



H.B. Whitehorne Middle School Student Handbook 2019 – 2020

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.

PRINCIPALS' MESSAGE

Dear Students:

Welcome to H.B. Whitehorne Middle School and to the 2019 - 2020 school year. You are an important part of our school community and we have great plans for you! At H.B. Whitehorne, you will have many opportunities to become outstanding scholars, role models and citizens.

At H.B. Whitehorne, your parents will be welcomed and encouraged to be participants in making educational decisions. You will find that students and staff members enjoy coming to school every day because exciting and important things are going on. You will make friends and feel appreciated and safe.

This handbook has been developed by the staff to help you to understand expectations and responsibilities. Your homeroom teacher will review some of the important information in this handbook, but **it is important that you read this handbook carefully** and keep it in a safe place. We have included the handbook in your planner so you can refer to it throughout the school year.

If you have any questions or concerns, you should ask your teachers, school counselor, Mrs. McNeal, or Mr. Galbierczyk.

Have a wonderful year!

Sincerely,

Mrs. McNeal & Mr. Galbierczyk
Principals

TABLE OF CONTENTS

HBW PBSIS Introduction	3
Schoolwide Expectations Framework	4
Schoolwide Expectations by Location	5
HBW PBSIS Owl Token System	6
Daily Bell Schedules	7
Contact Information	8
Visitors/School Security	8
Arrival and Dismissal Guidelines	8
Crossing Guards	8
Attendance Procedures	9
Attendance Policy	9
Makeup Work	9
School Counselors	10
Extracurricular Activities	10
Music Organizations	10
Student Council	11
Health Office	12
Media Center	12
Harassment/Intimidation/Bullying Policy	13
Affirmative Action	13
Disciplinary Procedures	14
Central Detention	16
General Safety	16
Fire Drills	16
Emergency Drills	17
Cafeteria	17
Assemblies	18
Cell Phone Policy	18
Prohibited Items	18
Backpack Policy	18
Dress Code Regulations	19
Physical Education Dress Code & Locker Policy	20
Care of School Property	20
Care of Personal Property	21
Lost Property	21
Grading System	21
Academic Integrity	22
Honor Rolls	22
Mid Marking Period Progress Reports	22
Report Cards	22
Teacher/Parent Conferences	23
Math/English Placement	23
Supplies	23
Homework Policy	23
Use of Technology Policy Statement	24
Student Use of Privately-Owned Technology Policy	25
School Calendar	25





H.B. Whitehorne Middle School PBSIS

This year at HBW our mission is to create a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing Positive Behavior Interventions Support in Schools, (**PBSIS**) a nationally validated framework for creating a positive school environment.

At HBW we refer to this approach as ***HBW Making WISE Choices***. PBSIS framework is associated with increases in positive student outcomes.

Our framework consists of three pillars of character:

Respect
Integrity
Open-mindedness

We are committed to cultivating an overall school environment where the student body and staff work together as a **TEAM** to foster good human beings by acknowledging, reinforcing, and rewarding positive behavior.

**HBW Students make WISE choices
everyday,
everywhere,
and in all types of situations!**



Our School-wide Expectations Framework Defined

Integrity	
Knowing the difference between right and wrong and doing the ‘right thing’ whether or not anyone is watching.	
Examples:	Non examples:
<ul style="list-style-type: none"> ● Listen when someone is talking to you ● Ask before touching or taking other people’s belongings ● Take into consideration other people’s feelings before you say or do something ● Cooperate with adult directions ● Clean up your area ● Use an inside voice ● Follow adult directions 	<ul style="list-style-type: none"> ● Take other people’s things ● Vandalize other people’s property (like writing on someone’s book) ● Walk away when someone is talking to you ● Disregard people’s requests to do something ● Disregard a procedure or routine that is established

Open-mindedness	
Valuing people’s differences and respecting their right to have their own opinion, habits and routines, even when you disagree.	
Examples:	Non examples:
<ul style="list-style-type: none"> ● Accept others’ opinion, even if you don’t agree with it ● Accept that other students may have habits, food or clothes different from yours ● Treat everyone fairly ● Learn about others’ cultures or backgrounds 	<ul style="list-style-type: none"> ● Make fun of what someone is eating or wearing ● Exclude other students from a conversation, game or activity because they are different from you ● Pass judgment ● Ignore cultural differences

