



VERNON TOWNSHIP SCHOOL DISTRICT

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July 31, 2022

Dear Parents and Guardians,

Our annual Genesis Maintenance will end on August 14th and, as in the past, Genesis will not be available to parents or students until it is completed.

Scheduling over 800 students may not seem difficult at first; however, we strive to offer as many classes as possible in order to provide students the ability to explore their interests while fulfilling State requirements. The high school scheduling process involves many layers and is very time consuming. It involves many people such as your child, teachers, counselors, and administrators. We build the master schedule based on the needs of students. Each student request made in January was reviewed, discussed and taken into consideration when building the master schedule.

Student schedules for the 2022-2023 school year will be posted in the Genesis Portal **starting August 15th at 4:00 p.m. and closing on August 19th at 4:00 p.m.** Teachers will not be listed as staff hiring has not yet been completed and minor changes may occur prior to receiving your final schedule on September 1st.

Students with conflicts were called by their counselor to review and alter schedules. If your child's schedule shows a conflict please have them fill out [this Google Form](#) by August 21st and a counselor will contact them. Counselors will review and make all corrections in Genesis by August 30th.

Reminders:

- If your child discovers that they are **missing a required class** on their list; (e.g.: they do not have an English class listed), please fill out [this Google Form](#) by August 21st and a counselor will contact them. Counselors will review and make all corrections in Genesis by August 30th.
- No additional schedule changes will be made until after September 12th. Any other necessary scheduling changes will take place from September 13th– 30th. There will be no schedule changes after September 30th.

Changing courses after the academic year has started can be very disruptive to a student's schedule and may impact courses other than the primary one being adjusted. Elective course changes may not be permitted if they interfere with academic courses already scheduled. In addition, the administration may consider such factors as: minimum and maximum class size, teacher's total student load, and physical room size and district budgetary and staffing restrictions.

For any approved schedule changes, the student is responsible for completing any missed work.

Scheduling – Changes to Academic Schedule and Elective Courses

Once the school year has begun, a change to the schedule may be permitted for the following reasons:

1. To resolve schedule conflicts or correct clerical errors.
2. Child Study Team recommendation.
3. Intervention and Referral Services Team (IRST) or 504 Committee recommendation.
4. Teacher, subject supervisor and counselor agree that the selection of a course was inappropriate due to indicators such as previous coursework, standardized test scores or classroom performance.
5. Student repeats a course taught by the same instructor he or she has previously failed (based on staffing ability).

Any request for a schedule change not fitting within the categories listed above must be initiated in writing by the parent and requires a discussion or conference with the school counselor before being reviewed by the Principal, Supervisor, and Director. For appeals to schedule change decisions please remember to follow the buildings 'Chain of Command'.

Scheduling – Withdrawals

A student who withdraws from a course prior to the close of the initial marking period for that course will have no entry on his/her permanent record nor on his/her report card. In full year courses, after the close of the first marking period and prior to the close of the second marking period, a student who withdraws from a course will receive a "W" indicating withdrawal. The grade from 1st quarter follows the student to the new course.

After completion of 50% of the course, the student is not permitted to withdraw from a course. A student withdrawn due to violation of the attendance/cutting policy will receive a "WA" on his/her transcript and will not receive any course credit. This grade may be included in the computation of the GPA.

For students who "waived" into a class or formally requested an AP or Honors class:

Students will remain in the course into which they have waived until at least the end of the 1st quarter.

The earned grades will accompany them if they switch to another level of the course.

Please feel free to reach out to your Assistant Principal or the School Counseling Department if you have any questions or concerns.

Freshmen Orientation

Freshmen Orientation will be held on August 24th. More information will be sent directly to parents and students in August.

Wishing everyone a safe and relaxing summer,

Susan L. Nogaj Matteson