

Verona High School

Student/Parent Handbook 2015-2016

This Handbook provides general information about our school and highlights the most often used policies and procedures. We suggest that you read it carefully. Should you have a question about any aspect of the high school, do not hesitate to contact us.

For the most up-to-date handbook and policies please see:
<http://www.veronaschools.org/>. This handbook is subject to change.

Mission Statement

The mission of the Verona Public Schools, the center of an engaged and supportive community, is to empower students to achieve their potential as active learners and productive citizens through rigorous curricula and meaningful, enriching experiences.

Core Values

Collaboration
Diligence
Initiative
Integrity
Respect
Responsibility

Goals

All Students Will...

- Articulate and embody our core values.
- Demonstrate meaningful academic and social growth.
- Independently apply learning experiences to new contexts.
- Graduate from high school with a thoughtful plan for the future.

This school agenda belongs to:

Name: _____

Address: VHS, 151 Fairview Avenue, Verona, NJ 07044

Phone: (973) 571-6750

Fax: (973) 571-6765

This school agenda handbook was partial funded by the Verona Municipal Alliance Committee. VMAC is a non-profit organization committed to providing educational programming and prevention outreach to the citizens of Verona. Website <http://vmacnj.org/>

School Calendar 2015-2016

2015

September 1, 2	Staff Prof. Dev.	Staff Only
September 3	School Opens	Full Session
September 7	Labor Day	School Closed
September 14	Rosh Hashanah	School Closed
September 23	Yom Kippur	School Closed
	Verona Family Night	
October 12	Students	4-Hour Session
	Staff Prof. Dev.	PM
October 30	Students	4-Hour Session
	Staff Prof. Dev.	PM
November 3	Students	4-Hour Session
	Staff Prof. Dev.	PM
November 5, 6	N.J.E.A. Convention	School Closed
November 25	Pre-Thanksgiving	4-Hour Session
November 26, 27	Thanksgiving Vacation	School Closed
December 23	Pre-Holiday	4-Hour Session
December 24-31	Holiday Vacation	School Closed

2015

January 1	Holiday Vacation	School Closed
January 4	School Reopens	Full Session
January 18	M.L.King, Jr. Day	School Closed
February 12	Staff Prof. Dev.	Staff Only
February 15	President's Day	School Closed
February 17	Staff Workshops	Staff Only
March 4	Students	4-Hour Session
	Staff In-Service	PM
March 25	Good Friday	Schools Closed
April 1	Students	4-hour Session
April 4-8	Spring Vacation	School Closed
May 2-13	AP Exams	
May 16-24 (<i>anticipated</i>)	PARCC State Testing	
May 25, 26	NJ Biology Comp. Test	
May 30	Memorial Day	School Closed
June 3	Students	4-Hour Session
	Staff Prof. Dev.	PM
June 13, 14, 15	Final Exam	4-Hour Session
June 13, 14, 15, 16, 17	VHS Students	4-Hour Session
June 17	Last Day for Students & Teachers	
	VHS Graduation	

BELL SCHEDULES

FULL-DAY SESSION

Time	Day A	Day B	Day C	Day D
7:55- 8:50	Period 1	Period 4	Period 3	Period 2
8:53- 9:48	Period 2	Period 1	Period 4	Period 3
9:51-10:51	Period 3	Period 2	Period 1	Period 4
10:51-11:41	Lunch	Lunch	Lunch	Lunch
10:44-12:44	Period 5	Period 8	Period 7	Period 6
12:47- 1:42	Period 6	Period 5	Period 8	Period 7
1:45- 2:40	Period 7	Period 6	Period 5	Period 8

HALF-DAY SESSION

7:55 AM – 12:08 PM

DELAYED OPENING SESSION*

Time	Day A	Day B	Day C	Day D
10:00-10:37	Period 1	Period 4	Period 3	Period 2
10:40-11:17	Period 2	Period 1	Period 4	Period 3
11:20-11:59	Period 3	Period 2	Period 1	Period 4
11:59-12:38	Lunch	Lunch	Lunch	Lunch
12:41- 1:20	Period 5	Period 8	Period 7	Period 6
1:23- 2:00	Period 6	Period 5	Period 8	Period 7
2:03- 2:40	Period 7	Period 6	Period 5	Period 8

**When VHS operates on a 1/2 day session or a delayed opening schedule, Senior Out-To-Lunch and leaving the campus during study hall will be cancelled.*

VHS ATTENDANCE POLICY

Rationale: The Verona Board of Education and the Administration feels daily attendance is an essential component to the academic success of any school. VHS requires parent/guardian contact to the VHS Attendance Office at 973-571-6750 and follow the prompts to report a student's absence from or tardy to school.

In order to receive credit for courses in grades 9-12, a student's total number of absences must not exceed the following:

Full Year Course:	14 absences
3 Marking Period Course:	12 absences
2 Marking Period Course:	7 absences
1 Marking Period Course:	3 absences

***Every three (3) tardies to class equals one cumulative absence**

ADDITIONAL COMPONENTS:

1. If a student loses credit in a course, he/she will receive the grade earned and 0 credits for the course. It should be noted that this course would not satisfy any requirements towards graduation.
2. Once credit is lost, students must remain in the course in order to make up the course in summer school.
3. When credit has been lost, the student has the right to file an appeal with the attendance committee. This appeal must be submitted in writing within two weeks of notification of loss of credit, and must contain appropriate documentation and sound reasons as to why credit should be restored. Each case will be reviewed by the attendance committee and recommendations will be made to the principal.
4. Vacations and college visitations are considered cumulative absences and apply toward the maximum allowable absences.

