

## Verona High School

### Student/Parent Handbook 2014-2015

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.

What you derive from your high school years is the direct result of what you put into them. As Edwin Gibbon, the noted author stated, "Every man receives two educations: The first from his teachers, the second...from himself." Verona High School clearly provides opportunities for both elements of your education. Rigorous programs instructed by an experienced and dedicated staff will provide ample opportunities for the first form of education. The second form of education will be met by your involvement and commitment to the challenge of high school in all of its aspects. These years can be the best in your life. Make the most of them for your good and the betterment of our school community.

Much Success,

Glenn J. Cesa  
Principal

David J. Galbierczyk  
Assistant Principal

#### **This school agenda belongs to:**

Name: \_\_\_\_\_

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## School Calendar 2014-2015

### 2014

September 1	Labor Day	School Closed
September 2	First Day for Staff	
September 3	Staff Prof. Dev.	Staff Only
September 4	School Opens	Full Session
September 24	Students	4-Hour Session
	Staff Prof. Dev.	PM
September 25	Rosh Hashanah	School Closed
October 16	Verona Family Night	
October 31	Students	4-Hour Session
	Staff Prof. Dev.	PM
November 4	Students	4-Hour Session
	Staff Prof. Dev.	PM
November 6,7	N.J.E.A. Convention	School Closed
November 26	Pre-Thanksgiving	4-Hour Session
November 27,28	Thanksgiving Vacation	School Closed
December 23	Pre-Holiday	4-Hour Session
December 24-31	Holiday Vacation	School Closed

### 2015

January 1,2	Holiday Vacation	School Closed
January 5	School Reopens	Full Session
January 19	M.L.King, Jr. Day	School Closed
February 13-17	Mid-Winter Vacation	School Closed
February 17	Staff Workshops	Staff Only
February 20 – <i>(beginning)</i>	PARCC State Testing	
March 14	Students	4-Hour Session
	Staff In-Service	PM
March 25	Verona Family Night	
April 3	Good Friday	School Closed
April 20-24	Spring Vacation	School Closed
April 27 – <i>(beginning)</i>	PARCC State Testing	
May 25	Memorial Day	School Closed
May 26,27	NJ Biology Comp. Test	
June 15,16,17	Final Exam	4-Hour Session
June 15,16,17,18,19	VHS Students	4-Hour Session
June 19	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 Delayed Opening Schedule, Senior Out-To-Lunch and leaving the campus during study hall are 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 973-571-2029, ext. 1016 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: 10 absences
- 2 Marking Period Course: 7 absences
- 1 Marking Period Course: 3 absences

**\*Every three (3) tardies 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, 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 half the period will be charged with a full absence in that course.

Students reporting late to school but BEFORE 8:15 a.m.: Report directly to their classroom.

Students reporting late to school AFTER 8:15 a.m.: Report to the Attendance Office.

**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. Students who fail to provide the Attendance Office with a signed note from their parent or guardian may be assigned disciplinary consequences. Parents are asked to verify the note with a phone call to the Attendance Office.

**CONSEQUENCES FOR UNEXCUSED TARDIES** - 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:** Office-Assigned Detention. Student must serve detention after school *on the same day the tardy occurred* from 2:45 p.m. – 3:10 p.m. OR serve detention *the following morning* from 7:25 a.m. – 7:50 a.m. Failure to serve detention will result in additional detentions. Repeated violations may result in additional consequences, including In-School Suspension and 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 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> 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 30<sup>th</sup> 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 contact the Guidance Office.

**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% of the final grade. The midterm and final exams are each 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-

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

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**GRADUATION REQUIREMENTS** - Local high school graduation requirements include completion of **120 credits** in courses 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 <sup>st</sup> 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 ( <b>must pass Phys.Ed. &amp; Health</b> )
Other requirement	Introduction to Digital Arts required for all 9 <sup>th</sup> grade students



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

**\*State Assessment Requirements:**

**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 November 19th. 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 B (83%) in all four marking periods.

