarding the following regulations is greatly appreciated. The purpose of these regulations is to focus our mutual concern upon the safety of children. Our school utilizes the raptor security system.

1. We require a written, signed request for early dismissal from the parent or legal guardian when the student comes to school in the morning. This should be filed with the appropriate assistant principal's office.
2. In the event of some crisis or emergency, a phone call to us will expedite the matter.
3. In all cases the parent or legal guardian must present herself or himself at the door monitor desk in the front lobby of the school. We will not release the student to wait outside of the school.
4. Parent will be scanned into our raptor system using the student module. The door monitor will inform the office that the parent is picking up and the student will be called out of class and instructed to report to the lobby.
5. You are required to sign the child out, including date, time, child's name, reason, and your signature.
6. We will not release your child to anyone other than a parent or legal guardian. If there is a special circumstance and a designated agent 18 years or older appears to pick up the student, the release will only be made after we call the parent or legal guardian and verify the release.
7. Under no circumstances will a student be released if the student does not identify and recognize the person at the main office who is there to pick up the student.
8. Simply because a parent or legal guardian authorizes the early dismissal of a student from school does not mean that the student's absence from classes is excused. A student who leaves school early with parent or legal guardian permission is considered signed-out absence unexcused ("SO7") until written verification of a valid, school board-recognized reason is submitted to the school in a timely manner to authorize the early dismissal. Valid, school board-recognized reasons for early dismissal include medical appointments that cannot be scheduled outside the school day, medical disability, motor vehicle driver's test, college visits, court appearances, illness/injury in which the school nurse and/or administration authorizes the early dismissal, and administrative approval for early dismissal based upon extenuating or exigent circumstances. A signed out absence unexcused (SO7) is considered a cut, which requires disciplinary action. If a valid, school board-recognized reason for the early dismissal is submitted in a timely manner, then the student will be considered signed-out excused ("SO1").

### **SCHOOL NURSE**

Students may see the school nurse anytime during the day when issued a pass from a teacher. Students to be released early because of sickness or injury must be excused by the school nurse. Students will be released from school only in the custody of a parent or legal guardian.

## Physicals

All 9-12 grade students, all newly transferred students and students involved in interscholastic sports must have a physical exam by their own physician.

## Head Lice Infestation

Head lice infestation can occur at any age. Each year 6 to 23 million Americans report having contracted head lice. One of the most prevalent misconceptions about head lice is that it occurs only among the poor and unclean. For many years, it was thought that people only received head lice from unclean environments or because of poor hygiene. Everyone is at risk and if it happens in your family, it is not something that should cause embarrassment. The most important thing is to treat the problem immediately and notify your child's school, in particular the school nurse, and everyone else with whom your child has come in close contact. Presently, the chances are better than ever of bringing this nationwide public health problem under control. More cases of head lice infestation occur than all other communicable childhood diseases combined.

### Vernon Township Public Schools Head Lice Procedure:

1. After a case of head lice is reported to the school nurse or detected by the school nurse, the student will be excluded from school until treated and free of nits (eggs).
2. The student identified with head lice will not be allowed on the school bus until cleared by the school nurse.
3. The student must be seen by the school nurse prior to re-admission to school.  
If you have any questions, please contact your school nurse.

## ADMINISTERING MEDICATION IN SCHOOL

The State of New Jersey has signed into law a new regulation concerning administration of medication in school. The law addresses two issues.

1. MEDICATION GIVEN IN SCHOOL BY THE SCHOOL NURSES:
  - a. Medication will be given in school only when pupil's attendance depends on the timely administration of such medication. "Medication" as per law means any prescription drug, prescribed over-the counter medicine including, but not limited to aspirin and cough medications.
  - b. Request for the administration of medication in school must be made in writing and signed by the physician.
  - c. **Students are not permitted to transport medications** to and from school. **Parents must deliver and pick up all medications** used by students in school. **NOTE: All medication must be in the original prescription bottle.**
2. SELF-ADMINISTRATION OF MEDICATION FOR LIFE-THREATENING ILLNESS (such as asthma)
  - a. Parents must provide the board of education with a written authorization for the self-administration of medication from the pupil's physician. This certificate must state that the pupil has asthma or another potentially life threatening illness and is capable of and has been instructed in the proper use of the medication. Permission to self-administer one medication shall not be interpreted as permission to self-administer other medications.
  - b. **HAND WRITTEN NOTES FROM PARENTS WILL NOT BE ACCEPTED.**

PLEASE NOTE: The school district, the Board and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil. If you have any questions concerning this new regulation, please contact your school nurse.

## Physical Education Excuses

Gym excuses are to be issued by the school nurse. To obtain an excuse you must: 1) Have a note from a parent for a one or

two day excuse. 2) Have a doctor's note for three or more days. 3) **Bring your request to the health office before first period.** 4) **Students excused from gym will not be permitted to participate in after school activities of an athletic nature.** 5) Student(s) will be required to complete an academic assignment for each day the student is medically excused. For a one or two day medical excuse the academic assignment is to be completed during the physical education class period and handed to the physical education teacher at the conclusion of the class. Failure to turn in an assignment will result in a zero for the day. Repeated parental (adult student) request for gym excuses may require a doctor's note.

### **Jewelry in Physical Education Classes**

For the safety of each individual student, the wearing of jewelry will not be permitted in the physical education class. An exception will be made for religious medals that are taped to the body.

### **Medical Expenses**

Requests for payment of medical bills shall not be presented to the Vernon Township Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made only as a result of adjudication through the courts.

### **GRADING**

1. Grades can be viewed through Power School Parent Portal @ <https://power.vtsd.com>. Final report cards will be mailed at the end of the school year only.
2. No student will receive a numerical grade less than 55 for the **first** time a student's earned average is below 55%. This applies for the first three marking periods only. Fourth quarter grades and final exam grades will be recorded as earned.
3. The Health and Physical Education final grade will be combined. With this in mind, students will receive the actual grade earned during each marking period. A onetime minimum grade of 55 will not apply to Health and Physical Education students.
4. The numerical limit for letter grades will be:

90-100 = A	65-69 = D
80-89 = B	Failure = Below 65
70-79 = C	

### **Grading System**

College Prep classes will be enhanced by a factor of 1.02. Honors classes will be enhanced by a factor of 1.06 and AP classes will be enhanced by a factor of 1.09. It is important to remember that the purpose of enhancing grades based on the difficulty level of a course is for determining class rank. The numerical grade the student earns in each class will appear on the report card. Once enhanced the grade then functions to reward students for taking challenging classes by increasing their numerical average, GPA. The class rank is then calculated by simply arranging the individual averages of all students in each grade level, 9, 10, 11, and 12, from highest to lowest.

### **HONORS AND ADVANCED PLACEMENT COURSES**

Honors and Advanced Placement courses are offered in the following subjects:

Geometry	English 9-12	Physics
Algebra/Trigonometry	Geo Science	World History
Pre-calculus	Biology	European History
Calculus	Chemistry	US History 1&2
Music Theory	Organic Biochemistry	US Govt. & Politics
Art Major	Environmental Science	French 4 & 5
		Spanish 4 & 5
		German 4 & 5
		Italian 4

Each May the Advanced Placement tests are given to all qualified students. Grades are posted on the student's

cumulative folder and final transcript. Grades of 3 or better (grades range from 1-5) typically receive college credit at the college the student attends.

### **Class Rank**

Grade Point Average (GPA) is determined by adding all course grades (after enhancement) times the number of credits per course and dividing by the total number of credits attempted. Class rank is determined by ranking the numerical average (GPA) of all the students in the same grade from highest to lowest. Ranking includes all courses attempted and is cumulative. Class ranks are determined at the end of each school year.

### **Incomplete Grades**

In cases in which assigned work in a course has not been completed by the end of a marking period, due to extraordinary circumstances, a student may receive a temporary grade of "I" (incomplete) on the report card. This grade is made at the discretion of the teacher. Once the student receives the incomplete grade, it is his/her responsibility to complete all the work necessary in order to receive a permanent grade. Except in a situation in which a student is receiving homebound instruction, a grade of **"I" must be resolved within two weeks of the end of the marking period**. Any incomplete grade that is not resolved within the two-week period automatically reverts to a grade of 55/F. Parents will be notified in writing when a grade of "I" has been changed.

### **MIDTERMS**

1. Midterm exams will take place on the two last days of the second marking period and the two first days of the third marking. Please refer to our school website @ [www.vtsd.com](http://www.vtsd.com) for the exact dates.
2. No homework is to be given during exam week. No projects or papers can be due during this period either.
3. The midterm will count as 1/10th of the final grade. The final exam will also count as 1/10th of the final grade. This means, of course, that marking period grades would count for 20% of the grade.
4. Midterm and final exam grades along with the final class grade will count for fall and winter athletic eligibility for the following school year. The midterm examination will not count for spring eligibility during the current school year.

### **FINAL EXAMS**

All students are required to take final exams. The one exception to this is for seniors that have an A average in their semester or full year courses. These students have the option of being exempt from the final exam for that course at the teacher's discretion. **Any student who is not exempt and does not take a scheduled final exam will receive a "0" for that exam.**

Make ups for final exams are given under special circumstances and the Assistant Principal will determine whether an absence from a scheduled final is excused or unexcused. Examples of unexcused absences include cutting a scheduled examination, not showing up for a scheduled examination because more time is perceived to be needed by the student to prepare, etc. Excused absences include: illness verified by a parent or physician's note submitted to the assistant principal, participation in school sponsored activities such as Girl's State and Boy's State Games etc. Arrangements for an alternate final examination schedule for students participating in school sponsored activities that are conducted during the final examination period must be made with the Assistant Principal. Other extenuating circumstances necessitating a modification of a student's final examination schedule should be brought to the attention of the Assistant Principal who will propose alternative arrangements.

### **GRADUATION CREDIT REQUIREMENTS**

A minimum of 125 credits are required for graduation from Vernon Township High School beginning with the Class of 2016.

### **Required courses for Graduation**

English	4 Years	20 Credit
Physical Education/Health	4 Years	20 Credits
Mathematics	3 Years	15 Credits
Social Studies	3 Years	15 Credits
Science	3 Years	15 Credits
Practical Arts	1 Year	5 Credits
Visual & Performing Arts	1 Year	5 Credits
World Language	1 Year	5 Credits
Financial Literacy	½ Year	2.5 Credits
<b><i>Community Service</i></b>	<b><i>50 hours</i></b>	

- 30 hours of community service to be completed by June 30<sup>th</sup> of Junior year or student will be placed in US History 3/Global Studies during his/her senior year for 5 credits.

To qualify as a ninth grade student promotion from eighth grade is required.

Most subject classes meet five times per week and are valued at 5 credits for a full year. Some subjects are given for one semester and are valued at 2.5 credits. Physical education and health classes are required of each student enrolled and must be successfully completed for graduation.

A typical student schedule will consist of at least six subjects including English and physical education and health. Beginning with the class of 2016 an average of 31.25 credits should be scheduled each year to meet the requirement for graduation in four years. Students select the courses they will take with the assistance of their guidance counselor, recommendations from their teachers and approval of their parents.

### **Transfer Students**

Students transferring into Vernon Township High School from other districts bring a variety of situations with them which impacts on the interpretation of their transcript. These situations can affect class rank.

A student transferring from a school in good standing is accepted at the grade level he attained in that school. Students transferring from schools requiring 120 credits for graduation will be given 35 credits per year of transferable credit. Other situations will require a review by the Guidance Coordinator and individual determinations will be made.

### **THE INTERVENTION AND REFERRAL SERVICE (I&RS)**

The I&RS is a committee consisting of seven teachers and two administrator chair persons. The committee identifies students with diverse needs and utilizes case coordinators to provide interventions to assist that student. Using a mentor-student approach, with the collaboration of the entire committee, students at risk of school failure and experiencing other societal problems are provided individualized assistance and support for health growth and progress.