EXCUSED ABSENCES - The Verona Board of Education permits absences, late arrival, or early departure from school for the following reasons:

1. Religious Holidays/Bring your Child to Work Day (18A: 36:14-16)
2. Death in the immediate family
3. Suspension from school
4. School-sanctioned functions

5. Court subpoena or government appointment (i.e., driver's license test)
6. A personal illness of three consecutive days or longer accompanied by a doctor's note stating diagnosis and specific days of illness. This note must be presented to the school within two weeks of said absence.

Students with a chronic medical condition that has been documented with the nurse and attendance office may be excused from absences or tardiness. Documentation must be updated each marking period.

These are the only reasons an absence/tardy will be excused. Car problems, nurse visitations, oversleeping, and insupportable personal reasons will not be accepted. Additional exceptions for unusual circumstances will be reviewed and may be approved by the administration.

LATE TO SCHOOL - It is important that students arrive to school on time, as any loss of instructional time has an adverse effect on the learning of both the tardy student as well as the students already in the class. Our first block class begins promptly at **7:55 a.m.**, at which time all students are expected to be **in** their classroom. Students who are tardy to class and miss more than fifteen (15) minutes of the period will be charged with a full absence in that course.

Students reporting late to school must report to the Attendance Office for a Late-to-School Pass. Teachers will not allow students late to school into their classroom without a pass from the Attendance Office.

CONSEQUENCES FOR LATE TO SCHOOL – Students who are late to school will receive a lunch detention to be served that same day. Failure to report to lunch detention will result in additional discipline. Seniors with greater than ten (10) lates to school will lose their senior privileges. Juniors who have greater than ten (10) lates to school may not qualify for senior privileges in the next school year.

SIGNED NOTE ACKNOWLEDGING ABSENCE OR TARDY - All students who are absent or late to school are required to provide the Attendance Office with a signed note from their parent explaining the reason for the student's absence or tardy. These signed notes serve to document student attendance accurately. Please note that parent acknowledgement of a student being late to school does not excuse the student from disciplinary consequences or accumulated absences. Parents are asked to verify the note with a phone call to the Attendance Office.

CONSEQUENCES FOR UNEXCUSED TARDIES TO CLASS - Students will be assigned disciplinary consequences for repeatedly being late to class. The consequences outlined below are per class, and each student will start with a clean slate at the start of each marking period.

Per Marking Period, Per Class:

- **1st offense:** Verbal warning by the classroom teacher
- **2nd offense:** Teacher-Assigned Detention. Teacher will notify the parent of the detention.
- **3rd and subsequent offenses:** Student will be assigned a detention as determined by administration. Failure to serve the detention will result in additional detentions. Repeated violations may result in additional consequences, including In-School Suspension and/or loss of privileges.

ACADEMICS

GPA and RANK PROCEDURE - Grade point average will be calculated beginning at the conclusion of the freshmen year. All courses with the exception of Pass/Fail and summer courses are included in the grade point average. Grade point average will be run at the end of 9th, 10th and 11th grades. In addition, grade point average will be calculated after five semesters for college planning purposes and after seven semesters for mid-year reports to college, as well as for determining Verona High School's valedictorian and salutatorian. Verona High School does not rank its students and GPA calculations are represented to the nearest thousandth.

Transfer students who enter Verona High School after September 30th of their junior year will not be included in the class rank, but will be given a parallel rank. Transfer students who enter Verona High School during their senior year will be given their rank from their previous school.

WEIGHTING EXPLANATION - Numerical values are given to each letter grade for purposes of determining a student's rank in class and grade point average. Point values are given for courses with the following designation: Advanced Placement, Honors, and College Prep. For further information, please see the Curriculum Bulletin located on the VHS website under School Counseling.

MARKING SYSTEM - GRADE EXPLANATION - Each academic year is divided into two semesters. Each semester consists of two marking periods, approximately nine weeks each. Student report cards are

available four times a year at the conclusion of each marking period on the Parent Portal. In addition, academic alerts are available through the Parent Portal at the mid-point of each marking period for each student.

Final grades are the only grades which appear on a student's official transcript, with the exception of senior year when mid-year grades will appear.

GRADE EXPLANATION

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
EX = Excused	F = 0 -59	I = Incomplete
XP = Exempt	P = Pass	WP = Withdrew Passing
WF = Withdrew Failing	W = Withdrew	

CALCULATING A FINAL GRADE

Each marking period grade is worth 22.5% of the final grade. The final exam is worth 10% of the final grade.

GRADE QUALITY POINTS

A+=4.3	B+=3.3	C+=2.3	D+=1.3	F=0
A =4.0	B =3.0	C =2.0	D =1.0	
A- =3.7	B- =2.7	C- =1.7	D- = .7	

To calculate a student's final grade, add the grade quality points for each marking period and final exam, counting marking periods twice. Then divide by the total number of values (e.g. divide by 9 for full year course with final exams, divide by 5 for semester course with final exam, etc.). Find the value in the chart below to determine the final grade.