Respect	
Showing consideration for the point of view of others and how your words and actions will affect other people.	
Examples:	Non examples:
<ul style="list-style-type: none"> ● Tell the truth ● Stand up for another student ● Ask for help ● Walk away when all the other kids are doing something you know is wrong ● Follow the rules even when no one is ilwatching 	<ul style="list-style-type: none"> ● Take something that is not yours ● Lie or mislead something into thinking something that is not true ● Leaving out important pieces of information because you may get in trouble or look back ● Blame others ● Break the rules because no one is watching



At-a-Glance: School-wide Expectations Defined by Location

<p>Auditorium</p> <ul style="list-style-type: none"> ● Be attentive and quiet during presentations ● Remain in your seat until dismissed ● Respect others' property ● Keep your area clean 	<p>Bathrooms</p> <ul style="list-style-type: none"> ● Get in and out ● Keep it clean ● Respect privacy ● Flush toilet and wash hands ● Report problems or unsafe situations
<p>Cafeteria</p> <ul style="list-style-type: none"> ● Stop, look, and listen when signaled ● Remain seated while eating ● Keep table and floor clean ● Respect cafeteria staff 	<p>Classroom</p> <ul style="list-style-type: none"> ● Be in your seat when bell rings ● Have class materials ready ● Raise your hand to speak ● Follow teacher directions ● Stay on task
<p>Digital Citizenship</p> <ul style="list-style-type: none"> ● Use approved sites only ● Follow teacher directions ● Treat equipment with care ● Report online bullying and misuse of technology ● Return all equipment 	<p>Locker Room</p> <ul style="list-style-type: none"> ● Change for class in a timely manner ● Stay in your assigned section ● Respect others' personal space and belongings ● Lock your lockers
<p>Hallways</p> <ul style="list-style-type: none"> ● Stay to the right ● Keep moving ● Go directly to your destination ● Keep your hands, feet, and objects to yourself 	<p>Recess</p> <ul style="list-style-type: none"> ● Travel safely between areas ● Share the space and equipment ● Report unsafe situations and injuries ● Return all equipment



HBW PBSIS OWL Token System

What are OWL tokens?

OWL tokens are wooden nickels that have our HBW Owl mascot/logo stamped on one side.

How can I get an OWL token?

Teachers and staff members will use the OWL tokens as a “reward system” to acknowledge when a student demonstrates one of our three pillars of Respect, Open-mindedness, or Integrity. See the examples of appropriate behaviors below.

What do the students do with the OWL tokens they have earned?

Students are to place OWL tokens in their designated OWL Grade bin which will be located in the cafeteria.

How will each grade-level class receive a reward?

Each bin will have a goal line taped on to it. As the grade fills their bin and reaches their goal, they will receive a WHOLE GRADE AWARD! Some possible whole-grade rewards include a bagel breakfast, pizza lunch, and ice cream social!

When will the grade-level classes receive the actual reward?

Grade-level rewards will be administered either on Owl Days or as a surprise to the class shortly after the reward has been earned. Owl Days will be held September 6, 2019; November 5, 2019; December 20, 2019; March 27, 2020; June 12, 2020.

Why are we doing this?

We believe that we all share the responsibility to motivate students to make contributions of time, talent, and skills to family, friends and the community through encouraging the development of self-awareness, empathy, moral obligation, knowing right from wrong, and internal control. This is best accomplished through a “TEAM” approach that includes teaching, enforcing, advocating and modeling the traits we value in our school: **Respect, Open-mindedness, and Integrity**. Character is developed over time and with the help of all members of the community. We are committed to providing explicit attention in supporting parents in their endeavor to raise competent, responsible individuals.