### **SCHOOL COUNSELING**

Upon entering the high school, a student is assigned a school counselor to assist with his/her educational, vocational, social, and personal development. Providing individual and group counseling, as well as classroom guidance, are the goals of each counselor each year.

Counselor assignments are made on the basis of the initial of the student's last name. In order to promote a positive student/counselor rapport it is desirable to have a student stay with the same counselor all four years. This is not always possible or advisable. In instances in which counselor changes must be made a conference with the student, the parent and the counselor is arranged. In any case a written request for a counselor change must be

submitted and approved by the Mr. Drew Krause, K-12 Supervisor of Student Services.

Students may arrange an appointment with their counselor during their lunch period or after school by stopping in the guidance office and completing an appointment request form. The counselor will set the appointment and forward an appointment slip to the student's homeroom teacher to confirm the appointment. If it is an emergency situation, the student should explain that to the guidance secretary and indicate that on the appointment request form. No appointment is necessary before or after school.

**GUIDANCE COUNSELOR**  
**STUDENT ASSIGNMENTS**  
**2015-16**

<b>Mrs. Garrity</b>	<b>Grades 11&amp;12 Grade 10 PLUS</b>	<b>D &amp; E, H-K &amp; T G-L</b>
<b>Ms. Gastaldello</b>	<b>Grade 9</b>	<b>L-Z</b>
<b>Mr. LaCarrubba</b>	<b>Grades 11&amp;12 Grade 10</b>	<b>C,G,L,S,U &amp; V S-Z</b>
<b>Mrs. Picciuto</b>	<b>Grades 11&amp;12 Grade 10</b>	<b>F, M-Q,W-Z M-R</b>
<b>Ms. Ryerson</b>	<b>Grades 11&amp;12 Grade 10</b>	<b>A, B &amp; R A-F</b>
<b>Mrs. Seger</b>	<b>Grade 9</b>	<b>A-K</b>

**K-12 Supervisor of Student Services: Mr. Drew Krause**

**Progress Reports**

Progress reports concerning a student's academic progress **will no longer be mailed**. Parents/guardians will be able to view their child's progress through the Power School Parent Portal @ <https://power.vtsd.com>.

**Report Cards**

Report cards will be distributed at the end of the school year **only**. Parents/guardians should call our guidance office if they desire a conference to discuss academic concerns with their child's counselor and teachers.

**Transcript**

The official academic record (transcript) for each student is maintained in the guidance office. The transcript is a record of final grades, numerical average and class rank. An official copy of this record will be required by colleges, career schools, scholarship programs etc. Transcripts will be mailed or sent electronically upon written request.

The college application process has evolved into primarily an online activity. Students must therefore make sure that

they alert their counselors as to the status of their online application and request that transcripts, letters of recommendation and other information be sent. This process is done through our Naviance System. A detailed outline of our college application procedure for processing can be found on our Guidance webpage @ vtsd.com (go to parents drop down list, click on VTHS, then click on Guidance).

Since the guidance staff is often inundated with hundreds of requests during the fall, students must understand that every effort will be made to get records out as soon as possible but a minimum of five days is required during those peak times. Unofficial transcripts for student use can be provided upon request.

### **Homework**

The Vernon Township Board of Education acknowledges the importance and validity of work assigned to students for completion outside the classroom. Homework is a necessary extension of the instructional program of the school. Homework is an integral part of the program of studies in all courses at the high school. The frequency of assignments is determined to a great degree by the nature of the material and concepts being developed in each particular unit of study within any given course. The frequency and length of assignments will also vary based upon the level of the course offering. Homework assignments are given on a daily basis.

Homework is assigned to accomplish one or more of the following functions:

1. reinforcement and review of material covered in class;
2. completion of projects or assignments begun in class;
3. study and preparation for evaluative items such as tests or quizzes;
4. practice necessary skills or problem solving techniques;
5. application of principles and concepts developed in class;
6. enrichment activities that supplement material covered in class; and
7. introduce new material to be covered in class.

### **Homework Requests**

Parents/Guardians should notify the guidance office immediately if their child will be absent for an extended period of time. **Homework requests are honored for students who will be absent for a minimum of three days.** Please call the guidance office to request homework. Homework will be ready after 24 hours. All assignments must be handed in the day of the student's return to school.

### **College Visitation**

The school encourages parents and students to plan career school and college visitations during school vacations and on weekends as much as possible. When a school day visit is necessary, the student is responsible to see his/her school counselor prior to the day of the visit to obtain a visitation form.

The parent should call the attendance office the day before the visit to inform the school. **The student must have the form signed by an official at the institution visited and return it to the attendance office. Following this procedure ensures that an absence will not be recorded for the day.**

### **Homebound Instruction**

**Homebound instruction is available for students unable to attend school for an extended period (minimum of ten school days) due to a condition or illness that is certified by a physician.** Should the need arise, please contact the guidance office for information and assistance.

Students authorized for homebound instruction will receive a program of instruction that meets requirements for graduation. Students are expected to work toward those requirements by completing assignments within the time frame agreed upon by the student and the instructor. Credit may not be granted to students that do not fulfill minimum expectations.

The nature and content of some courses may preclude offering them for homebound instruction. Activity oriented courses, courses requiring extensive research, and courses requiring laboratory components may not be appropriate. Therefore, changes in a student's courses, course load, or credits attempted may have to be made for a homebound student. Therefore, a parent conference with the student's guidance counselor is necessary prior to beginning homebound instruction .

### **Withdrawal From A Course**

It is important for students and parents to realize that the school program and staffing are planned around the subjects selected by students the previous spring. Therefore, dropping a course is strongly discouraged. Written parental permission is required to drop any course and a parent conference may be required. A more detailed outline of our procedure can be found on our Guidance webpage @ vtsd.com (go to parents drop down list, click on VTHS, then click on Guidance). **PLEASE NOTE: Withdrawal from a course can and will impact athletic eligibility. You should consult the athletic director prior to withdrawal from a course.**

### **Dropping A Semester Course**

A student may withdraw without penalty until the issuance of progress reports. A student withdrawing after that date will receive a WP (withdrew passing) or WF (withdrew failing) on his/her report card, depending on the grade at the time of withdrawal. This grade will be included on the student's transcript, but it will not affect grade point average or class rank. **PLEASE NOTE: Dropping a course can and will impact athletic eligibility. You should consult the athletic director prior to dropping a course.**

### **Dropping A Full Year Course**

A student may withdraw without penalty until the end of the first marking period. A student withdrawing after that date will receive a WP (withdrew passing) or WF (withdrew failing), depending on the grade at the time of the withdrawal. This grade will be included on the student's transcript, but it will not affect grade point average or class rank. **PLEASE NOTE: Dropping a course can and will impact athletic eligibility. You should consult the athletic director prior to dropping a course.**

**A STUDENT WITHDRAWING FROM A COURSE DURING THE TWO WEEKS PRIOR TO A FINAL EXAMINATION WILL RECEIVE A WP (Withdraw Pass) OR WF (Withdraw Fail), AS APPROPRIATE, AND WILL RECEIVE A ZERO ON THE EXAMINATION WHICH WILL BE RECORDED ON HIS/HER REPORT CARD.**

### **Working Papers**

A student under the age of 18 is required by law to obtain working papers before beginning a job. An application for working papers may be obtained in the guidance office. Completed applications must be returned to the guidance office for processing. It is very important that all directions for completing the application be followed. Obtaining working papers is a process that may take up to two weeks to complete. Therefore, careful planning by a student is necessary to avoid disappointment and delay in beginning employment.

### **Summer School/Credit Recovery**

Students who fail required courses should make every effort to recover those credits during the summer. If that is not possible, the student schedules will be revised to repeat the course in the following year. Physical summer school programs have not been available in Sussex County in the recent past. For students interested in attending a traditional summer school, there are many out of county options and information regarding these programs will be available in the guidance office as it is received in June. Typically traditional summer school programs are 5 weeks and will permit no more than 2 absences.

Virtual summer school courses are available online through Vernon Township High School's approved provider, **EDUCERE**. Educere is a custom web based clearinghouse that provides credit recovery courses. Students will be provided with specific information upon notification of a failed course. Information is also available on the VTHS website.

### **Honor Roll**

Students who excel in their academic studies will be selected for the honor roll according to the following criteria: Principal's Honors--an "A" (95%-100%) **all** subjects; High Honors--an "A" (90%-94.99%) **all** subjects with one "B" allowed; Honor Roll--all "A's" and "B's" (85%-89.99%) **all** subjects.

### **Access To Student Information**

According to New Jersey law we must allow educational, occupational, and military recruiters access to student information. If you do not wish this information to be released, a parent must request in writing to the superintendent of schools that their child's name be omitted from the student information directory. Adult students may make this request on their own behalf.

### **Family Educational Rights And Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your consent prior to the disclosure of personally identifiable information from your child's educational records.

Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information; unless you have advised the school or district to the contrary.

Our district has designated the following as directory information: student name, telephone number, grade level, dates of attendance, participation in school activities, photograph and awards or recognition received.

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must notify us to let the school know which type of directory information you wish to deny release or request prior written consent prior to release.

### **Student Records**

Parents and adult students have the right to review their child's pupil records. Interested parents, or students should contact the guidance counselor for an appointment.

Upon graduation or permanent departure from the Vernon Township school system, a parent or adult student has the right to receive a copy of the entire student record on request.

### **BUS INFORMATION**

Parents and students should be aware of their bus route number and the contractor owning the bus. This information is displayed on the exterior of the bus. In the case of car routes, request that information from the driver.

Should your child be late in arriving home or not get off at the appropriate bus stop, you should immediately contact:

- First - the school attendance office, if no one is available at the school,
- Second - the Board of Education Office (764-2900), if no one is available at the board office,
- Third - the Vernon Township Police Department (764-6155), the police will contact a school district official.

<b><u>Bus Contractor Telephone Numbers:</u></b>	Baldwin Enterprises	764-4066
	Decker Transportation	827-6132
	Havens	875-3878

### **Activity Buses**

Buses are provided for student use on Tuesday, Wednesday and Thursday of each week at 3:30. These buses may be used by students who stay after school to do library work, receive extra help from a teacher, a 1hr detention or are involved in an extra-curricular activity. It is the responsibility of the student to secure a pass to ride the 3:30 bus. Passes are available from the teacher/coach/advisor the student stayed with.

Activity buses do not service the exact areas as normal bus service. Students who want to use an activity bus should check the schedule posted in the main office window for the specific stop. Five-thirty buses are primarily provided for students participating in athletics. Under certain circumstances, students participating in other activities or who are assigned a 3 hr. extended detention may be permitted to ride this bus if space permits. **The teacher in charge of the activity must secure permission and bus passes from the office.**

### **Bus Rules**

It is the school bus driver's responsibility to devote full attention to driving the school bus while the bus is in motion. Children's misbehavior on the school bus constitutes an extreme hazard because it can divert the driver's attention from the primary responsibility of conditions and possible hazards on the road as well as tending to the actual responsibilities of driving. Therefore, we have installed security cameras on several of our school buses for the purpose of monitoring student misbehavior.

Riding the school bus is a privilege not a right. Proper actions and behavior will guarantee this privilege. Conversely, misbehavior on the bus or at the bus stop may result in suspension of bus privileges. Students will still be required to

attend school.

For the safety and well being of all passengers, students are expected to:

1. Enter and leave the bus in an orderly fashion.
2. Be courteous and respectful toward the driver.
3. Be seated while the bus is in motion.
4. Refrain from smoking and the use of tobacco products.
  
5. Talk in a reasonable tone of voice. Shouting, calling to passers-by and the use of profane/abusive language cannot be tolerated.
6. Refrain from extending any part of the body out the window. The throwing of objects while on the bus (in or out) is strictly forbidden.