A+	4.151 - 4.300
A	3.851 – 4.150
A-	3.501 – 3.850
B+	3.151 – 3.500

B	2.851 – 3.150
B-	2.501 – 2.850
C+	2.151 – 2.500
C	1.851 – 2.150
C-	1.501 – 1.850
D+	1.151 – 1.500
D	0.851 – 1.150
D-	0.501 – 0.850
F	0 – 0.500

EXAMPLE: MP1=C+ MP3=B+ Final Exam=C-
MP2=C- MP4=B-

$$\frac{\text{MP 1} \quad \text{MP 2} \quad \text{MP 3} \quad \text{MP 4} \quad \text{Final}}{2.3 + 2.3 + 1.7 + 1.7 + 3.3 + 3.3 + 2.7 + 2.7 + 1.7} = 2.41 \text{ (C+)}$$

9

GRADUATION REQUIREMENTS - Local high school graduation requirements include completion of **120 credits**. Beginning with the class of 2019, students will need to complete **130** credits for graduation. Courses are designed to meet all of the Core Curriculum Content Standards, including but not limited to the following:

Core Curriculum Content	Minimum Course & Credit Requirements
Language Arts Literacy	At least 20 credits (5 cr. each year), including English 1,2,3,4
Mathematics	At least 15 credits, including Algebra I & II, Geometry
Science	At least 15 credits, including Biology and Chemistry
Social Studies	At least 15 credits, including World History, U.S. History I & II
World Language	At least 10 credits of the same language
Visual & Performing Arts	At least 5 credits
21 st Century Life and Careers/Career-Tech Education	At least 5 credits
Economics (Effective with the Class of 2014)	At least 2.5 credits (incorporated into Literacy required in Gr.9)
Health, Safety, & Physical Education	At least 5 credits for each year of enrollment (must pass Phys.Ed. & Health)
Other requirement	Introduction to Digital Arts required for all 9 th grade students

*Cross-content workplace readiness may be satisfied through infusion into existing courses, course equivalents, or career education courses.

***State Assessment Requirements:** Please refer to page 3 of the Curriculum Bulletin located on the VHS website under School Counseling.

INTERIM REPORTS - At the mid-point of each marking period, teachers will complete Interim Reports, which can be accessed through the *Parent Portal*. These reports will either commend student effort/performance or denote deficiencies.

FINAL ASSESSMENTS - Final assessments will be administered in all major subject areas.

SCHEDULE CHANGES - While every effort is made to schedule all subjects selected by students, limitations of staff, building space, and time occasionally make necessary either the cancellation of undersubscribed course offerings or the substitution of an alternate course choice. When school resumes in September, schedule changes will only occur in accordance with the schedule outlined on page 6 & 7 of the Verona High School Curriculum Bulletin.

Level changes can be made through the last day of the first marking period. A level change consists of changing a course in the same subject from one level to another. In the event that a student in an AP or Honors course that has no lower level to drop into, he or she may audit the course, but must remain in the course for the remainder of the year. An audit of an AP or Honors class must be declared before the end of the first marking period.

SENIOR EXEMPTION POLICY – Seniors will be exempt from taking a final exam in any course if they earned no lower than a A- (90%) in all four marking periods and an average of a A (93%) in the course.

HONOR ROLL

Students who receive all A's in each of their courses will be named to the High Honor Roll.

Students who receive all A's and B's will be named to the Honor Roll.

**VERONA CHAPTER
NATIONAL HONOR SOCIETY
BY-LAWS**

Guidelines for Student Induction and Participation

Membership in the National Honor Society is limited to juniors and seniors. This honor is conferred upon students in recognition of outstanding accomplishments in scholarship, leadership, character, and service. Induction and continued participation in the National Honor Society are based upon the criteria in the by-laws. The Honor Society Advisory Committee is composed of the Principal, Assistant Principal, Director of Guidance, teachers and Advisor to the National Honor Society. The Principal will serve as the chairperson.

CRITERIA FOR STUDENT INDUCTION

SCHOLARSHIP

- A. Juniors and seniors with a minimum accumulated grade point average of 3.850 will be eligible for selection.
- B. Students will not be eligible if they have a final grade of “F” in any course during their freshman, sophomore or junior year.
- C. Junior eligibility will be based upon a five semesters GPA and senior eligibility will be based upon a six semester GPA.

LEADERSHIP

- A. A student must have participated in at least two (2) school activities and earned at least **six (6) points** for his/her participation.
- B. Points are determined as follows:
 - a. One point for each activity per year
 - b. An additional point may be added for each year served as an officer of an organization (President, Vice President, Treasurer, Secretary, Captain, etc.)
 - c. Examples:
 - 1. Freshman year band = 1 point
 - 2. Sophomore and Junior year football = 2 points (1 for each year)
 - 3. Sophomore and Junior year President of Student Council = 4 points
- C. Points only apply to Verona High School activities

COMMUNITY SERVICE

- A. A student must have completed community service hours, including Junior Service Project
- B. Community service must be evident as an NHS member by completing 25 hours of tutoring.

CHARACTER

A student must have demonstrated positive signs of fine character. Thus, the student must never have been suspended. In addition, the student must have never been disciplined for:

- Cheating
- Plagiarizing
- Stealing
- Vandalizing
- Forging a document
- Using or possessing alcohol or drugs

If a student is disqualified for one of the above infractions, he/she may submit, in writing, a request to the Academic Council for a review. The decision of the Academic Council will be final.

RETENTION OF MEMBERSHIP

In order to maintain membership in the National Honor Society of Verona High School, a student must do the following:

1. Usher at Back-to-School, Senior Awards Assembly, 8th Grade Parent Orientation and Graduation as well as any other events as needed.
2. Maintain active participation in school clubs, organizations or sports.
3. Attend meetings and participate in projects sponsored by the National Honor Society.
4. Complete at least 25 hours of tutoring – **only for members inducted as juniors. Hours are to be completed by June of their graduation year.**

****Please note**** If a student breaks the Character or Scholarship Criteria for Induction” requirement, or if a student does not fulfill the necessary requirements to retain membership, the student will lose the status of membership in the Verona High School National Honor Society.