*HBW Students make WISE choices everyday, everywhere,
and in all types of situations!*



H.B. WHITEHORNE MIDDLE SCHOOL DAILY BELL SCHEDULES

Period	Full Day Bell Schedule	Delayed Opening Bell Schedule	Early Dismissal Bell Schedule
0	7:45 - 8:27	Band Cancelled	7:45 - 8:27
Homeroom	8:30 - 8:35	10:00 - 10:05*	8:30 - 8:35
1	8:39 - 9:24	10:09 -10:41	8:39 - 9:04
2	9:28 - 10:13	10:45 - 11:17	9:08 - 9:33
3	10:17 - 11:02	---	---
3L (Gr. 5 Lunch)	10:17 - 10:47	11:21 - 11:53	9:37 - 10:02
4A	10:51 - 11:36	---	---
4B	11:06 - 11:51	---	---
4L (Gr. 6 Lunch)	11:06 - 11:36	11:57 - 12:29	10:06 - 10:31
5A	11:40 - 12:25	---	---
5B	11:55 - 12:40	---	---
5L (Gr. 7 Lunch)	11:55 - 12:25	12:33 - 1:05	10:35 - 11:00
6	12:29 - 1:14	---	---
6L (Gr. 8 Lunch)	12:44 - 1:14	1:09 - 1:41	11:04 - 11:29
7	1:18 - 2:03	1:45 - 2:17	11:33 - 11:58
8	2:07 - 2:52	2:21 - 2:52	12:02 - 12:30
Dismissal	2:52 p.m.	2:52 p.m.	12:30 p.m.

*** For Delayed Openings, Doors open by 9:40 a.m.;**
Homeroom begins promptly at 10:00 a.m.



CONTACT INFORMATION

Administrators, teachers and staff can be reached by calling the school's main number - (973) 571-6751. They may also be reached by email. The standard email address is the first letter of the person's name followed by their last name @veronaschools.org

VISITORS/SCHOOL SECURITY

In an effort to provide for the safety of our students and staff all doors will remain locked for the duration of the school day. Anyone entering the building while school is in session will need to present a valid driver's license that will be scanned by a security database before being cleared to be buzzed in at the front entrance of the school. All visitors must wear a visitor's tag while in the building.

ARRIVAL and DISMISSAL GUIDELINES

Please do not drop your child off too early for school. We cannot ensure proper indoor and outdoor supervision until 8:10 a.m.

H.B.W. will open its doors at 8:20 a.m. every morning to receive students.

- Seventh and eighth grade students will enter through the front doors of the main building.
- Fifth and Sixth grade students will enter through the annex doors or the back parking lot.

On inclement weather days, arrangements will be made for students to wait in the cafeteria and gym.

- Seventh and Eighth Graders in the cafeteria
- Fifth and Sixth Graders in the gym

If your child is scheduled to meet with a teacher before 8:20 a.m., he or she should report to the main lobby with a signed pass from the teacher to be visited. If your child has a 0 period class, he or she will be allowed to enter the building at 7:35 a.m. All students entering the building before 8:20 should enter through the front doors. All other doors will be locked for security purposes.

Dismissal Guidelines: Dismissal is at 2:52 PM. Students are then free to quickly visit teachers, report to club meetings, or to attend any other after school activities. Students who are not involved in a supervised after school activity must leave the building by 3:00 PM.

Early Dismissal Policy: On occasion, the decision is made to dismiss school early due to weather or an emergency. Please visit the HBW website for details regarding Early Dismissal Policy procedures.

CROSSING GUARDS

There are four crossing guard posts for HBW:

- Gould Street at the Civic Center Driveway
- Bloomfield Avenue and Montrose Avenue
- Bloomfield Avenue and Lakeside Avenue
- Bloomfield Avenue and Grove Street

The four HBW guards are at their posts on all school days from 7:30 -8:30 am except when there is a delayed opening. On regular school days, the guards are at their posts at the end of the day from 2:45 to 4:15pm except for the Gould Street/Civic Center guard who is there from 2:45 to 3:45 pm.

On half days, the HBW guards are at their posts at the end of the day from 12:30 to 1:30 pm. On early dismissal days, the guards will be at their posts at the early dismissal time and remain there for one hour.



On a 10:00 delayed opening day, the HBW guards will be at their posts from 9:30 to 10:15 a.m.