**Students are expected to ride their assigned bus. Permission to do otherwise will be considered for employment purposes with verification.**

<b><u>School Times:</u></b>	7:00 AM	Bus line up
	7:05 AM	Students enter building
	1:50 PM	Bus line up
	1:55 PM	Students dismissed
	2:00 PM	Bus departure

<b><u>Early Dismissal Schedule:</u></b>	11:35 AM	Bus line up
	11:45 AM	Students dismissed
	11:50 AM	Bus departure

The following sequence of consequences is available to the high school administration for students whose behavior is deemed inappropriate, destructive or unsafe aboard a school bus or at the bus stop.

1. Warning/reprimand with notice to parents.
2. One-hour detention(s) or 3 hour detentions with the potential to suspend the student from the bus for 3-5 school days with notice to parents.
3. 3 Hour after school detention, Saturday detention, or out of school suspension with the potential to suspend the student from the bus for 7-10 school days. Parent conference required.
4. Out of school suspension with the potential to suspend the student from the school bus for 20-30 school days. Parent conference required.
5. Out of school suspension with the potential to suspend the student from the school bus for an indefinite period. Parent conference required.

## **CAFETERIA**

Our cafeteria endeavors to provide a balanced and nutritious meal for those that choose to purchase lunch at school. So that all might enjoy a leisurely yet orderly lunch, students are expected:

1. To be in the cafeteria by the end of the four minute passing time.  
**Students more than 2 minutes late to lunch will eat lunch in the lunch detention room.**
2. To be courteous, cooperative and respectful toward students, teachers, and cafeteria personnel. Don't push, shove, shout, or cut ahead in line.
3. To help keep the cafeteria clean for others by returning trays and dishes to the appropriate area. Papers and other waste are to be placed in the receptacles provided.
4. To visit their locker prior to arriving at the cafeteria.
5. To not loiter in the lavatories.
6. **To keep all food in the cafeteria. To insure that our classrooms and corridors remain clean and safe for all. Students should not bring glass bottles or plastic containers of any type to school and should not eat or drink in the corridors or classrooms. Everyone's cooperation is necessary.**
7. To cooperate with the teachers that supervise the lunch periods.

**Students are not permitted to leave the school building or the property during the lunch periods.**

### **Clubs/Organizations**

A variety of clubs are open to all students at Vernon Township High School. New clubs will be established if sufficient student interest is shown and a faculty advisor is obtained. For more information; refer to our school web site. Pamphlets are also available upon request at our main office or Guidance Department.

### **Class Advisors:**

Grade 9 - Maryellen Moran/Erin Matthews

Grade 10 – Marc Bray

Grade 11 – Kelly Frey

Grade 12 – Donna Picciuto

### **Posters And Announcements**

All posters and announcements to be displayed at Vernon Township High School must first be approved by the administration and have an indication of that approval on the poster/announcement. Posters and announcements can only be attached to the cork strips provided in the corridors. They are not to be attached to walls, windows, lockers, etc. The individual(s) or organization(s) that display the posters is (are) responsible for removing them.

### **EMERGENCY SCHOOL CLOSING SPECIFICS**

A. Regarding the closing of schools due to inclement weather or emergencies:

**All Vernon Township Public Schools operate on a 2 HOUR DELAY schedule.**

1. **WEATHER** - In case weather conditions make it necessary to close schools, the following method of notifying the community will be used:

**SCHOOL MESSENGER SYSTEM** - Parents who have signed up will be notified via text, e-mail and/or phone call regarding any weather emergency.

**RADIO STATIONS – WSUS 102.3FM** - Announcements regarding closing of schools between 6:15 a.m. and 8:00 a.m.

**WEBSITE** – [www.vtsd.com](http://www.vtsd.com)

2. **DO NOT CALL THE POLICE STATION** - Calls tie up the police telephone lines which must be kept open for serious emergencies and are not to be used for the dispensing of information. **THE POLICE WILL NOT GIVE OUT INFORMATION REGARDING SCHOOL CLOSINGS.** Any other information specifically regarding a certain grade level or session will be sent home as the need arises.
3. **TRANSPORTATION** – Parents are reminded that in the event that hazardous road conditions or any emergency exists, it may be necessary to dismiss students in the PM from the bus, at alternate dismissal points leading into various developments. When such road conditions exist, every effort will be made to notify parents of alternate drop off locations.

B. **ALTERNATE TO CLOSING SCHOOL BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS** - Specifically, this alternate will be the opening of school 2 hours later. When an alternate opening is announced, school children should go to their bus stop two hours later than normal. If, during the two hour delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to listen to WSUS or wait to hear from School Messenger during this time. This alternate gives us a greater amount of time to get roads cleared and assessed. We trust we will have your full and unqualified assistance and support in this matter. The pre-school handicapped program morning session will arrive at 11:05 a.m. and dismiss at 1:40pm. The afternoon session will arrive at 12:55 a.m. and dismiss at 3:30 p.m.

C. **MATTERS OF EARLY DISMISSAL** - On occasion it may be necessary to close school earlier--an early dismissal. When this occurs WSUS will be called immediately and School Messenger will be activated. Please listen to them for the announcement of early dismissal. If you are not going to be home, it is necessary you have arrangements made for your child's care (a neighbor, a grandparent, etc.). In an early dismissal, buses will leave

the high school at approximately **11:50** a.m.; leave the middle schools at approximately **12:25 - 12:35** p.m.; and leave the primary schools at approximately **1:30** p.m. In order for this system to work, however, once buses arrive we will let them leave as soon as they are full. Since this system may be necessary if roads are bad because of snow, etc., then it is very likely that the time spent on the bus trip will be longer than normal. In such weather it will probably take your children a longer time to walk home from the bus stop. The early dismissal process helps to give more time for buses on the road so that your children will arrive home safely.

## **FIELD TRIPS/ACTIVITIES**

School-sponsored field trips can be important and valuable extensions of the classroom and shall be permitted providing the Principal and superintendent approve the field trip. Students on a school-sponsored field trip have the privilege and responsibility of representing our school and because of that, are expected to dress and behave in a manner that reflects positively on the school.

All school rules and regulations are in effect and every student going on a school-sponsored field trip must present a permission form signed by a parent/guardian.

Prior to being excused for a school-sponsored field trip, students should see the teachers of the classes that will be missed to determine the homework or class assignments that need to be done and the date that work is due.

**Students with attendance and/or discipline issues will have their name placed on an activity removal list. They will not be permitted to attend field trips or school activities until their behavior and/or attendance improves and school administrators remove their name from the list.**

## **FIRE/SAFETY DRILLS**

The law requires that fire drills be conducted periodically. These drills are important and students are expected to give them serious consideration.

Instructions for evacuating the building are posted in each room. Students are expected to give their attention to their teacher, proceed in a quiet and orderly manner, and remain with their teacher and classmates during the entire drill. A reminder to parents and students that false alarms and tampering with fire protection equipment are punishable by law.

Vernon Township Public Schools has in place prevention, intervention, and postvention plans to deal with issues of school safety at all schools. These plans have been developed in coordination with local, county, and state officials. In all cases, the safety of the students is paramount. Periodically throughout the year, drills will be held at each location to simulate a building evacuation and lockdown.

In the event of a real emergency, parents will be notified via the emergency calling system and local radio. Parents should refrain from coming to the school during a declared emergency, as there will be no access to the school. The presence of non-emergency personnel could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents until law enforcement officials clear the scene of danger.

Parents need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator or contact the Anonymous Tip Line at 973-764-8151.

## **MEDIA CENTER**

The media center is the research and reference center for our high school. There is an abundance of material available to assist students with their class work and for independent study. The following guidelines govern student use of the library:

1. Students must remain in the media center until the end of the period.
2. The media center is open until 3:15 on Tuesdays, Wednesdays, and Thursdays. During that time, students may use the media center without a pass. At all other times, students must present a pass.
3. Students entering the media center are to sign the log sheet and leave their passes at the desk. Attendance will be taken and a record sent to the subject or study hall teacher.
4. Students are expected to be respectful and courteous by working quietly and taking care of media center materials.
5. Most books may be borrowed for two weeks and are renewable for two weeks if they are not in demand by other students. Students not returning books by the end of the marking period will not receive their report card.
  
6. When a student enters the media center, they must have a pass from one of their **subject teachers, not their study hall teacher before the bell rings**. Any one coming from lunch needs to be in the media center before the bell rings and cannot leave. You must be in the media center before the bell and remain the entire period. Any student with a media center pass that does not report to the media center is considered cutting class and will have a cut slip filed by the subject teacher.

### **LOST AND FOUND**

Students who find articles should take them to the lost and found in the main office. Unclaimed articles will be disposed of on a monthly basis. **The school district is not liable for losses sustained by the students as a result of neglect or theft.**

### **HALL PASSES**

Students may not leave a classroom, study hall or cafeteria without a hall pass issued by the teacher in charge. No students will be allowed to be in the halls or elsewhere in the building without a hall pass. Students not in possession of such a pass will be subject to disciplinary action.

### **STUDENT COUNCIL**

The student council is an organization whose primary design is to function as a coordinating unit between the school administration and the student body. Your student council plays an important and active role in the life of Vernon Township High School. In order to function effectively students must respond actively as officers, class representatives, and participate in the activities the student council sponsors.

### **NATIONAL HONOR SOCIETY**

In the second semester of each school year, juniors are considered for membership in the National Honor Society on the basis of Scholarship, Character, Service, and Leadership. Students must achieve a grade point average of 90% to meet the scholarship criterion. Those students are then evaluated on character. Students who have had no discipline referrals are then evaluated by the faculty guidelines provided by the National Honor Society. Students who have met the qualifications for scholarship and character will receive information packets. These packets provide an opportunity for students to list their service, and leadership activities. Students should complete the packet with the understanding that they will be evaluated on depth and breadth of service and that leadership is not limited to captains of teams or officers of organizations. Activities that are required of students as part of a class or job are weighted less heavily than those of a voluntary nature. Packets will also include a one-page essay describing how the student has demonstrated, expressed and/or exhibited Scholarship, Leadership, Service, or Character.

#### **Leadership**

*The student who exercises leadership . . . . .*

- *Is resourceful in proposing new problems, applying principles, and making suggestions.*
- *Demonstrates initiative in promoting school activities.*
- *Exercises influence on peers in upholding school ideals.*
- *Contributes ideas that improve the civic life of the school.*

- *Is able to delegate responsibilities.*
- *Exemplifies positive attitudes.*
- *Inspires positive behavior in others.*
- *Demonstrates academic initiative.*
- *Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.*
- *Is a forerunner in the classroom, at work, and in school or community activities.*
- *Is thoroughly dependable in any responsibility accepted.*

### **Service**

*The student who serves . . . . .*

- *Is willing to uphold scholarship and maintain a loyal school attitude.*
- *Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.*
- *Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.*
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities.*
- *Cheerfully and enthusiastically renders any requested service to the school.*
  
- *Is willing to represent the class or school in inter-class and inter-scholastic competition.*
- *Does committee and staff work without complaint.*
- *Shows courtesy by assisting visitors, teachers and students.*

### **Character**

*The student of character . . . . .*

- *Takes criticism willingly and accepts recommendations graciously.*
- *Consistently exemplifies desirable qualities of behavior.*
- *Upholds principles of morality and ethics.*
- *Cooperates by complying with school regulations concerning property, programs, office, halls, etc.*
- *Demonstrates the highest standards of honesty and reliability.*
- *Shows courtesy, concern, and respect for others.*
- *Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.*
- *Has powers of concentration and sustained attention as shown by perseverance and application to studies.*
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.*
- *Actively helps rid the school of bad influences or environment.*

### **Scholarship**

*A 90% cumulative GPA is required.*

***Students will be evaluated based on guidelines provided by the National Honor Society. These guidelines, the information packet, and the National Honor Society Constitution are available from Guidance, Mrs. LoPresti (Assistant Principal) or the National Honor Society Advisor.***

### **ADDITIONAL HONOR SOCIETIES**

Several academic areas offer students membership in their specific honor society. Criteria for membership will vary and students are encouraged to discuss specifics with their teachers. The following are available:

Art Honor Society  
National German Honor Society  
International Thespian Society  
National Spanish Honor Society  
National French Honor Society  
Tri-M Music Honor Society

## **STUDENT ALCOHOL/DRUGS/SUBSTANCE ABUSE**

Unless specifically prescribed by a physician, students are forbidden from possessing, selling, transferring, or being under the influence of drugs, narcotics, or alcohol while at school, at a school function, on school property, on any transportation vehicle provided by this board, or otherwise under the jurisdiction of the school.