MISCELLANEOUS

ANNOUNCEMENTS - Each morning at the beginning of first period of the day the flag salute is given. Announcements regarding school events are scrolled daily on various TV monitors throughout the building. Those who want to submit news of their organization must type or print the news item and have it approved by the faculty advisor. Announcement forms are available in the Main Office.

CAFETERIA - The cafeteria is open to students before school and during the lunch period only. Students will not be served breakfast after 7:50 a.m. No food or beverages are to be taken out of the cafeteria without permission. All refuse and recyclable items are to be placed in the proper receptacle.

DISTRIBUTION OF LITERATURE - You have the right to publish any magazine, newspaper, petition or leaflet; your right to distribute this literature in school is subject to certain restrictions.

DRESS CODE - VHS students are expected to attend school dressed in a manner which is not distracting or detrimental to the educational process of the school. Guidelines for dress promote the objective of Affirmative Action. When the student’s appearance creates a disturbance or distraction from the learning process, the student will be given the opportunity to remove or change his/her appearance or the parent/guardian will be contacted. The student will then be sent home until his/her appearance meets the school’s dress code. All students are required to wear footwear.

FIELD TRIPS - Students who wish to go on school trips must have parent/guardian approval and complete the form that is provided by the school. Students are expected to make-up all missed work within the timeline given by each teacher. Students are expected to dress appropriately. All behavioral expectations and rules of conduct apply when on field trips. Permission to participate may be withheld from students who have poor attendance, chronic lateness, academic, and/or discipline problems.

FUND RAISING - All fund-raising activities must be approved by the Principal. The request for the fund-raising project must be submitted to the Principal in writing with the signature of the sponsor of the club conducting the fund-raising activity.

HALL PASSES - Any student passing through the halls during class time must have a pass or passport signed by a teacher, administrator or appropriate office personnel. Students must refrain from loitering in halls, lavatories or staircases. No eating is permitted in these areas.

STUDENT & LOCKER SEARCHES - Each student in attendance in school is protected against illegal, or unreasonable, personal searches or seizures of property by both federal and state constitutions. However, school officials have the right to conduct a search of any person and/or locker if there is a "reasonable suspicion" that materials are being concealed, the possession of which, is prohibited by law or by the rules of this school (this includes stolen items). Verona High School reserves the right to search a student's locker, other storage facility, or person. This will serve as the written notice to that effect for students and parents/guardians. Students and parents/guardians are informed herein that inspection may occur at any time at the discretion of the school administration.

LOST AND FOUND - Students who find articles are asked to take them to the lost and found department 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.

OUT-TO-LUNCH/OUT-FOR-STUDY FOR SENIORS PRIVILEGE - A senior must have at least 90 credits to be eligible for this program. Seniors wishing to take part in the Out-to-Lunch/Out-for-Study Program are to obtain and return a consent form. Violation of the Out-to-Lunch/Out-for-Study Policy may result in loss of privilege. Privileges may also be revoked when a senior is in danger of failing a course required for graduation, has poor attendance, chronic tardiness, and/or disciplinary issues. **When VHS operates on a Delayed Opening Schedule or ½ Day Session, Senior Out-To-Lunch and leaving the campus during study hall are cancelled.**

PARKING - Only authorized senior students with a parking permit may park their cars on the east side of the school parking lot. Underclassmen may be eligible to park on Sampson Drive. Students should not go to their car during the school day unless they have permission from an administrator. The only exceptions are co-op

students leaving for work and seniors going or returning from lunch and/or study hall.

Student parking spaces are occupied on a first come, first serve basis. Lack of a parking space is no excuse for tardiness. Issuing a parking permit does not guarantee a parking spot in the student section of the VHS lot.

Parking permit decals must be clearly displayed on the window of the rear driver's side of the vehicle. The parking permit issued is to be used only by the person who is registered to use it. Only one parking permit will be issued per student. The vehicle is to be parked legally in the areas authorized for student parking.

Disciplinary consequences will be assigned for each infraction of the parking policy and may also result in loss of parking privileges.

Additional parking violations to be enforced include:

1. If vehicle is parked in staff lots, visitors' parking or handicapped spaces, fire zones, or any other "no parking" area, the car will be ticketed and possibly towed.
2. For failure to obey posted road and speed signs, or driving rules and regulations, the car will be ticketed and parking privilege may be revoked.

PERSONAL ELECTRONIC DEVICES - Personal electronic devices are not to be used during school hours unless approved by a staff member for academic purposes. Students are permitted to use their devices during lunch so long as it is not creating a distraction.

SCHOOL CLOSING/DELAYED OPENING – Notification of a school closing and/or delayed opening due to weather or other emergency is sent via a voice message and text message to the phone numbers on file using our automated system and is placed on the school webpage. Notification is also placed on TV News 12 NJ, Fox Channel 5, and radio WOR and WINS.

SCHOOL SECURITY – These will be drilled and should be practiced authentically. Drills will end when the appropriate designation is given.

- **Fire Alarm** - Students and staff are to move away from the building and follow posted evacuation procedures. Emergency

exit procedures are posted in each room. Students are to remain with their class during a fire evacuation.

- **Lockdown** – Staff will lock the door and move students to the safest part of the room away from windows and doors. In an actual emergency, disregard all bells and announcements, including fire alarms, until further notice from a law enforcement official.
- **Shelter-in-Place** – Please keep your students in the classroom and out of the hallway until further notice.
- **Evacuation** – Follow the fire evacuation route unless otherwise directed to do so by administration or law enforcement. Then report to the evacuation site.
- **Code Blue** – This is used to signify a cardiac event and requires people who are trained to use the defibrillator to obtain the defibrillator and report to the area of the school campus where the assistance is required.