ATTENDANCE PROCEDURES

Students who arrive late to school: Students who arrive after 8:30 are late and should report to the administrative assistant in the guidance area for passes to admit them to classes. Parents/guardians should call the attendance office or provide a written excuse when their child is late to school.

Reporting an Absence: Parents of students who will be absent should call the attendance office at (973) 571-6751, x 2017 and leave a voicemail message. Please provide the following information: Your child's name, homeroom and grade, reason for absence and, if necessary, a request for a return call from the attendance secretary

Upon return to school from an absence, students should have written excuses, dated and signed by parent or guardian explaining the reason for absence. Students are to present their written excuse notes to the attendance administrative assistant between 8:20 and 8:30 AM.

ATTENDANCE POLICY

Regular attendance at school is essential for students to make consistent progress and develop work habits needed to be successful in the future. **Any student absent for a class more than 18 days during a school year may be referred to a summer school program. An attendance committee, consisting of the principal, nurse, a student's guidance counselor, teacher, and other staff members will make the final determination.**

The following are examples of Cumulative (unexcused) Absences: Illness or injury (short term)*, Non-emergency doctor appointment, class cutting, truancy, family vacations, undocumented absences, non-emergency family situations.

* Personal illness or injury must be reported by parents and is considered an absence. This absence is cumulative and counted toward the 18 days described in this regulation (unless a doctor certifies illness or injury requiring a student be excused on an extended basis from school).

Non-Cumulative (excused) Absences: The Verona Board of Education permits non-cumulative absences from school for the following reasons: religious holidays, death in the immediate family, suspension from school, school-sanctioned activities, extended or chronic medical issue accompanied by a doctor's note.

MAKE-UP WORK

When pupils are absent they should make every effort to keep up with the work of the class. Students are required to make up any class work or tests missed as a result of any absences.

For short-term absences (three days or less): If a student's health conditions permit, students may elect to keep pace with their assignments by checking Google Classroom, their teachers' websites, or by inquiring about assignments via email with teachers. A phone call placed to a friend to learn the assignments for the day is another viable option.

For long term absences (four days or more): Pupils or parents should contact their child's school counselor or case manager to request homework assignments. The assignments may be picked up in the main office by the parents after 3:15 PM. If a student is to be out of school for two weeks or more, arrangements for home instruction will be made. When the student returns to school after the absence, the make-up work should be submitted to the teacher. It is the student's responsibility to meet with each of his/her teachers to determine if all of the required make-up work has been completed. Teachers will give the student a reasonable amount of time to complete any missing assignments.



A student who is excused from class to participate in music lessons, band, chorus, field trips, or other programs is expected to meet with the teacher of the class he/she has missed before leaving school that day. Students involved in these programs should keep up with their work on a daily basis.

SCHOOL COUNSELORS

The School Counseling Department's goal at HBW is to implement a comprehensive counseling program that will meet every student's needs on an academic, personal, social, and emotional level. Middle school years can be a very turbulent and confusing time for some preteens. Working in collaboration with teachers and parents, we are dedicated to ensuring that our students make a successful transition into this time of new beginnings and rapid growth. Our hope is that by the time our students leave HBW, they will have gained a heightened sense of responsibility, maturity, and the skills and tools needed to continue on their journey towards success in all areas of their life in order to become productive and contributing members of their community as well as society as a whole. The mission of the counselors at HBW is based on the ASCA (American School Counselor Association) National Model of Counseling.

Individual counseling or assistance is available to all students. Any student wishing to see a school counselor is free to visit the guidance area before or after school, between classes, or during the lunch period. Emergency situations will be handled promptly and the classroom teacher will be informed that the student is in the guidance area.

Students who visit the guidance area and find counselors busy or not available are requested to leave a note indicating that they wish to see a counselor, and then report to their regular scheduled class.

Parents who have concerns that they would like to discuss with the school counselors can reach them by contacting the guidance office.

EXTRACURRICULAR ACTIVITIES

HBW is proud to offer an array of clubs and activities for students after school hours. We believe that students benefit through engaging in extracurricular activities with their peers. Students and parents are strongly encouraged to review the list of clubs posted on our website and join clubs that are of interest. Do not hesitate to contact the club's teacher advisor with any questions.