Education and instruction about the nature of alcohol/drugs/substance use and abuse is provided according to the board approved health curriculum. Other resources such as a guidance counselor, school nurse, child study team, and student assistance counselor are also available as appropriate to the situation.

Where there exists reasonable suspicion to believe a student is in violation of this policy, the Principal or his/her designee and the school nurse will be informed. Under all circumstances, the laws of the state of New Jersey and the policies of the Vernon Township Board of Education will provide the framework within which school officials shall function.

### **New Jersey Statutes Annotated Title 18A:40A**

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of a controlled dangerous substance as defined in P.L. 1970, chapter 226, section 2 (C. 24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in P.L. 1965, chapter 41, section 1, (C. 2A:170-25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and to the Principal or, in his absence, to his designee.

The Principal or his designee shall immediately notify the parent or guardian and the superintendent of schools. An immediate examination of the pupil needs to be arranged by the parent/guardian with either the family physician or a medically approved facility. The pupil shall be examined by a medical doctor within two hours of leaving the school premises with their parent/guardian for the purpose of determining if it is physically and mentally advisable for the student to return immediately to school. If the family physician is unavailable, the pupil may be transported to the emergency room if necessary. If the parent/guardian is unreachable or detained, the pupil shall be taken to the emergency room of the nearest hospital for examination, accompanied by a member of the school staff designated by the Principal. Refusal to comply with the necessary medical action or having a drug/alcohol screen performed more than two hours from departing the school may be taken as a positive test result and necessitate a full substance abuse evaluation and/or school discipline.

**A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal.** If such diagnosis is positive, the pupil shall be returned to his home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970", P.L. 1970, chapter 227 (C. 26:2G-17, et seq.). The pupil shall not resume attendance at school until he submits to the Principal a written report certifying that he is physically and mentally able to return thereto, which report shall be prepared by his personal physician, the medical inspector or the physician who examined him pursuant to the provisions of this act.

No legal action can be taken against anyone involved in enforcing 18A:40. Upon return to school,

- A. A student cannot participate in any school-related activities; i.e., dances, variety shows, etc. for a period of three weeks. However, if the student self admits to the violation, the suspension is suspect to being reduced to a period of one week.

- B. A student who has signed a co-curricular acknowledgment will be disciplined in accordance with the rules and regulations of the acknowledgment.
- C. A student who has signed an athletic acknowledgment will be disciplined in accordance with the rules and regulations of the acknowledgment.

Any person under the legal age to purchase alcoholic beverages who possesses or consumes any alcoholic beverages in any school is guilty of a disorderly persons offense, and shall be fined not less than \$100. Whenever this offense is committed in a motor vehicle the defendant will lose his driving privileges for 30 days.(2C:33-15) Under the laws of the state of New Jersey, an adult who knowingly serves, provides, or approves of the consumption of alcoholic beverages to a minor in his home can be liable for any injury or damage the minor may cause due to his intoxicated state. The law is not concerned with whether the adult approves or disapproves of the misuse of alcohol. An adult can be held legally responsible for the conduct of any juvenile whom he allows to drink in his home. This includes situations where the juvenile inflicts or causes damage after he had left the adult's house.

### **TOBACCO PRODUCTS**

A person smoking in an area of an institution providing education or training is subject to a fine (2C:33-13B). The board of education recognizes that the use of tobacco products presents a health hazard that can have serious implications for the smoker and the nonsmoker. Therefore, the board prohibits smoking and the use, possession, and distribution of any tobacco product by pupils at any time on school premises, at events sponsored by this board away from school, and on any transportation vehicle supplied by this board. This is in accordance with board of education policy #5512.

Use of tobacco products by students will not be permitted on school buses, school grounds, or in school buildings. Penalties for students found using tobacco products are the following:

FIRST OFFENSE: 3-hour or Saturday detention, counseling session with SAC, parental notification, notice of OSS for second offense.

SECOND OFFENSE: Parental conference with the Assistant Principal AND three days of out of school suspension. A complaint will be filed through the municipal court.

Electronic cigarettes (“e-cigarettes”) and any other similar device or apparatus that simulates smoking or the use of tobacco products are prohibited by pupils at any time on school premises, at events sponsored by the board away from school, and on any transportation vehicle supplied by the board. Penalties for the use, possession, and/or distribution of these devices/apparatuses are the same as those imposed for smoking and/or using, possessing, distributing, or carrying tobacco products.

### **POSSESSION, DISTRIBUTION, CARRYING OR OTHER USE OF TOBACCO PRODUCTS**

FIRST OFFENSE: 3-hour or Saturday detention, counseling session with SAC, parental notification, notice of OSS for second offense.

SECOND OFFENSE: Parental conference with the Assistant Principal AND three days of out of school suspension. A complaint will be filed through the municipal court.

### **TELEPHONES AND MESSAGES**

Office personnel are not responsible for delivering messages to students. In fact, telephone calls for students are not accepted unless it is an emergency. Emergency phone calls will be accepted from parents only and will be handled by the student's guidance counselor or Assistant Principal.

### **VISITORS**

Vernon Township High School utilizes the raptor security system. All visitors must register in the main lobby with appropriate identification and obtain a visitor's pass before entering the main building.

If a visitor desires to see a particular individual, it is wise to call first to determine that person's availability. Former students who wish to visit a former teacher must do so **after school hours** so there is no academic interruption of classes.

The Principal and Assistant Principals each possess the authority to prohibit entry or expel any person they believe might threaten the good order of the school. They are authorized to seek assistance from the local police should individuals denied entry refuse to leave school grounds or create a disturbance.

**Students cannot bring friends to school.** An exception to this might be if a friend is considering enrolling in our school and arrangements have been made through the guidance department. In all cases, administrative approval is required.

## **STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

### **Adult Students**

Adult students (18 and over) have all privileges granted them by law that do not pertain to minor students.

#### **Adult students may:**

1. Have access to their school records.
2. Sign any school form in place of their parents.
3. Appear on their own behalf in cases of suspension or other disciplinary action.
4. Participate in any school activity without parental permission.
5. Sign themselves permanently out of school.

#### **Adult students may not:**

1. Drive to school without permission.
2. Sign themselves out of school for a portion of the day without following normal procedures, e.g., approval of the Principal or Assistant Principal, or approval of the nurse.

**Adult students must follow all rules that are applicable to other students.**

The New Jersey Administrative Code, Title 6, states that parents or guardians may have access to pupil records without the consent of adult students as long as the pupil is enrolled in school and is financially dependent on the parents or guardians. That being the case, Vernon Township High School will continue to send parents all notices and reports that are typically sent to parents of our students unless the Assistant Principal is notified in writing that parents do not wish to receive those documents.

## **DEBORAH LIPP FLAG SALUTE CASE**

The recent decision by the Federal District Court in the Deborah Lipp case will in no way supersede or change the requirement of New Jersey Law that the flag salute be conducted daily in schools. The one change which will occur is that a pupil who does not wish to stand in respectful silence or pay tribute to the flag of the United States may now remain seated during the flag salute and cannot be penalized for doing so. It is our understanding that any student who chooses this option should not be singled out for special treatment and that he/she is still required **to refrain from engaging in any disruptive action while classmates are saluting the flag.**

Please note that 18A:-36-3.(c) does not require the use of the Pledge of Allegiance during assemblies or other gatherings. It specifically requires that the flag be saluted and that the pledge be recited once each day by pupils.

## **COMPLAINTS**

### **Academic Complaint**

If a student has a complaint concerning instruction or grades, an attempt should be made to resolve the problem informally

with the teacher. If not resolved, the student should request a conference with their guidance counselor. If not resolved, the guidance counselor shall arrange a meeting with the student, teacher, and academic chairperson. If not resolved, an informal meeting with the persons mentioned and the assistant principal will be held.

If not resolved, an informal meeting with the persons mentioned and the Principal will be held. If still not resolved, the complaint becomes formal and parental involvement is considered necessary. Specifics about this process can be obtained from the guidance counselor.

### **Non-Academic Complaint**

A non-academic complaint is a complaint pertaining to school regulations, guidelines, student government, non-athletic student activities, etc. The procedure is the same as an academic complaint. First the student should meet with the teacher/advisor concerned in an attempt to resolve the issue. If not resolved, the student should meet with their guidance counselor who may arrange a meeting with the parties named in the complaint.

If still not resolved, an informal meeting with the Principal will be held. If still not resolved, the complaint becomes formal and parental involvement is deemed necessary. Specifics about this process can be obtained from the guidance counselor.

### **Athletic Complaint**

If a student has a complaint concerning their involvement or participation on an athletic team, they should attempt to resolve the problem informally with the head coach. If not resolved, they may request a meeting with the athletic director. If still unresolved the student should request a meeting with their guidance counselor.

If still unresolved, all parties should meet with the principal to attempt to resolve the matter informally. If the complaint remains unresolved, the complaint becomes formal and parental involvement is necessary. Specifics about this process and all necessary forms can be obtained from the guidance counselor.

## **ATHLETIC ACTIVITIES**

Interscholastic athletics exist as an extension of the school curriculum. Participation has, as its purpose, the physical health and well-being of the students and the involvement in healthy, worthwhile, competitive athletic events with teams from other schools. The high school athletic program shall function under the rules and regulations of the North West Jersey Athletic Conference (NJAC) and the New Jersey State Interscholastic Athletic Association (NJSIAA). Sport specific leagues are also offered in volleyball, boys and girls lacrosse and ice hockey.

## **ATHLETIC ELIGIBILITY**

Class of 2019 (incoming freshmen class) will be subjected to higher eligibility standards for the 2015-16 school year. It will not impact Fall and Winter sports but it will impact Spring sports in 2016. Since students are required to pass 125 credits to graduate they will need to be passing 15 credits (instead of 13.75) at the end of the 1<sup>st</sup> semester to be eligible for the spring. Beginning their sophomore year they will have to be passing 30 credits (instead of 27.5) to be eligible for Fall and Winter and beyond.

## **HAZING**

Hazing is a form of harassment and will not be tolerated in conjunction with the Vernon Township High School athletic program. Hazing is defined as a “willful act, occurring on or off school grounds, directed against a player or players or a prospective member(s) of a school-sponsored team, that endangers the mental or physical health or safety of a player or prospective team member for the purpose of initiation, admission into, or continued membership on any such team.”