**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 semester 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.

**CORPORAL PUNISHMENT** - New Jersey law prohibits corporal punishment. School personnel are granted reasonable and necessary use of force in the following situations:

1. To quell a disturbance threatening physical injury to others.
2. For the purpose of self-defense.
3. For the protection of persons or property.

**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. Distribution of publications next to school property is subject to the same rules governing other citizens' rights to distribute literature on public property. You are prohibited from blocking pedestrian traffic or the entrances to buildings. Publications distributed in school are subject to certain guidelines: material advocating disruption of school and partisan political literature supporting or opposing candidates for public election is prohibited.

**DRESS CODE** - VHS students are expected to attend school dressed in a manner which is not distracting to the teachers, staff or other students and which is not 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.

**FLAG SALUTE** - New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from those ceremonies, but you are required by law to stand and be respectful.

**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.

**LOCKERS** – Hall lockers and gym lockers are provided by the Board as a convenient storage area for students. Their provision does not confer on students any legitimate expectation of privacy in their use. The right may be revoked at any time for good cause. School officials retain the right to open and search school lockers with or without the knowledge or presence of the student or parent involved when the circumstances are such that the protection of life and property demand such action.

- Students are issued hall lockers and combinations. Personal locks put on hall lockers will be cut off.
- It is prohibited to have or to place in one's locker, or that of another, any items, which might be considered spontaneously inflammable or which would add measurably to a fire. Items in this category include gunpowder, gasoline, lighter fluid, etc.
- It is prohibited to have or to place on one's locker, or that or another, any alcohol or controlled dangerous substance such as marijuana, heroin, etc.

- It is prohibited to have or to place in one's locker, or that of another, any item which might be construed or used as a lethal device, items in this category include clubs, nightsticks, firearms, poisonous materials, etc.
- Requests for searches of school lockers shall be made to the Principal. The Principal, in consultation with the Superintendent, if possible, shall judge if the reason for request justifies the search. Any request for a locker search by municipal or law enforcement agencies must be accompanied by a duly authorized warrant unless the occasion for the search constitutes an emergency and the time required to secure a warrant would substantially increase the threat of danger. Occasions that would constitute an emergency include, but are not limited to, suspected presence of weapons, explosives or poisonous materials. Under all circumstances, the Principal or representative shall be present during the locker search. The student should be present as far as possible during the search and the student is accountable for the contents of his/her assigned locker.

Any material or object taken from the locker with or without the student present shall be labeled, protected and preserved if possible until a decision is made by appropriately constituted legal authority. Any student in whose locker illegal or questionable material is found will be permitted the opportunity to call a parent or guardian and, if that person is not available, any person of his/her choosing.

- It is imperative that the student's locker is locked at all times to secure the student's items. The school district is not liable for losses sustained by the student. If a lock is broken or damaged, the student should report it to the Main Office immediately.

**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** - 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. A review of students who are in danger of not graduating will be conducted at the conclusion of each marking period. **When VHS operates on a Delayed Opening Schedule, Senior Out-To-Lunch and leaving the campus during study hall are canceled.**

**PARKING - Only authorized senior students 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.

Students who are in violation of any of the parking rules will be disciplined by an administrator. Temporary or permanent loss of parking privileges

and/or other discipline may occur. Students parking their vehicles in the school parking lot must apply for and receive a parking permit. Parking permit applications are available in the Main Office. Permits will be issued **before** and **after** school, not during class time.

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.

Vehicles that are in violation of the parking policy may be ticketed by the police. It is not the scope of our ability or authority to void a summons. Disciplinary consequences will be assigned for each infraction of the parking policy. 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. All cell phones are to be turned off during school hours. Any cell phone that is on during school hours may be confiscated and could be returned to a parent or guardian only

**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. In addition to the automated system, the town horn is blown twice at 7:00 am and 7:05. Notification is also placed on TV News 12 NJ, Fox Channel 5, and radio WOR and WINS.

### **SCHOOL SECURITY DRILLS –**

- **Fire Drills** - Students and staff are to move away from the building to the other side of the driveway and return to class when the all clear is given. Emergency exit procedures are posted in each room. Students are to remain with their class during the fire drill.
- **Lockdown/Evacuation** - Students and staff will participate in school security drills on a monthly basis. School security drills consist of both lockdown and evacuation drills. Students are expected to follow the appropriate procedures directed by the teacher/staff member and remain with their class until the signal marking the end of the school security drill is given.