MUSICAL ORGANIZATIONS

Interested students may participate in Chorus and/or Band at the Middle School during period 0. Period 0 begins at 7:45 AM and ends at 8:27 AM. If necessary, additional musical rehearsals will be scheduled during the school day for both band and chorus.

Performing bands/chorus will be scheduled to practice on a five day schedule as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
White Band - Aud. Gold Band - Rm 107	Jazz Band - Rm 107 HB Voices - Rm 115	Maroon Band - Aud. Gold Band - Rm 107	White Band - Rm 107 Acoustics - Rm 115	Maroon Band - Rm 107

Students in the band receive instruction on musical instruments during the school day. Sectional rehearsals of the instrumental groups are scheduled on a regular basis. Students perform in assemblies, concerts, and music festivals during the school year.



STUDENT COUNCIL

The Student Council is the governing body of the students at H.B. Whitehorne Middle School. The Student Council has a threefold purpose:

- To help students become more aware of the role they play in the community.
- To better the conditions of the school, both among the students and about the school.
- To raise funds for various student activities

Membership on the Student Council will be limited to those students who are officially elected to office. It is anticipated that the election process will begin during the first week of October when nominations will be accepted. Following nominations, dates for campaigning, a candidates assembly and finally, the general election will be scheduled. **Students seeking office will need to meet all campaign requirements on time based upon the established election calendar and obtain student council advisor approval on all campaign materials and speeches.**

Officers to be elected:

- President 8th grade student only
- Vice President 7th or 8th grade student only
- Recorder 7th or 8th grade student only
- Treasurer 7th or 8th grade student only

Each grade level will elect a class president. Each homeroom will choose a homeroom delegate to serve on the Council. The Council will therefore be comprised of approximately thirty members.

It is expected that all students who are nominated to serve as officers or as delegates to the Student Council will exhibit the following traits: courtesy, cooperation, dependability, responsibility, be concerned about the proper care of school property and be concerned about all of the students in our school.

Candidates for school office must have an average or better than average academic record and must earn and maintain a 1 or 2 in all citizenship grades. Students who were suspended during the current or previous school year are not eligible to run for office. All fifth graders are eligible to run unless they were suspended during the current or previous school year.

Council members who fail to maintain a 1 or 2 citizenship grade will be placed on probation. Council members who fail to maintain a 1 or 2 in citizenship for two consecutive marking periods will be excluded from the Council.

Also, students who have held office in previous years but missed two or more meetings without sending a representative in their place will not be allowed to run the following year. Students who are suspended during their term of office are automatically removed from the student council.

Nominations will be by petition only, and the nominating petition must contain the signatures of at least ten students who support the nomination of the candidate listed on the petition. Students seeking the office of recorder must also have the signature of their English teacher. Students seeking the office of treasurer must have the signature of their math teacher.

Meetings of the Student Council will be conducted as often as necessary.



HEALTH OFFICE

School Nurse

Mrs. Palmer serves as HBW's School Nurse. Her office is located on the first floor near the Music Room and across Room 108. **Students who become ill during the school day must report to their classroom teacher and obtain a written pass to visit the nurse.** Whenever the nurse is away from her office, all students requiring assistance must report to the main office.

The nurse will determine if the student is to be sent home and parents or guardians will be contacted to make all arrangements for the necessary transportation. **Students may not use their cell phones to call home if they are sick.** They should talk to the nurse who will make the determination and call home.

Accidents

An injury occurring during school hours should be reported to the nurse, a teacher or the office. An accident report will be filed in the student's health records. However, school insurance must be purchased by the parent in order for any type of medical coverage to be in effect.

Medication

Any student who requires medication during the school day is to leave the medication with the nurse in the morning and report to her office at the appropriate time. No student may take medication in school without a doctor's order provided to the school nurse.

MEDIA CENTER

Students are encouraged to use the school media center for reference work and reading for pleasure. Students are given both class and individual instruction on the location and use of all media center resources.