**Any form of HAZING or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not limited to: IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, OR REMOVAL FROM TEAM. Hazing in any form is a disrespectful act that will not be tolerated. Students having knowledge of the planning or occurrence of a specific hazing activity and who fail to report it to the required officials may be subject to discipline as stated above.**

## **INTERSCHOLASTIC ATHLETICS STUDENT REQUIREMENTS**

1. Anyone 19 years of age prior to September 1st is not Eligible for interscholastic athletics at any time thereafter while enrolled in high school.
2. Eligibility - Grade 9 - first semester - no credit required.
3. Eligibility - Grade 9 - second semester - 15.00 credits.
4. Eligibility - Grade 10 - first semester - 30.00 credits.
5. Eligibility - Grade 10 - second semester - 15.00 credits.
6. Eligibility - Grade 11 - first semester - 30.00 credits.
7. Eligibility - Grade 11 - second semester - 15.00 credits.
8. Eligibility - Grade 12 - first semester - 30.00 credits.
9. Eligibility - Grade 12 - second semester - 15.00 credits.
10. Any student is eligible for athletic competition only for eight consecutive semesters.
11. Student athletes will not accept money for participating in any sport; athletes must maintain a totally amateur athletic status. In order to maintain high school bowling eligibility, bowling in a league where cash prizes are awarded is not permitted. A student athlete who bowls in this league will not be permitted to try out for the high school team.
12. Participation on teams sponsored by non-school organizations during a season when the student is a team member representing the high school is only permitted upon the coach's approval of the student and a parent's written request. This is to assure team loyalty and to prevent over extension by the student resulting in possible injury and poor academic achievement.
13. In order to participate in a practice or game a student athlete must be in school by 9:50 a.m. Exceptions for religious services, legal matters, college visits, medical appointments, etc. must have prior approval by the coach, athletic director and the school administration.
14. Any student athlete suspended, assigned to Saturday detention or full day detention will not be permitted to participate in any practice, game or school athletic activity. This may be for either the immediate event that day, or week or for the entire season depending upon the nature of the offense leading to the disciplinary action.
15. Student athletes and their parents must sign off per season on the NJSIAA Random Steroid Testing Policy. Failure to do so will render the student athlete ineligible.
16. Participation in high school activities is a privilege and will be extended only to those who demonstrate positive qualities of sportsmanship, attitude, cooperation and academic achievement up to their ability.
17. From the start of the new school year, student-athletes have five school days from the start of school to submit summer work for eligibility purposes.
18. Regarding spring eligibility, first semester grades need to be finalized two weeks after the close of the second marking period. Incomplete grades should only be given to students who have missed a significant amount of time due to illness.
19. If a student athlete attends a school sponsored field trip, playing time when the student returns will be at the discretion of the head coach.

## **GENERAL ATHLETIC TEAM RULES AND REGULATIONS**

### **PROCEDURES**

**It is the goal of the athletic department to encourage regular and forthright communication between and among student-athletes, coaches and parents. With this in mind, athletes and parents are to communicate with the head coach prior to the beginning of each season any family and or club athletic commitments that may occur during said season.**

**Participation on teams sponsored by non-school organizations during a season when the student is a team member representing VTHS is not recommended. If a student-athlete chooses to participate on teams by non-school organizations, it will only be permitted upon the written request prior to the beginning of each season and with the approval of the head coach. This is to assure team loyalty and to prevent over-extension, which can possibly result in injury and poor academic achievement.**

**If an athlete chooses to miss any contest or competition during an athletic season to fulfill a non-school organization commitment, the athlete may forfeit the right to a varsity letter at the discretion of the coach and the athletic director.**

**An athletic season is defined as the first permitted practice date as established by the NJSIAA Rules and Regulations to the last scheduled contest and or county, state or national tournament contest.**

**In order to be eligible for a varsity letter, an athlete must be on the team in good standing at the end of the season.**

All participants must have a physical and signed parental permission form on file with the school nurse. All participants must have this Athletic Team Policy Form signed and on file with their coach.

In order to participate in after school athletic practices or contests, a student must be in school by 9:50 a.m. Exceptions for religious services, legal matters, college visits, medical appointments, etc. must have prior approval by the advisor and the school administration.

Athletes must meet all eligibility requirements set by the School District and NJSIAA.

**All incompletes and or grade changes must be finalized within two weeks of the last day of the marking period.**

Athletes must abide by all school policies in order to participate.

All injuries are to be reported immediately to your coach for proper examination and report filing. The student is to check with the coach the following day to insure that an accident report has been filed.

## **CONDUCT**

Athletes at all times will conduct themselves in such a manner **to reflect credit upon their families, school, team and coaches. This includes the student-athlete's conduct in school and in the community.**

Athletes are representatives of VTHS and at all times will present themselves in a proper manner. All athletes will show proper respect for other athletes, coaches and officials at all times.

**Posting negative comments and or audio or visual communications on Social Networking sites regarding coaches, players and schools is not acceptable behavior.**

**Code of conduct violations may result in suspension and or dismissal from the athletic team by the head coach with the approval of the athletic director.**

## **TRANSPORTATION PROCEDURES**

Bus behavior will be beyond reproach. A reasonable volume is to be maintained at all times. No foul language or distasteful behavior will be permitted. This includes the late buses at the end of the practice day.

Team members will be required to return to the school from away contests as a unit, using the school provided transportation. Exceptions may be granted through advance written parental permission and coaching staff approval.

On game dates when the contest goes beyond the late bus departure, all participants are to have prearranged transportation home.

## **RESPONSIBILITIES**

Athletes are responsible for all equipment issued and its care. Equipment and uniforms are to be worn and used at VTHS events only. Remuneration will be required for misused or unreturned clothing and equipment.

Failure to comply with requirements stipulated in the Vernon Township Student/Parent Handbook or any of the above rules and regulations as well as any specific rules by the coaching staff regarding curfews, detentions, etc. will result in disciplinary action including suspension or dismissal for a designated time as determined by the head coach with the approval of the Athletic Director.

## **RANDOM DRUG TESTING**

All students in Vernon Township High School who participate in athletics will be eligible for the random drug testing pool. For high school athletes, the Consent to Test Form must be submitted prior to the first day of practice. Failure to do so will result in ineligibility for athletic participation until the form is submitted. Student-athletes remain eligible for random drug testing from the date the Consent to Test Form is turned in through an entire calendar year. In the event that a student-athlete ceases to participate or withdraws from all athletic participation, he or she has the opportunity to submit to the Principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. Once this 15 day grace period expires, the athlete is ineligible for one calendar year. In order for the student's withdrawal to be effective and thereby remove him or her from the Testing Pool, the Activity Drop Form must be signed by both the student in question and his or her parent/guardian. Student-athletes may be randomly tested more than one time.

## **CONSEQUENCES**

Consequences will result from the following:

- A confirmed positive alcohol or drug test
- Refusal to participate in testing when selected, and/or
- Tampering with the specimen collection process

For all positive test results, the Participant will be removed from any athletic events for a minimum period of thirty (30) consecutive school days.

The Participant shall have a minimum of **four (4)** visits with the Student Assistance Counselor (SAC), one of which must occur within the week immediately following the confirmed positive test.

The Participant shall attend an Early Intervention Program. If one is not available in school, the Participant shall attend at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The Participant must enter an approved program within one (1) week of receipt of the confirmed positive test result.

The parent(s)/guardian(s) are responsible for the cost of the treatment program.

An ineligible Participant must submit a negative drug test prior to returning to athletic competition. This follow-up drug test may be performed at school using the approved urine screen upon agreement between the parents/guardians and the administration/SAC. Should this re-screen be a "non-negative" the sample shall be sent for confirmatory testing and MRO (Medical Review Officer) analysis.

For all positives, if the Participant submits a confirmed positive drug test a second time, the Participant will forfeit the privilege of participation in any athletics for a **minimum period of one calendar year**.

A Participant who submits a confirmed positive drug test a second time must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. This evaluation must be performed by a substance abuse professional approved by the Department of Health and Senior Services or Department of Education as an appropriate substance abuse treatment provider.

For a third positive drug test, the Participant will forfeit the privilege of participation in any athletics for the remainder of his/her school career at Vernon Township High School.

A Participant or his/her parent(s)/guardian may request a retest of his/her specimen at his/her own expense at a laboratory approved by the district which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Written requests must be received by the school administration within forty-eight (48) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the district-approved outside agency responsible for confirming testing.

## **TOBACCO**

Our board of education recognizes that the use of tobacco presents a health hazard that can have serious implications and damaging effects. Since the use of tobacco products is detrimental to physical conditioning and athletic performance, any use of tobacco products is prohibited for VTHS athletes both in and out of school.

- A first violation of this rule will result in a three-week/minimum two game suspension. However, if the student self admits to a violation, the suspension is subject to being reduced to a period of one-week/minimum one game. A suspended player may not participate in interscholastic contests; however, a suspended player is required to participate in all practices.
- A second violation during the school year will result in dismissal from the season in which the infraction occurred, and the forfeiture of rights to a varsity letter or other recognition.
- A third violation will result in forfeiture of eligibility to participate in athletics for the remainder of the school year.

## **ALCOHOL AND DRUGS**

The use of all alcoholic beverages and/or illegal drugs (controlled dangerous substances as defined in N.J.S.A. 2C:35-2, without a physician's prescription, referred to as "CDS") is strictly prohibited. Likewise, attendance at parties or gatherings where alcoholic beverages or CDS, are present, or remaining in the company of others who are using alcoholic beverages or CDS, is strictly prohibited. Students must depart from such affairs or situations immediately upon discovering that CDS or alcoholic beverages are present. This rule does not restrict students from attending family functions where alcoholic beverages are present, nor does the rule restrict the rights of parents or adults to consume alcoholic beverages at such functions or in the family setting.

## **REVISIONS TO OUR ATHLETIC ACKNOWLEDGEMENT**

A first violation of this rule will result in the athlete being removed from all athletic events, excluding practices for a period of 30 consecutive school days. The athlete is expected to practice with the team in order to stay connected with the team. The athlete shall have a minimum of **four (4)** visits with the Student Assistance Counselor (SAC), one of which must occur within the week immediately following the violation. The athlete must attend an Early Intervention Program. If one is not available in school, the athlete shall attend at an agency approved by the Department of Health and Senior Services as an appropriate substance abuse treatment center. The athlete must enter

an approved program within one (1) week of the violation. It is understood that treatment will take precedence over practice if a conflict exists. The parent(s)/guardian(s) are responsible for the cost of the treatment program. An athlete who violates the Athletic Acknowledgement must submit a negative drug test prior to returning to athletic competition.

For a second violation, the athlete in question will forfeit the privilege of participation in any extra curricular athletic program for a period of one calendar year from the time of the second infraction. For a second violation, the athlete will not be permitted to practice with any athletic team. The athlete must complete steps for treatment outlined during a first violation.

A third violation will result in loss of athletic participation for the remainder of his or her high school athletic career. Not completing a season in good standing will result in loss of a varsity, JV or FR letter. If a first violation occurs with less than 30 school calendar days remaining in the season, the athlete must complete treatment and provide a negative drug test prior to participating in the next athletic season.

The athlete in violation remains ineligible for future participation in athletics until the athlete successfully completes the recommended program of treatment. It is our desire to promote a comprehensive support system if a problem does exist.

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**I HAVE READ AND UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM.**

\_\_\_\_\_  
**Athlete's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coach's Signature**

\_\_\_\_\_  
**Date**

**REVISED:  
Edelman 7/26/2012**

**VERNON TOWNSHIP HIGH SCHOOL  
CO-CURRICULAR RULES AND REGULATIONS**

STUDENT'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

ACTIVITY \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

1. Participation in high school activities is a privilege and will be extended only to those who demonstrate positive qualities of attitude, cooperation, and academic achievement up to their ability. Conduct unbecoming to the student and detrimental to Vernon Township High School programs will result in a conference with the

Assistant Principal and the advisor involved. Unbecoming conduct includes vulgar language, obscene gestures, immoral acts, vandalism, theft and other inappropriate/illegal actions. A violation may result in an immediate suspension with possible removal from the activity as determined by the advisor with the Assistant Principal's approval.