**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 will not be available through the parent portal.



**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. Exceptions may be made for unusual circumstances such as a student visiting from another country. Permission must be obtained from the principal.

**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**

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.**

**OFFICE ASSIGNED 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 from **7:25 a.m. to 7:50 a.m. Monday through Friday.**

**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**

**BULLYING AND HARASSMENT** – Bullying and Harassment of any kind is strictly forbidden. Violators will be subject to disciplinary action. State and Federal policy stipulates that all students should be able to attend school in an environment free from all forms of discrimination and harassment, including sexual harassment. Discrimination and

harassment, committed by any student is unlawful and will not be tolerated. 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 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.

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

**CLASS CUTTING** - On the occasion of the first class cut, 4 office assigned 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 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.). Students who are found to be in violation of this policy will be disciplined according to the following consequences:

- 1<sup>st</sup> Offense - 2 days of In-School Suspension  
Additional 15 day exclusion from competition/  
performance in co-curricular activities  
Parent will be strongly encouraged to follow through with  
recommendations from a tobacco dependence  
assessment program  
Attend required meetings with Student Assistance  
Counselor (SAC)  
The students will participate in a school approved  
smoking cessation program, reducing the penalty to a 1  
day in-school suspension and an 8 day exclusion from  
co-curricular activities. This program is an alternative to  
suspension. If the student does not follow through with  
the recommendations, the student will receive 2 days of  
in-school suspension and the 15 day exclusion from  
competition/performance of co-curricular activities. In all  
cases, the student must agree to attend a smoking  
cessation program before returning to school.
- 2<sup>nd</sup> Offense - 4 days in-school suspension  
Excluded from co-curricular activities for 3 months  
Complaint filed with the Verona Health Department  
and Verona Police Department  
Possible fine  
Attend required meetings with Student Assistance  
Counselor (SAC)  
Recommendations that the student return to a tobacco  
dependence assessment program for re-evaluation
- 3rd Offense - 3 days of Out-Of-School Suspension  
Excluded from co-curricular activities for one year  
2nd complaint filed with Verona Health Department and  
Verona Police Department  
Possible fine

Recommendation that student return to a tobacco dependence assessment program for re-evaluation

Any captain/student leader who violates school policy will forfeit all privileges and responsibilities of captain/student leader.

**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.

**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.

**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 will result in possible legal action or expulsion.

**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.

### **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

Examples of misconduct are listed in categories according to seriousness. Level I is least serious; Level IV is most serious. The list indicates the MINIMUM action to be taken by the school staff and administration, and it is intended to provide guidance. The gravity of any single offense or a repetition of offenses (whether or not the offenses are the same or different) may result in more serious punishment.

These levels of discipline have been designed to provide everyone with a base of information. No document can cover each and every violation or unforeseen incident that may take place. Therefore, when in their judgment it is necessary to go beyond the guidelines outlined in these levels, given unique and/or mitigating circumstances, the building administrators will use their discretion and authority in accordance with board policy and school law. Administrative action may also be taken for misbehavior after school hours or away from school grounds where that misbehavior is detrimental to student/school safety, discipline or property.

**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 punishment.***

**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.

**Punishment 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.)

***Punishment 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, 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 punishment. 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.***

## **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.

**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.

Attendance at Verona High School athletic events is a privilege, not a right. 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 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% 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 9<sup>th</sup> 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 members may be held before or after school hours 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 Mrs. Libby Skinner, Affirmative Action Officer, The Department of Special Services, 121 Fairview Ave., Verona, NJ 07044 (973-571-2029, ex 7512). Grievance procedures for the handling of discrimination complaints are on file in each school.*

**HALL PASSPORT**

Name \_\_\_\_\_

Date	Time Out	Destination	Teacher

# **HALL PASSPORT**

Name \_\_\_\_\_

Date	Time Out	Destination	Teacher