STUDENT IDENTIFICATION CARDS – Student IDs are issued annually. Students should have their IDs in their possession during the school day and at all school-sponsored events. A student may be requested to present the ID during the school day and at school sponsored events.

TEXTBOOKS & OTHER INSTRUCTIONALS ITEMS- These school items are loaned to students for use during the school year. They are expensive and should be treated as personal property. Textbooks should be covered. The condition of the books should be noted when they are received. We expect the books and other instructional items to be returned in as nearly the same condition as when received. If not, fines are imposed and must be paid. If the student fails to return a textbook and/or other instructional item and does not pay the necessary fine, a report card, student schedule and/or diploma may not be available.

VISITORS - Visitors should make arrangements to see teachers after or before school. People without approval from the Main Office shall be considered trespassers. Student visitors are not permitted in or on school property during the school day without permission.

WORKING PAPERS - Students over the age of fourteen are permitted to work outside of school hours if the necessary working papers are filed

with the New Jersey Department of Labor. Students may obtain these papers from the administrative assistants in the Main Office.

CODE OF CONDUCT

VERONA PUBLIC SCHOOLS PHILOSOPHY OF DISCIPLINE

In a democratic society, each individual must learn to work effectively with others and share the privileges and responsibilities of good citizenship. With the support and assistance of school personnel, parents, and guardians, all students regardless of age and ability, can behave in ways that enhance social relationships and facilitate learning. All students must follow the behavioral expectations of the school community.

Accountability in the form of our progressive K-12 discipline code allows teachers, counselors, and administrators at the elementary and middle schools a personalized approach to respond to a range of misbehaviors based on the age and developmental level of the child. By the time a student reaches VHS, he or she has the foundation from both home and school and is mature enough to make good decisions and to act as a responsible member of the school and community.

The majority of our students in Verona exhibit excellent behavior; however, there may be times when students fail to demonstrate appropriate behavior. Some of the consequences for failing to demonstrate appropriate and responsible behavior include but may not be limited to:

- Warnings or reprimands
- Guidance referrals
- Student assistance coordinator referrals
- Parent conferences
- Special assignments addressing particular behaviors
- Detentions
- Referral to the principal or assistant principal's office
- Referral to the affirmative action officer
- Academic/social/athletic probation
- In-school suspensions
- Out-of-school suspensions
- Police referral
- Expulsion

DISCIPLINE LEVELS AND ACTIONS

It is impossible to foresee every situation that may arise. Any infraction not listed will be dealt with in a reasonable and fair manner by the appropriate administrator. Each student and parent/guardian has the right to a fair hearing. Appeals may be made to the Principal and then to the Superintendent of Schools. Nothing in the Code of Discipline should be interpreted as to preclude an administrator from exercising discretion in the administration of the code. Upon investigation of an offense, and in determination of extenuating circumstances, the administrator may modify the punishment in the best interests of the school, the code, or the individual student.

Consequences are generally progressive and will include positive behavioral supports. When a student violates a rule he or she is violating one of our Core Values. The type of infraction and/or the frequency of the infraction will determine both the remedial actions and the positive behavioral supports necessary to ensure a safe school and a healthy environment/climate for each student. Below are listed the different levels of infractions and offers a guideline as to how situations may be addressed.

Level I - This category includes misbehaviors which interfere with orderly classroom operation. ***These are directly handled by the teacher*** and include such things as lateness to class, unnecessary talking during the lesson, chewing gum or eating food, and teasing or bothering another student during the lesson. ***A warning, an after-school detention with the teacher, consultation with the guidance counselor, and/or parent contact is the usual course of action.***

CONTINUED LEVEL I INFRACTIONS COULD RESULT IN LEVEL II CONSEQUENCES.

Level II - Misbehaviors that fall into this category are again within the classroom and ***are directly handled by the teacher, but with administrative help as needed.*** The wearing of inappropriate attire—clothing that is likely to create, or does create, a disruption, disorder, or undue distraction in school, or such as to endanger the student's own safety or health—falls into this category, and is most often handled by a warning and a requirement for change, using gym clothes, for example.

The use of obscene or disrespectful language in class, leaving class without permission, talking back to the teacher, bullying, refusal to follow directions given by an adult staff member, verbal confrontation, cutting class, and misconduct in detention also falls into this category. The parent shall be informed.

The consequence is usually in the form of more than one detention. Parent conferences may be required. The teacher may arrange for teaching colleagues, the guidance counselor(s) and/or administrator(s) to be present at the parent conference.

CONTINUED LEVEL II INFRACTIONS COULD RESULT IN LEVEL III CONSEQUENCES.

Level III - Behavior that falls under this category is more severe and may occur both in and out of the classroom. ***In all cases, the Principal or Assistant Principal's office is informed, and a formal referral report is filled out by the teacher.*** Parents are informed and a parent conference is usually required before the student is allowed back into school or a particular class. Fighting or scuffles anywhere on school grounds, theft, swearing at a teacher or other adult staff member, refusing to report for teacher-assigned detention, destruction of school property or the property of others, and continued and willful bullying are types of behaviors which fall into this category. Other examples of behaviors in Level III include: Continued and willful disobedience, graffiti, violation of the district's technology policy and trespassing (being in the building or anywhere on school grounds unlawfully or while on suspension.)