2. In order to participate in an activity, a student must be in school by 9:50AM. Exceptions for religious services, legal matters, college visits, medical appointments, etc. must have prior approval by the advisor and the school administration. Students at all times will conduct themselves in such a manner to reflect credit upon their families, school, team and coaches. This includes the student-athlete's conduct in school and in the community.
3. Any student suspended or assigned to Saturday detention or full day detention will not be permitted to participate in any activity. This may be for either the immediate activity or for the entire year depending upon the nature of the offense leading to the disciplinary action.
4. The use of all alcoholic beverages and/or illegal drugs (controlled dangerous substances as defined in N.J.S.A. 2C:35-2, without a physician's prescription, referred to as "CDS") is strictly prohibited. Likewise, attendance at parties or gatherings where alcoholic beverages or CDS are present, or remaining in the company of others who are using alcoholic beverages or CDS, is strictly prohibited. Students must depart from such affairs or situations immediately upon discovering that CDS or alcoholic beverages are present. This rule does not restrict students from attending family functions where alcoholic beverages are present, nor does the rule restrict the rights of parents or adults to consume alcoholic beverages at such functions or in the family setting.
  - A first violation of this rule will result in a one-week suspension or suspension from the next activity if the student admits to the offense. If it is determined that a violation did occur and the student failed to admit this, he/she will be suspended for a 3 week period or from the next two activities.
  - A second violation during the school year will result in dismissal for the season or marking period in which the infraction occurred, and forfeiture of rights to awards, varsity letters or other recognition.
  - A third violation will result in forfeiture of eligibility to participate in co-curricular activities for the remainder of the school year.
  - For each violation of the above drug and alcohol policy, the participant must submit to a drug and alcohol evaluation according to established school policy and follow the recommended program of treatment. The individual(s) providing the evaluation shall be certified by the New Jersey State Board of Examiners as a Certified Alcohol Counselor (CAC) or a Certified Alcohol and Drug Abuse Counselor (CADAC).
  - The participant in violation remains ineligible for future participation in co-curricular activities until the student successfully completes the recommended program of treatment. It is our desire to promote a comprehensive support system if a problem does exist.
5. Students having a complaint arising out of matters attending to participation in activities shall follow the student complaint procedure.
6. Students are representatives of VTHS and at all times will present themselves in a proper manner.
7. Students will be on time for activities and will be prepared.
8. Students must abide by all school policies to be able to participate.
9. All injuries are to be reported immediately to your advisor for proper examination and report filing. The student is to check with the advisor the following day to insure that an accident report has been filed.
10. Students will be required to return to the school from field trips, etc. as a unit, using the school provided transportation. Exceptions will be granted through advance written parental permission and advisor approval.
11. When the activity goes beyond the late bus departure, all students are to have prearranged transportation home.

12. All students and advisors will show proper respect for other students, advisors, and officials at all times.
13. Bus behavior will be beyond reproach. A reasonable volume is to be maintained at all times. No foul language or distasteful behavior will be permitted. This includes the late buses at the end of the day.
14. Failure to comply with the rules and regulations will result in disciplinary action, which may result in suspension for a designated time with possible removal from the activity as determined by the advisor with the Assistant Principal's approval.

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**I HAVE READ AND UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

VERNON TOWNSHIP SCHOOL DISTRICT  
 HOME SCHOOL POLICY

The following is the proposed policy for the evaluation of homeschooled students residing in Vernon Township for the purpose of participating in interscholastic athletics. It is the goal of this policy to establish fair and objective standards for the home schooled student athlete.

The current New Jersey state language in statute N.J.S.A. 18A:38-25 requires that

**“every parent, guardian or other person having custody and control of a child between six and 16 ensures that such child regularly attends the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.”**

The provision, “to receive equivalent instruction elsewhere than at school” in N.J.S.A. 18A:38-25 permits a parent/guardian to educate the child at home.

The NJSIAA does not establish grading policies or standards for granting credits. The Vernon Township Board of Education has the exclusive authority to address such matters within the parameters of the State Board of Education guidelines. Therefore, a homeschooled student athlete must meet the equivalent of the following NJSIAA academic requirements with regard to credits earned.

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% or 30 credits per year beginning with the class of 2014 during the immediate preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½% or 15 credits per year beginning with the class of 2014 at the close of the preceding semester (January 31).

Simply stated, a student must have passed six full year courses the previous year to be eligible for fall and winter sports and be passing six full year courses at the end of the first semester (Jan. 31) to be eligible for spring sports.

The New Jersey Department of Education states that when a child returns to school following a period of homeschooling, the local board of education treats the child as any other new or returning child (i.e. assessed as to the acceptance of credits and the appropriate grade level for purposes of placement). There are no special provisions made for the child who was educated at home. Placement should be based on an objective assessment that is given to all students for that subject or grade. In assessing the child educated elsewhere than at school, the child may not be held to a higher standard than similarly situated students within the district or transferring from other public or non public schools. Additionally, if a child educated elsewhere than at school re-enrolls in the public school in order to obtain a high school diploma, an assessment is made as to the child's compliance with state and local requirements, as the board of education would with any new or returning student, since no diploma can be issued when such requirements are not met. The assessment for high school students would be the High

School Proficiency Assessment (HSPA); the Alternate High School Assessment (AHSA) or the Alternate Proficiency Assessment (APA).

**Although not required, it is highly recommended that homeschooled students complete an accredited online or correspondence program of studies where formal credits can be certified as earned.** The Vernon Township School District recognizes that in many cases homeschooled students have been taught, challenged and guided by someone whose dedication is equaled only by the students' desire to learn. Therefore, each applicant for athletic eligibility is evaluated carefully on an individual basis, taking into account all methods of learning and assessment. In doing so, The Vernon Township School District will make every effort to be fair while keeping in mind the need to maintain those same standard to which our enrolled students are held.

Reading lists, curricular information, teacher narratives about courses of study, and copies of papers or projects can be used in place of a traditional transcript. The NJSIAA does not have a distribution requirement of academic courses in high school. However, enrolled students must meet core course content standards in Mathematics, English, Social Studies, Science and World Language. In addition, Physical Education, Financial Literacy, Fine and Practical Art courses are required for graduation. **Applicants without traditional transcripts must provide information about their program of study and how various competency levels were achieved in the equivalent core content areas of instruction.**

The academic evaluation of a homeschooled student will focus on the following guidelines of suggested documentation for credits earned:

1. A complete description of high school course work and texts used. The homeschool instructor should detail the syllabi and time dedicated to each discipline. Courses should conform to or exceed the standards of the New Jersey and Vernon Township recommended high school curricula (four years of English, Math through Algebra II, three years of History, three years of Laboratory Sciences including Physical and Life Science, one year of a Foreign Language, one half year of Financial Literacy, four years of Physical Education and one year each of Fine and Practical Art).
2. A detailed written evaluation of the student covering academics and personal areas from the homeschooled teacher.
3. Outside recommendations from people who have known the applicant in contexts other than academics (i.e., employer, minister, conductor, coach). When appropriate, letters of recommendation from individuals who have worked with the student in academic settings (summer programs, local colleges or university

programs, etc.) should be included. VTHS student-athletes must abide by a Code of Conduct that applies to all VTHS athletes. Students who violate the Code of Conduct are excluded from participation. This step serves to evaluate the behavior and character of the homeschooled student.

4. The homeschool teacher should provide a summary of the student's academic performance: grades or other evaluation in whatever format the homeschool teacher has provided for the student. Results from course work outside the homeschool setting should also be provided.
5. Writing samples: perhaps a short piece and a longer research paper.
6. Standardized test scores (PSAT, SAT, ACT/PLAN) may be used to enhance a student portfolio.
7. A certified teacher may sign off on academic preparedness regarding specific Core Content subjects. If a certified teacher is utilized, his or her certification must coincide with the subject that he or she is signing off on. A notarized report highlighting what was accomplished and when it was accomplished along with a copy of his or her Teacher Certification must be included with the student portfolio.
8. Any additional documentation which will assist the committee.

If coursework was taken through an established nontraditional program (i.e., correspondence, internet, tutoring, etc.) that evaluates your coursework and issues transcripts, please have that program provide a copy of your transcript and provide contact information so the review committee can obtain further information, if necessary.

With non-traditional records, some kind of outside assessment is helpful. Many home school candidates, for example have had an opportunity to take a course at a local community college during the high school years. The community college transcript can be an outside validation of particular levels of achievement. Some type of standard credential can help in the assessment of a student with no formal high school transcript.

In the absence of a traditional high school transcript, the Athletic and Guidance Directors along with an Academic Chair will meet to assess a student's academic progress in an equivalent educational program. The purpose of this meeting will be to determine academic/athletic eligibility. If academic/athletic eligibility is granted on a per season basis, this in no way correlates to a high school diploma being issued.

#### Additional Requirements:

All VTHS home schooled student athletes will abide by all NJSIAA and VTHS rules and regulations. These include but are not limited to the Suggested New Jersey Home School Guidelines as established by the NJSIAA and approved by the VTHS BOE.

As part of the initial application process, the home schooled student and his or her parents or legal guardians are to meet with the Athletic and Guidance Directors prior to the specific athletic season application date listed below. The purpose of this meeting is to determine what has been accomplished academically and to review future courses. Failure to meet will automatically render the home schooled student ineligible for the athletic season in question.

Initial determination of eligibility will be by the Athletic and Guidance Directors and an Academic Supervisor. If denied, the following appeal process will apply: The home schooled student and or his or her parent(s) or guardian(s) will inform either the Athletic or Guidance Director of their decision to appeal. A committee will be formed consisting of the Athletic and Guidance Directors, a teacher, administrator and coach, not related to the sport or sports that the perspective home schooled student plays. The purpose of this committee will be to review the decision of the Athletic and Guidance Directors and the Academic Supervisor and to consider any additional

documentation that the home schooled student may supply. If denied by this committee, a final appeal may be made to the Superintendent of Schools.

Time lines: All application materials including the academic portfolio must be submitted by the following dates: For a fall sport, the second Tuesday of June; for a winter sport, the second Tuesday of October; for a spring sport; the second Tuesday of February. The pre-determination meeting with the Athletic and Guidance Directors must be held prior to the above meeting date. For the multi sport home schooled student, the determination of eligibility will be by athletic season. In other words, application must be made per season for the home schooled student to be considered for athletic participation. A decision of eligibility will be rendered within two calendar weeks of submission of the Application and the student portfolio.

Students are expected to provide their own transportation to meet practice obligations. Students are expected to ride on all school provided transportation to and from athletic contests. Exceptions may be made with prior written notification and approval from the head coach.

All forms are to be on file with the head coach prior to tryouts.

Any attempt to circumvent eligibility rules will result in immediate dismissal from the VTHS athletic program.

Home schooled athletes will be eligible for all post season awards with the exception of Academic All League recognition.

Should the homeschooled student/athlete aspire to gain NCAA academic eligibility the following standards would need to be documented.

NCAA Requirements for the Home Schooled Student - Athlete:

Division I Core Courses: English 4 years, Math 3 years, Science 2 years, including 1 lab science if available, Social Sciences 2 years of History, and an additional 1 year of English, Math, or Science plus 4 years of any of the above and or a Foreign Language.

Division II Core Courses: English 3 years, Math 2 years, Science 2 years including 1 lab science if available, Social Science 2 years of History, etc. plus 2 additional years of English, Math or Science plus 3 years of any of the above and or a Foreign Language.

The NCAA will require the following documentation: Home school transcript that includes the Course Title, Course Grades, Units of Credit, Grading Scale, and Signature of the home school administrator. Additionally, any transcript from any other high school, college and or non-traditional program that the student attended. Proof of high school graduation including the specific graduation date (month/day/year). Evidence that home schooling was conducted in accordance with state laws-a written statement from the home school administrator verifying compliance with state home school legislation. A statement of who taught and evaluated the coursework, awarded grades and issued credit. A list of textbooks used throughout the home schooling experience; this includes Course Title, Textbook Title, Publisher, Name of Book and level if applicable and a description of the home school teaching environment.

Created/Revised: January 9, 2012 (11:45 am)

Edelman/ Morris

### **NJSIAA STEROID TESTING POLICY:**

Before participating in interscholastic sports, the student athlete and the student athlete's parent or guardian shall

consent, in writing, to random testing in accordance with this policy. **Failure to sign the consent form, as per NJSIAA policy renders the student athlete ineligible.**

Testing athletes will be selected randomly from all of those athletes participating in championship competition. Sixty percent of all tests shall be from football, wrestling, track and field, swimming, lacrosse and baseball. The remaining forty percent of all tests shall be from all other NJSIAA sports.