- a. The media center is open from 7:45 AM to 3:30 PM.
- b. The media center is fully automated for circulation and catalog research. Online databases enable students at each computer workstation not only to access the catalog, but also to utilize electronic databases for information. A multimedia computer workstation provides students the opportunity to work on individual or group presentations.
- c. Access to telecommunications is available in the media center. Online chats with experts, access to authors and scientists, and research to support curriculum are components of the media center's use of telecommunications.
- d. Students may visit the media center with their class under the supervision of the teacher. Groups of students may also be sent to the media center with passes. The passes are then filed in the media center while the students are working and then are signed by the media specialist when the students are ready to return to class.
- e. Books and magazines may be signed out for a two week period and may be renewed for an additional two weeks. Books in demand for certain class assignments are put on short term circulation. These books must be signed out after school for the specified loan period and must be returned before homeroom on the due date.
- f. Students may use the media center during their lunch period with a pass.



- g. The media specialist helps students find information for class assignments and offers help in selecting books to read for pleasure and reports. In addition, instruction is provided in information access skills.
- h. During the final weeks of the school year, fifth, sixth and seventh graders are encouraged to select or purchase books from their summer reading lists. These books are due back during the first two weeks in September. Students are also encouraged to borrow additional books to read over the summer.
- j. Author visitations are arranged to foster the reading-writing connection. These visits often provide students the opportunity to participate in writing workshops with noted young adult authors.

HARASSMENT/INTIMIDATION/BULLYING POLICY

Harassment, intimidation, and bullying are defined as any act, whether written, verbal, physical or via electronic communication, that is motivated or reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, mental or physical disability, or by any other distinguishing characteristic, that takes place on school property, at a school sponsored event, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances, will have an effect of harming a student or a student's property or placing a student in reasonable fear of physical or emotional harm to his/her person or property.
2. Has the effect of insulting or demeaning any student or group of students.
3. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students who are found to have engaged in harassment, intimidation, or bullying or to have retaliated against another student for reporting such actions, or made a false report of such conduct will be subject to discipline which may include conferences, detentions, or suspensions.

Student Reporting Procedures

- If you witness or have been a victim harassment, intimidation or bullying , please immediately inform any school personnel member who may include a teacher, a school counselor, school administrator or any other trusted adult that works at the school.
- One of the School Anti-Bullying Specialists or a School Administrator, will follow up on your report and will meet with you to clarify the details for an investigation and to ensure your safety.
- Parents of all students involved will be notified by the school principal or designee.

The full Board of Education policy and regulation (No. 5512) regarding harassment, intimidation, and bullying can be found on the district's website.

AFFIRMATIVE ACTION

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 heredity 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 Mr. Charles Miller, Affirmative Action Officer, The Department of Special Services, 121 Fairview Avenue, Verona, NJ 07044 (973) 571-2029 x7032. Grievance procedures for the handling of discrimination complaints are on file in each school. (Policy #2224)



DISCIPLINARY PROCEDURES

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 house 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,, refusal to follow directions given by an adult staff member, refusal to identify oneself, forging a parent’s signature, verbal confrontation, cutting class, misconduct in detention, and instances of HIB (harassment, intimidation, and bullying) 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, amending/falsifying an official school document, forging a parent or school staff member’s signature, destruction of school property, taking/posting pictures of school, staff, or students, destruction of property when on a school sponsored trip or destruction of the property of others, and continued and/or willful instances of harassment, intimidation, or 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, a combination of in or out-of-school suspensions, and/or a period of social probation. 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.

CENTRAL DETENTION

Central detention is assigned by the house principal to students who have been referred to the office for inappropriate behavior. The assigned detention is mandatory and has priority over all other before school obligations or activities. Detention begins at 7:50 AM and extends until 8:20 AM in room 112. Students are expected to use the thirty minutes constructively for school work.