Consequence may include an extended period of detention and/or a combination of in or out-of-school suspensions. Depending on the circumstances, the age, and the prior disciplinary record of the students involved, and the outcome of parent conferences, the administrator(s) may substitute a combination of extended detention, the assignment of a major project, and/or some form of community service as an alternative to an out-of-school suspension for fighting or other serious misconduct.

Level IV - Behaviors which are illegal in nature and/or directly affect the safety or well-being of staff or their students, fall into this category and can be found in detail in the Board of Education Policy. Possession, sale, distribution and/or use of alcoholic beverages, drugs, tobacco, or weapons; assault; verbal and physical harassment of students or a staff member; bomb threats; setting of a fire; threatening telephone calls to the school or to the home of a staff member; bringing fireworks or any explosive devices into the building; major vandalism; and pulling false fire alarms come under Level IV.

Immediate suspension from school, followed by social, athletic, or academic probation is the consequence. Students may not return

to school until a parent conference takes place. Local authorities may be involved. Severe cases may require preliminary inquiry by Building Administration resulting in a recommendation to the Board of Education.

The administration and faculty are striving to maintain conditions conducive to mutual respect for student and teacher alike and to further the development of self-discipline on the part of the students. Students are expected to take responsibility for their own behavior. These rules and regulations have been developed so that all students have a fair chance of getting the best education they possibly can. The rules apply not only to classroom activities, but also at school functions, on field trips, at athletic events, etc. Following these guidelines will help make a student's stay at Verona High School an educationally profitable experience.

DISCIPLINE TYPES OF DISCIPLINARY ACTIONS

COURT ACTION - **Children** under 16 years are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred to court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drugs(s), malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey Statutes.

TEACHER ASSIGNED DETENTION – a detention held in the classroom of the teacher assigning the detention. When detention is assigned, the date and time the detention is to be served should be specified. Unless unusual circumstances warrant it, the teacher assigned detention should not begin before **7:15 a.m.** and should not extend past **3:15 p.m.**

CENTRAL DETENTION – a school-wide specified detention area. Students may be assigned this detention by an administrator only. Students are to remain quiet and do school work during this time. The time of this detention is on **Tuesday** from **7:20 AM to 7:50 AM** and on **Thursday** from **2:45 PM – 3:15 PM.**

LUNCH DETENTION – Students may be assigned to this detention by an administrator only. Detention will be during the lunch period. Students must report to lunch detention directly from class or lab. Students purchasing lunch will be handled in the Lunch Detention Room.

SUSPENSION - A suspension refers to the temporary denial of the student's right to attend school (classes). The infractions contained in this document which lead to suspension are within the law (N.J.S.A. 18A:37-2). Students may not participate in any school activities the day(s) of their suspension. **If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.**

- **IN-SCHOOL SUSPENSION** - Certain infractions of the Discipline Rules and Regulations will result in In-School Suspension. Students must report to a specified area on the day they are assigned. They are there for the entire day and are expected to complete assignments made by teachers. A zero will be given for that day's class work if it is not completed. Parents are telephoned and sent a letter, informing them, that an In-School Suspension has been assigned. In some instances, a parent conference is requested. Any student who is serving an in-school suspension is prohibited from participating in extra-curricular activities for the duration of the suspension. After a student has served three In-School Suspensions, any further suspensions may result in an Out-of-School Suspension with a mandatory conference.
- **OUT-OF-SCHOOL SUSPENSION** – Serious violations of the Discipline Rules and Regulations will result in Out-of-School Suspension. Depending upon the infraction, the suspension may be from one to nine days. Students are prohibited from participating or attending school activities during their suspension. Parents are telephoned and sent a letter informing them of this action. In all cases, a parent-student conference with the administrator is required.

EXPULSION - Expulsion refers to the permanent denial of the student's right to attend school (N.J.S.A. 18A:27-2,5).

INFRACTIONS

Harassment/Intimidation/Bullying – Verona School District prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff, classmates, parents, guardians, coaches, 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 that takes place on school property, at any school-sponsored function or on a school bus and that: 1. Is 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. 2. By any other distinguishing characteristic. 3. 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, emotional wellbeing, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property. 4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The administration, faculty, and staff 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. Behavior otherwise will not be tolerated and disciplinary action may be taken in the event it does occur. Verona High School may also apply its policies to address situations, which, while not unlawful, involves inappropriate, unacceptable or disrespectful statements, actions or behaviors. Report all such incidents to school personnel immediately. VHS has an anti-bullying specialist who is responsible to investigate any HIB report forwarded by the principal. The Verona School District's comprehensive Harassment, Intimidation and Bullying Policy is available on the district website's homepage. For people wishing to report HIB anonymously, there will be an anonymous reporting box located at a defined place within the building.

CHEATING – Cheating is strictly forbidden including, but not limited to tests, homework and projects. Any student found cheating will be subject to appropriate disciplinary action.

CLASS CUTTING - On the occasion of the first class cut, 4 detentions will be issued and parents notified. Every cut thereafter may result in In-School Suspension. Three cuts in a class may result in removal or loss of credit from that class. Truancy will be considered a cut in all classes. A “zero” will be averaged in for any classwork missed as a result of class cutting.

CURSING AND OBSCENITIES – Any student using language or gestures, which are obscene or improper, will be referred to an administrator for appropriate action. Any profanities directed at a staff member will result in suspension.

DESTRUCTION OF SCHOOL PROPERTY – Disciplinary action will be taken against students who destroy school property. In addition, parents will be held liable for the damages (N.J.S.A. 8A:37-3).