Tests shall be administered by a certified laboratory, selected by the executive director and approved by the executive committee. The methodology for taking and handling samples shall be in accordance with current legal standards.

Any person who tests positively in an NJSIAA administered test, or any person who refused to provide a testing sample, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refused to provide a test sample, or who reports his or her own violation shall resume eligibility until he or she had undergone counseling and produced a negative result.

### **OTHER REQUIREMENTS FOR ATHLETIC PARTICIPATION**

1. No student is to participate unless the above requirements of parent's permission, M.D. physical and approval, are all acceptable and in force prior to the first practice.
2. Students must be physically present at, and successfully participate in at least six practice sessions prior to any interscholastic participation.
3. Rules of participation regarding a non-strenuous sport or strenuous sport as defined by N.J.S.I.A.A. shall apply.
4. Students shall accept and comply with such rules as practices, training, team behavior, etc. as promulgated by the head coach.
5. Students, once members of the team, shall remain with that team for the entire season. A student retains the right to withdraw from the team; after the second game of a specified season, then that student shall not be eligible for participation in any other interscholastic sport for the season in question.
6. Students may participate in such unique singular or invitational meets or events as sanctioned and approved by New Jersey State Interscholastic Athletic Association and/or appropriate league.
7. If a student does not participate in physical education the day of a contest, he/she may not compete that day.
8. Students having a complaint arising out of matters attending to participation in interscholastic athletics shall follow the student complaint procedure.
9. Athletes will be on time for practice and will be prepared for practice every day.
- 10. Any summer work for makeup purposes for failed courses, completed and approved by the school before the sixth school day, in the Fall semester, may be used for eligibility purposes.**

### **CORPORAL PUNISHMENT**

Students are protected from corporal punishment. There are four conditions in which physical restraint by school employees is considered reasonable and necessary: (1) to quell a disturbance; (2) to obtain possession of weapons or other dangerous objects; (3) for the purpose of self-defense; and (4) for the protection of persons and property.

### **DANCES**

1. School dances and proms are for the students of this high school only. If you wish to bring a guest to a dance, you must request permission and fill out the appropriate form through the Assistant Principal's office. Middle

- school students and/or younger brothers and sisters not attending the high school will not be permitted at the dances.
2. Once students have entered the dance, they may not leave and plan to return that evening.
  3. Use of alcohol, tobacco and/or drugs is prohibited at all times in all parts of the building.
  4. Students should be suitably dressed for all dances.
  5. All students are expected to conduct themselves courteously and properly at all times. Appropriate behavior is required.
  6. In order to attend a prom, students must attend school on the day of the prom.
  7. Students with chronic attendance or discipline records **will not** be permitted to attend any dances.

## **DRESS CODE**

It is expected that the students of Vernon Township High School will exercise good judgment, taste, and discretion in determining what to wear to our school.

- Clothing and other articles which are distracting, revealing or designed to call negative attention to oneself are not permitted. This might include, but not be limited to, exposure of undergarments, extremely tight or form fitting clothing, excessively short and revealing clothing, and jewelry. Clothes or other items that promote alcohol, illegal substances or might be considered offensive, insulting or sexually suggestive will not be permitted.
- All clothing, including shoes, must be in good repair. Torn clothing or items considered unsafe are also not permitted. Specifically, torn jeans that reveal any skin will not be permitted.
- Students will not be permitted to carry or wear hats, bandannas, and/or visors, etc., or any head covering (except for religious reasons with administrative approval) in the building during the school day. they are to be kept in student lockers.
- Sleeveless shirts and blouses will not be permitted to be worn in school unless it is an **acceptable** athletic uniform. The high school administration reserves the right to determine what uniforms are **acceptable and what uniforms are not**.
- Excessively short skirts are not permitted. **Additionally, only Bermuda length shorts will be permitted.**

**Noncompliance will result in the student being sent to Full Day Detention for the remainder of the day or until an adult brings an appropriate change of clothing.**

## **PARKING ON SCHOOL PROPERTY/SENIORS**

Parking on school property is a privilege. It is a privilege extended to students in good standing in regards to the attendance/discipline policies outlined in this handbook. Seniors must have attained 90 credits to be eligible to park on school grounds. Before a student is authorized to drive to school, he/she must complete and return an application to park on school property. In addition, the student must also have their **originals only, no copies**, of their license, registration, and insurance verified by Mr. Trusa's office prior to purchasing a decal for their vehicle. **There is a \$25.00 non-refundable parking fee to purchase a parking decal. There are no exceptions, exclusions or reductions in the fee. Students always have the option of bus transportation if needed.**

**Students who are in chronic violation of our attendance/discipline policies may have their privileges suspended or revoked at any time.**

Parking spaces will not be assigned. Vehicles that properly display the appropriate decal may use any space in the two lower lots that is not marked "Staff", or any space in the parking lot located next to the tennis courts. Students are prohibited to park in the upper parking lot or in the new gym entrance parking lot.

Township ordinance and state statutes provide for regulating parking on campus. The township ordinance that governs off street parking requires all vehicles to park within painted lines and be identified for parking in reserved locations. In addition, N.J.S. 39:4-56.6 applies to parking on private property without consent. According to this statute, the owner or person in control of the property may arrange for the removal of any vehicle parked in violation of this statute and the owner of the vehicle is responsible to pay the reasonable costs of removal and storage. A municipal summons may be issued and/or a complaint filed in municipal court which could subject the violator to an additional penalty at the discretion of the judge.

The following are additional regulations and procedures that pertain to parking on school property. Failure to abide may result in loss of driving privileges:

1. Students must park between the lines with headlights facing the curb.

2. Students are not allowed in the parking lot except when arriving or departing from school. Students going to their cars during the school day without permission from an administrator will have their parking privileges revoked and/or disciplinary action taken.
3. Vehicles are to be locked at all times. The Vernon Township Board of Education will not assume liability for accidents, theft, or vandalism to any vehicle parked on school property.
4. Student vehicles may be subject to search if there is reasonable suspicion to believe that drugs alcohol, stolen property, or other contraband might be present in the vehicle.
5. Speeding or careless driving is dangerous to all and may result in the loss of driving privileges. Please be cautious and careful.
6. Seniors may not assign their parking privilege to any other student nor may they sign in any one else's vehicle.
7. Seniors should be reminded that driving to school is a privilege. Seniors who arrive to school late (unexcused) will be subjected to discipline and loss of driving privileges. Consequences are as follows:
  - 1<sup>st</sup> late - warning
  - 2<sup>nd</sup> late - loss of driving privilege for 5 days
  - 3<sup>rd</sup> late - loss of driving privilege for 10 days
  - 4<sup>th</sup> late - loss of driving privilege for 20 days
  - 5<sup>th</sup> late - loss of driving privilege for remainder of school year.

## **JUNIOR PARKING**

This school year we will be piloting Junior driving privileges. To qualify a junior must be in good standing with a minimum of an 80/B average and 62.5 credits. Qualified Juniors who are interested in applying should submit their application to Mr. Trusa's office. A lottery will be held for a limited number of available parking spaces. Applications and additional information will be given at the class meetings.

## **PHYSICAL EDUCATION LOCKER ROOM AND VALUABLES**

Students should not bring valuables into the physical education locker-room. Articles of clothing are to be put in the locker and locked. No clothing should be left on the bench or on top of a book bag. Students are not permitted to leave locks on a locker overnight. The physical education department is not responsible for items brought to school which are lost or stolen.

### **Physical Education Lockers**

Physical Education lockers are available to each student. Students should bring a lock each day to Physical Education.

### **All Lockers**

Lockers should be kept locked and only the student to whom the locker is assigned should have the combination. Lockers should not be shared with other students. Students must assume the responsibility for the contents of their locker. It is the responsibility of the student to see that the locker is kept neat and clean. Students should not attach anything to the locker that cannot be removed easily and without damage to the locker (gum, bumper stickers, etc.). Regular locker clean out and inspection will be scheduled.

Malfunctioning or damaged lockers should be reported to the main office. No additional locking devices should be used on hall lockers. Locks not belonging to the school will be cut off. Expensive clothing, equipment, jewelry, or cash should not be stored in lockers. Students should report any item stolen from a locker to the Assistant Principal's office.

**ALL LOCKERS REMAIN THE PROPERTY OF THE VERNON TOWNSHIP BOARD OF EDUCATION AND THEREFORE ARE SUBJECT TO PERIODIC, UNANNOUNCED INSPECTIONS BY THE SCHOOL AUTHORITIES.**

### **Money And Valuables**

Do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles. Students should limit items brought to school to those necessary for school activities. The administration is not responsible for items brought to school which are lost or stolen.

### **Radios/CD Players/Skateboards/Laser Pointers/I Pods/IPads**

These items should not be brought to school. They will be confiscated and returned at a later time/date.

## **BOOKS & FINES**

Students are assigned textbooks and paperback books at the beginning of the school year. Although the books remain the property of the Board of Education, the student is responsible for their care. All textbooks are to be covered as soon as possible to protect them from undue wear and destruction; fines will be assessed as necessary. **Students will be required** to pay for all damages or lost materials.

Your child's final report card will be held and access to the student/parent portal will be blocked because of un-fulfilled financial obligations. This includes outstanding textbooks, as well as **returned checks**. Portals will remain blocked until these obligations are satisfied. **\* If the student is a senior & obligations are not fulfilled by the end of the school year, he/she will not be allowed to participate in graduation ceremonies.**

* <u>Lost Books</u> -	replacement cost is charged for books that are new or under two years old. The replacement cost is then reduced by 5% for each additional year the books have been used.
* <u>Writing on Pages</u> -	-\$5.00 for the entire book
* <u>Torn Pages</u> -	-\$6.00 for the entire book
* <u>Broken Bindings</u> -	-\$10.00 for the entire book
* <u>Bent Covers</u> -	-\$5.00 for the entire book
* <u>Paperbacks</u> -	- <b>New</b> - original cost; <b>Used</b> - \$5.00

**\*Note:** If a book is damaged in such a way that it is unusable, follow the "lost book" fines listed above. **Lost and damaged books should be reported to the teacher immediately.**

## **INTERNET**

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and use of global communication resources.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Policy 2361R, an approved board policy pertains to Acceptable Use of Computer Network/Computers and use of the Internet, and applies to all persons accessing the internet.

The policy states that behaviors including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computers, computer systems or computer networks/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources;
9. Employing the network/computers for commercial purposes; and/or;
10. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

Any person who violates acceptable use of computer networks/computers and use of the Internet shall be subject to consequences for violations under school and district discipline guidelines.

## **E-MAIL**

A district e-mail has been established in order to facilitate communication with the school district. This e-mail is for use by anyone not working with the district, such as parents, students, and other community members. The district e-mail may be utilized in place of written communication, to ask a question, make a suggestion or pass along a comment. **The district e-mail address is: district @vtsd.com**

## **DISTRICT WEBSITE**

Vernon Township Public Schools maintain a website at [www.vtsd.com](http://www.vtsd.com) regarding district and school information. Anyone wishing to contact the district via e-mail can do so at [district@vtsd.com](mailto:district@vtsd.com). Frequently, we find it appropriate to recognize and honor our students' achievements, and our website is a good place to do so. Therefore, parents of all students will receive a letter from the Principal regarding their right to withhold permission for having their child's personal information and/or photograph on the website. Permission is granted or withheld on a yearly basis.

## **MOTORCYCLES/MOTORIZED SPORT BIKES**

Students may not drive motorcycles to school or have them on school grounds. Students who violate this rule will face disciplinary action and/or a complaint filed with the Vernon Twp. Police Dept. Board of Education policy prohibits the use of motorized sport bikes, mopeds, ATV's, etc. on school property at any time. Further, the township committee has also made it unlawful to operate a motorized sport bike on public property, including all Vernon Township schools, at any time. Violators of this ordinance will be subject to the following: a) impoundment of the motorized sport bike until the case is heard in court with the owner responsible for the cost of removal and storage, b) penalties range from \$100 for the first offense to \$500 for a third or more offense, c) juvenile offenders will be charged with juvenile delinquency which may result in being unable to obtain a driver's license at the age of seventeen. A complete copy of this ordinance is available to any resident from the Vernon Township Police Department.

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES**

Cell phones and other personal electronic devices are only permitted to be used in the Media Center, Cafeteria or in class with teacher permission/supervision. In the interest of maintaining an orderly environment, administrators reserve the right to confiscate any device that is being used in an unauthorized area. A first offense will result in an end of day pick-up by student, another offense will require parent pick-up of the device and possible disciplinary action.

## **PROFANITY**

Common courtesy and respect for individuals are desired attributes. It is assumed that all students realize the importance of using appropriate and acceptable language. Offensive, obscene, abusive and disrespectful language is unacceptable and any student guilty of habitually using this type of language shall be liable to punishment which might include suspension from school.

## **VIOLENCE AND WEAPONS**

Vernon Township High School recognizes that violence in society, including the activities of gangs or groups in the school as well as the presence and/or use of weapons, impedes the educational process and endangers the health and welfare of its students and staff.

### **Fighting**

The Vernon Township Board of Education has a zero tolerance position regarding any and all forms of fighting, violent assaults, and any other physical confrontations. Students involved in any of these acts will face disciplinary measures including the possibility of having such actions reported to the police.

The school district will not permit any student to be in possession of any type of weapon (including toy weapons) or ammunition on school. Any student found caring such items will face disciplinary actions.

The consequences of being involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving), may be suspension from school. Students who hit other students and there is no response will be subject to the same consequences. The circumstances surrounding each fight will be evaluated to determine if criminal charges are warranted. Students who do not fight back will not be subject to punishment. Those students should immediately report the incident to a teacher or administrator. Students should not take matters into their own hands. They should allow an administrator to handle the situation.

Students who instigate fights but are not actively involved (spread rumors, encourage others to fight, carry information between individuals who subsequently fight) submit themselves to consequences as well. In summary, fighting will not be tolerated on this campus, the school bus, or at any school sanctioned event.

### **Weapons**

A weapon is any item that is designed to inflict injury or harm and/or any item a person could use that is not normally intended to inflict injury or harm but could become a weapon in certain circumstances. This includes but is not limited to any type of firearm, live ammunition, explosive device, incendiary device, knife, chains, blade, brass knuckles, club, blackjack, or any other dangerous instrument. This also includes imitation firearms or any object or device reasonably capable of being mistaken for a firearm or other weapon. **These items are not to be brought to school.**

When a student is found to be in possession of a weapon, the administration will confiscate the weapon or seek the aid of the police in confiscating the weapon. Parents will be notified. In addition, the student shall be liable for suspension from school and the administration will file all appropriate charges with the police.

Should a student use or threaten to use a weapon, police will be contacted and parents will be notified. The student will be suspended from school and all appropriate charges will be filed with the police. In addition, the school reserves the right to determine an alternate learning placement, recommend a counseling program, and/or pursue expulsion. In all cases, board of education policies and regulations (5611 and 8467) will be followed.

### **CHEATING**

All forms of cheating, e.g., copying assignments completed by others, copying of quiz, test, or examination answers, giving assignments to others, the pilfering or intent to pilfer a quiz, test, or examination, plagiarism, etc., in essence, all activities which do not reflect the student's own work are not condoned at Vernon Township High School. Each incident of cheating, or attempting to cheat, will be dealt with individually.

Generally, each incident will result in a penalty of zero for the assignment, quiz, test, or examination, notification to parent(s) of the incident, and a conference involving the parent(s), student, teacher, and guidance counselor so that by mutual efforts, the likelihood of recurrence will be reduced. In addition, school discipline may be imposed.

### **CARD PLAYING/GAMBLING**

Card playing and all other forms of gambling are not permitted at Vernon Township High School during the school day or at any activity/event sponsored by the school.

### **CONSTITUTIONALLY PROTECTED PRAYER**

Under federal law, students have the right to constitutionally protected prayer. Students may pray voluntarily before, during, or after the school day as well as with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech. (Source: New Jersey Department of Education)

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

This is to advise that a Management Plan, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), is available in the main office of each district school building. A Management Plan for each school building and the Board of Education building is also available in the Board of Education office. Individuals interested in reviewing all of the Management Plans or a particular Management Plan for a specific location, may report either to the specific school main office or the Board of Education and request to review the Management Plan(s).

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Timothy T. Dunnigan, Principal

## **AGE OF CONSENT FOR DONATING BLOOD**

### **9:17.A-6. Consent by person age 17 or over donate blood**

1. Any person of the age of 17 years or over can consent to donate blood in any voluntary and non-compensatory blood program without the necessity of obtaining parental permission or authorization. Such consent shall be valid and binding as if the person had achieved his majority, and shall not be subject to later disaffirmance because of minority. L.1971,c.355,s.1;amended 2002, c.79.

## **STUDENT IDENTIFICATION**

Students must identify themselves when a request is made by a faculty/staff member. Failure to do so will result in disciplinary action.

## **NO CHILD LEFT BEHIND – MILITARY & COLLEGE RECRUITERS**

Our district receives funds from the federal government under the No Child Left Behind Act of 2001. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses, and telephone listings of secondary students. However, as a parent/guardian you have a choice. It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number **not** be released by the district to either the military or colleges and universities at any time or only after receiving prior written consent from the parent or guardian. Forms can be found on the website for the high school. Should the form **not** be returned to the high school, your child's information will be released upon request.

## **POLICY ON ANIMAL EXPERIMENTATION AND DISSECTION ALTERNATIVES**

In accordance with the Department's of Education's Policy on experiments involving animals (P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) Vernon Township School District has developed the following policy:

Participation in hands-on science is important to learning science and experiments involving animals such as dissections and vivisections are a valuable learning experience in which all students are encouraged to participate. At the beginning of the school year, students will be informed that they have the option of discussing individual concerns when experiments involving animals are used in the classroom. The science courses that include animal experimentation also include alternative assignments. Upon written request of a student's parent or guardian, our school will permit a student who objects to these activities to demonstrate competency through an alternative method.

The procedure for a student to participate in an alternative activity in place of an activity that involves animals is as follows:

- The student will notify the science teacher of the student's choice to participate in an alternative activity in place of the class activity.
- The student will submit a written request from his or her parent/legal guardian to the science teacher.
- The student will be provided an alternative activity to be determined by the teacher who will specify what is expected of the student. Alternative activities should allow students to gain the same content knowledge as the class activity and should allow for a comparable investment of time and effort by the student.
- The student will accept responsibility for completing the alternative activity within the assigned time and is expected to learn the same content knowledge as if the student were performing the actual activity.
- The student will be subject to the same course standards and examinations as other students in the course.

## **9130-PUBLIC COMPLAINTS AND GRIEVANCES**

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations

of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal.

The Superintendent shall establish procedures for the hearing of requests and complaints.

1. Any person alleging discrimination on the basis of disability, sex, or age may omit the first level of the complaint procedure and proceed directly to the Principal, in accordance with Paragraph A2. If the complaint is regarding the Principal, the complainant may omit the first and second levels of the complaint procedure and proceed directly to the Superintendent, in accordance with Paragraph A3.

2. Appeals will be made thereafter in accordance with the remaining procedures set for in Paragraph A.

3. A complaint alleging discrimination on these bases may file a formal complaint with the appropriate State or Federal Agency at any stage of the complaint process.

### **NEW JERSEY STATUTES TITLE 18-A EDUCATION:#18A:37-1 Submission of Pupils to Authority**

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

### **18A:37-2: CAUSES FOR SUSPENSION OR EXPULSION OF PUPILS**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise inure any school property, shall be liable to punishment and to suspension or expulsion from school.

## **Annual Integrated Pest Management Notice** **For School Year 2014-2015**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Vernon Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy which is available on request.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Vernon Township Board of Education is:

Name of IPM Coordinator: Steven Kepnes

Business Phone number: 973-764-4186

Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Vernon Township Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

## **POLICY**

**BOARD OF EDUCATION  
VERNON TOWNSHIP**

**NO 5751/Page 2  
Sexual Harassment**

### **SEXUAL HARASSMENT**

The Board of Education explicitly forbids any conduct of expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to the Building Principal or any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in

accordance with Policy No. 5600.

Adopted: January 25, 1994

## **POLICY**

**BOARD OF EDUCATION  
VERNON TOWNSHIP**

Community  
9400/page 1 of 1  
News Media Relations

### **9400 NEWS MEDIA RELATIONS**

Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of good working relationship with members of the media is essential to meeting the objectives of the district's school and community relations program.

The Board of Education must give formal approval to all basic practices governing relations between news media and the district and reserves the right to negotiate, on terms most favorable to the district, for the radio broadcasting, televising, filming, or sound recording of any school event by an outside agency.

The Superintendent shall be the chief communications representative of the Board. He/she shall be readily available to media representatives, provide media representatives with all appropriate and necessary information suggest or supply feature articles or stories, prepare "press kits", assist school and parent organizations with press relations, meet periodically with media representatives, and protect school personnel from any unnecessary demands on their time by news media representatives.

The Superintendent must approve in advance interviews between staff members or pupils and media representatives and authorize the release of photographs, video or digital images of district subjects, personnel, or pupils. Photographs, video or digital images of disabled children shall not be disseminated or used in print media in any way if they are identified as disabled unless permission is granted by the parent (s) or legal guardian (s). Photographs, video or digital images of children placed in the district by DYFS shall not be published without permission of the Division case worker. Where the release of a photograph, video or digital images may violate the privacy of a pupil or staff member, the Superintendent must first secure the

written permission of the staff member or the pupil's parent (s) or legal guardian (s).

Adopted: 21 April 2005

## **RANDOM DRUG TESTING**

The purpose of Random Drug testing is preventative. The sole purpose of the program is to identify those students who are at risk and to get them the professional assistance they require. At no time may the results of such testing be made public and it may not be shared with law enforcement. Participation in the Random Drug testing program is mandatory for all students participating in Senior parking, athletics and extra-curricular clubs and activities. Students must submit a *Consent To Test* form in order to participate in these activities. Forms are available from your coaches and advisors or in the main office. Forms must be submitted prior to students being eligible for participation in practices and meetings/events.

Students will be assigned a random number for drug testing and will be chosen for testing through the use of a random number generator. Testing will take place during the school day and will be conducted by the Random Drug Testing Coordinator. The drug test is a urine test. Refusal to supply a urine sample when tested will be considered a *positive* test result.

Parents will be notified of a negative result. Results will be placed in the student's confidential file, separate from other student records, and the student's name will remain in the testing pool for possible testing at a future time.

Questionable test results will be submitted to an approved lab for analysis. Upon receipt of a positive test result from the testing lab the Random Drug Testing Coordinator will take the following action:

**First Positive Test** - Students will be ineligible for participation in all clubs and activities, sports and parking for a minimum period of 30 school days. The student will have a minimum of 4 visits with the Student Assistance Counselor at the school, the first visit occurring within a week of the confirmed positive test result. The student will attend an Early Intervention Program. The student must enter the program within one week of being confirmed positive. A negative drug test must be submitted prior to the student being returned to their activities, athletics or parking.

**Second Positive Test** - The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will forfeit participation in all activities for one calendar year.

**Third Positive Test** - The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will forfeit participation in all activities for the remainder of their high school career.

A student and/or their guardian may request a re-test of his/her specimen at their own expense at a laboratory approved by the school district and which follows SAMHSA standards. Written requests must be received by the school within 48 hours of receiving the results of their drug test. The previously submitted specimen will be forwarded to the approved lab.

The complete Board of Education Policy is available online at [VTSD.COM](http://VTSD.COM).

jf  
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