SUBSTANCE ABUSE - The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes the pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. The complete substance abuse policy may be found on the district website.

Students are encouraged to seek assistance through our student assistance counseling program. Information shared in regards to substance abuse will not result in penalty and all information between the SAC and student will remain confidential. This applies providing the student follows prescribed treatment and testing.

TOBACCO—Tobacco (including Smokeless) In accordance with New Jersey Law and Board of Education Policy, smoking is strictly prohibited on school property. The tobacco policy includes both tobacco-based items (i.e., cigarettes, cigars, etc.) and smokeless tobacco (i.e., chewing tobacco, snuff, vaporized cigarettes, electronic cigarettes, etc.).

FALSE PUBLIC ALARM – Any student causing a false public alarm (i.e. bomb threats, pulling fire alarm) will be suspended and formal charges will be filed with the authorities.

FIGHTING – Any student involved in fighting will be suspended. Where evidence shows that a student has attempted to defend him or herself, administrative discretion will be exercised.

FORGERY – Students found forging passes, notes, letters, etc. will be assigned a disciplinary action.

GAMBLING – Gambling is strictly forbidden. Any student found gambling will be subject to disciplinary action.

INNAPROPRIATE CONDUCT – Student may be referred to the administration for disciplinary action.

INSUBORDINATION – Students who fail to cooperate with staff members by being directly defiant of specific instructions will be referred to the appropriate administrator.

LEAVING SCHOOL GROUNDS – Any student who leaves school grounds during school hours without permission will be disciplined. The first violation will result in a consequence of 2 days In-School Suspension and possible loss of privileges.

STEALING – A student who has taken property that is not rightfully his/hers will be suspended from school and formal charges will be filed with the authorities when appropriate.

THREATENING ANOTHER WITH BODILY HARM – Threatening another with bodily harm, intimidation of students, school personnel, etc. will result in strict disciplinary action which may include a report filed with the Verona Police Department.

TRUANCY – Students who are illegally absent from school for the entire day will be assigned In-School Suspension. Habitual truancy may result in legal action.

WEAPONS – All students have the right to a safe educational environment. The Board of Education prohibits the possession of weapons on school property before, during, or after school, on school buses or at any school activity. A “weapon” is defined as:

*Inherently dangerous, capable of causing harm or bodily injury and for which the student cannot demonstrate an educational, instructional or legitimate purpose for its possession in the educational environment.

*Displayed, threatened to be used, or used against persons or property.

ADMINISTRATIVE ACTION

Any act which results in violence to a person or property or which threatens the safety of others in the school, on school property, on school buses, or at any school activity is extremely serious, and will result in administrative actions, including an immediate informal hearing and up to expulsion from school. Parent/guardian notification is required. All violations shall be reported in writing to the Verona Police Department,

and a formal criminal complaint shall be filed by the administration as appropriate. The foregoing is not meant to preclude any criminal or civil action taken by the student victim or his/her parents/guardians.

ATHLETICS

The general purpose of the Verona High School Athletic program is to provide an arena for students to further enhance their physical skills, social competencies and personal values. An organized, athletic program enables our young people to grow athletically in conjunction with their academic progression. Our overall goal is to foster the development of the well-rounded individual. Eligibility is subject to NJSIAA requirements.

STUDENT/ATHLETE CODE OF ETHICS AGREEMENT

Athletes, Parents and Coaches working together in harmony for success

Verona Student Athlete Pledge

- ✓ *I pledge to represent myself in accordance with our District Core Values: Collaboration, Diligence, Initiative, Integrity, Respect and Responsibility.*
- ✓ *I pledge to represent my team and my school by displaying good sportsmanship, fair play and respect for fans, officials and my opponents.*
- ✓ *I pledge to listen and respect my coaches.*
- ✓ *I pledge to encourage and treat all of my team mates with respect and dignity on and off the field.*
- ✓ *I pledge to be a representative of VHS Athletics on and off the field.*
- ✓ *I pledge to refrain from inappropriate comments and images on social media.*
- ✓ *I pledge to remember that being a student athlete at Verona High School is a privilege and will do my best to earn that in all of my actions.*

PROCEDURES

All participants must have a **signed Physical** and **Student-Athlete Contract** on file in the Athletic Office in order to participate in interscholastic sports programs.

Athletes must meet Verona High School's and NJSIAA eligibility requirements (as found in the Verona High School and the NJSIAA Handbooks) and must have a good citizen status at Verona High School. Athletes must abide by all school policies, which are located in the Student Handbook.

All injuries are to be reported immediately to your Coach and to our Athletic Trainer for proper examination and if needed, a referral to appropriate medical personnel or services.

Students must be in attendance for 4 hours out of the school day in order to participate in a practice or game. Any exception must be approved by the Athletic Director or a building administrator.

RESPONSIBILITIES

It is the responsibility of the Head Coach to decide which student/athlete will participate and at which level of play, as well as the amount of playing time that the student will have. Questions regarding this area will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner (see Parental/Coach Communication Pamphlet).

Athletes will be on time for practice and will be prepared for practice every day. They should prioritize their affiliations with community or club teams, placing the needs of the VHS team first.

Athletes are responsible for all equipment issued and for the care of said equipment. Equipment and uniforms are to be worn and used only at VHS events. Athletes will be held accountable and submit restitution for any equipment/uniforms mistreated or not returned.

Failure to comply with requirements stipulated in the VHS Handbook or any of the rules stated in this contract or stipulated by the Coach regarding **school conduct**, etc., will result in disciplinary action which may include suspension or dismissal for a designated time as determined by the **Head Coach and/Administration, set forth as policy or in the Student Handbook.**

CONDUCT

Athletes are representatives of Verona High School and at all times must present themselves in a positive and sportsmanlike manner. ***All athletes, spectators and coaches must show proper respect for opposing teams, their coaches and officials alike. Refer to the VBOE Safety and Civility regulation R3516.***

Bus behavior will be beyond reproach. Appropriate demeanor and reasonable volume must be maintained at all times. No abuse, distasteful or obscene language or unsafe actions will be permitted. ***All athletes are expected to arrive and return to the school as part of the team.*** The coach may allow a student athlete to return home from an away event **only after a parental release is submitted to the coach.** At this point, the parent of that child will assume all responsibility. At no

time are students allowed to drive themselves to or from athletic contests. ***We encourage all team members, whenever possible, to use the assigned school transportation. This promotes team unity, ensures proper supervision and allows for greater safety of our students.***

Hazing - Hazing is incorporated in New Jersey's Anti-Bullying Rights Act. VHS will not tolerate hazing of any kind to our student athletes. Students who disregard this rule are subject to suspension and/or expulsion from their team, as well as appropriate school consequences set forth by the Assistant Principal.

The following are some examples of hazing divided into three categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors because many are context-specific. While this is not an all-inclusive list, it provides some common examples of hazing traditions.

SUBTLE HAZING - Behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

Some Examples:

- Altering physical appearance (i.e., shaving of head or body hair of any type, dyeing hair, etc.)
- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr.," "Miss") while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

HARASSMENT HAZING - Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

Some Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

VIOLENT HAZING - Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Some Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate Protection

From Stop the Hazing web site: www.stophazing.org

In addition to the above-mentioned criteria, all athletes are expected to be alcohol-free, tobacco-free, and drug-free throughout their season **as per Verona Board of Education Policy.**

ATHLETICS CODE OF CONDUCT - Verona High School athletic events, whether on school grounds or held off campus, are school events conducted under the authority of the School District of the Board of

Education. Therefore, all policies, rules, regulations and procedures set forth in the NJ Department of Education, the NJSIAA, the School District of the Verona Board of Education and Verona High School apply at all VHS athletic events.

Verona High School reserves the right to remove from the building and premises any person who fails to follow the guidelines of good sportsmanship and acceptable conduct. In such cases, no refunds will be made and the privilege of attendance at future Verona High School athletic events will be forfeited.

Spectators are encouraged to cheer for their team. However, under no circumstances should negative comments and/or actions be directed toward either team, individual players, coaches, fans or referees.

A disqualified player or coach may not be present at any contest in that sport during the period of disqualification. Definition of not being present at the site means the disqualified player or coach is not to be present in the locker room, on the bus, on the sidelines, in the stands or site area before, during or after the game/meet.

Students must be in attendance for 4 hours out of the school day in order to participate in a practice or game.

ACADEMIC ELIGIBILITY – CREDITS - To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation, during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (Feb 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12-1/2% of the credits (15) required by the State of New Jersey for graduation, at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. Students should be aware of the significance of study hall with regard to the credit requirements for eligibility.

VHS INTERSCHOLASTIC SPORTS

FALL

Cheering
Cross Country (boys)
Cross Country (girls)

	Football
	Soccer (boys)
	Soccer (girls)
	Tennis (girls)
	Volleyball (girls)
WINTER	Basketball (boys)
	Basketball (girls)
	Cheering
	Ice Hockey
	Indoor Track (boys)
	Indoor Track (girls)
	Swimming
	Wrestling
SPRING	Baseball
	Golf
	Lacrosse (boys)
	Lacrosse (girls)
	Softball
	Tennis (boys)
	Track (boys)
	Track (girls)

INTERSCHOLASTIC ATHLETIC AFFILIATIONS

NJSIAA Group I
 Essex County Athletic Directors Association
 Super Essex Conference
 New Jersey Interscholastic Hockey League
 New Jersey Interscholastic Lacrosse League
 New Jersey Girls' Lacrosse League

CLUBS

Verona High School offers a number of extracurricular and co-curricular clubs for students to join. We strongly believe in the value of students becoming active members in one or more of the many clubs we offer. Many of our clubs are extensions of classroom learning, promote social awareness, or otherwise provide an avenue for students to pursue their interests. All clubs are supervised by a faculty advisor and all students are eligible to participate. Club meetings may be held before or after school hours or during the lunch period under the supervision of the club advisor. Students interested in starting a new club should seek the commitment of a faculty member to serve as an advisor and then present

a club proposal to the Principal. Please see the Verona High School webpage for a complete listing of our clubs along with relevant information pertaining to them.

MEDIA CENTER

The Verona High School Library – Media Center is the information hub of the school. Here students may research assignments with their scheduled class or independently. The Library-Media Center is a place for study or for recreational reading. Our online catalog allows patrons to search our print and non-print materials. Various computer programs assist students in their research and personal knowledge. During the school day a pass from a subject teacher is required. Students are encouraged to use the Library-Media Center before, after and during school hours.

It is the policy of the Verona Public Schools not to discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, affection or sexual orientation, marital status, religious affiliation, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further, state and federal protection is extended on account of disabilities, actual or potential parenthood, or family status in compliance with Title IX of the Educational Amendments of 1972, NJAC 6:4-1.1 et seq., and Section 504 of the Rehabilitation Act of 1973. Compliance inquiries may be directed to the Affirmative Action Officer. Grievance procedures for the handling of discrimination complaints are on file in each school.

HALL PASSPORT Name _____

Date	Time Out	Destination	Teacher