GENERAL SAFETY

- Students should walk to their classes at all times, staying to the right side of the hallways and using the right hand doors. Running is prohibited since it is dangerous. Some very serious injuries have resulted when students have run in the past.
- All students must pass from one class to another by using the interior hallways of the building. Students are not permitted to go outside the building between classes.
- Students who annoy, tease, touch, or verbally abuse others are to be reported to school staff promptly. Parents will be notified and disciplinary penalties may be invoked.
- Students who ride their bicycles to school should be extremely careful and follow bicycle safety rules. Any student who rides his/her bicycle to school must wear a safety helmet. N.J. state law requires helmets to be worn by all bicyclists under fourteen years of age. Upon arrival at school students should place their bicycles in the bike racks in front of the school. Students are encouraged to lock their bikes for safekeeping.
- Students must not throw snowballs, push others, or engage in pranks when there is snow and/or ice on the grounds.
- Students who show a careless regard for the safety of others may be subject to disciplinary action.
- Scooters, skateboards and roller blades should not be brought to school. The school administration is concerned about students' safety to and from school. Students who bring skateboards, roller blades or scooters to school will have them confiscated and returned to their parents/guardians at the earliest opportunity.

FIRE DRILLS

Fire drills are conducted at irregular intervals to test fire signals and to practice emergency exit procedures. ABSOLUTE SILENCE is to be maintained at all times during the fire drill to prevent confusion and to receive emergency directions. Teachers will guide their pupils out of the building and, according to previously developed plans, will proceed in orderly lines to a safe distance away from the building. In the event a student is not with his/her group at the time the fire drill bell rings, he/she is to leave the building immediately and report to his/her assigned teacher and group as quickly as possible. Students in the media center are to remain with the media specialist or teacher in charge. There will be at least one fire drill per month.



EMERGENCY DRILLS

Emergency drills are conducted monthly at irregular intervals to practice the various procedures in place in the event of an emergency. These procedures enable the police/fire/emt departments to respond quickly and effectively to a non-fire emergency situations, while at the same time keeping the students safe in their classrooms. Additionally, practicing these procedures will prepare students and staff of the appropriate safety measures to take in the event of a threatening emergency situation.

CAFETERIA

Students may bring lunch from home or purchase a meal. Every student must report to and eat in the cafeteria. Students must not leave the school grounds at any time during the school day. Being in the cafeteria during the lunch period is as much a requirement of the students' daily schedule as being in any other scheduled class.

Students who bring lunches from home should place first and last names on their lunch bags.

Liquids in **glass containers** are prohibited. Fruit juice or soda in a can, thermos, plastic or cardboard container is permitted.

While using the cafeteria, all students are required to follow the rules of courtesy, good behavior, self-control and good table manners.

All students are to adhere to the following expectations in the Cafeteria:

- Stop, look, and listen when signaled.
- Remain seated while eating.
- Keep tables and floors clean.
- Treat and speak kindly to all students and adults.
- Students may not cut in line or have a place in line reserved by other students.
- No students will be permitted to go to their lockers once they arrive in the cafeteria.
- Any student who wishes to see a teacher after eating must present a pass from that teacher to the teacher in charge in the cafeteria.
- Students must ask permission from the teacher in charge to leave the cafeteria for any reason (e.g. restrooms, library, computer lab, telephone, nurse, etc.) Students must obtain passes before their lunch period in order to use the media center or computer lab.
- Each student is responsible for depositing leftover foods and refuse in the trash baskets, and leaving the table, chairs and floor clean. Students who do not keep their place clean will receive disciplinary consequences.
- All food and drink items including ice cream, cookies, pretzels, potato chips, fruit, and peanuts must be eaten before leaving the cafeteria. Food and drink are not permitted in classrooms with the exceptions of 5th grade snack and special events).
- When weather permits, students may proceed to the playground after being excused from the cafeteria by the teacher in charge. If it is a cold day, the students who wish to go outside **MUST** bring coats with them to the cafeteria. No students will be permitted to leave the cafeteria to get their coats during the lunch period. While outdoors, students are to stay away from automobiles and are to remain in the area where they can be observed by the teacher supervisors. When the bell rings or the teacher signals, students should return indoors.
- **Students who fail to follow cafeteria expectations may be assigned to a specific lunch location or may be excluded from the cafeteria.**



ASSEMBLIES

Assemblies are part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide a unique opportunity in school to learn large group audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience.

Students are to adhere to the following expectations during assemblies:

- ★ Be attentive and quiet during presentations.
- ★ Remain in your seat until dismissed.
- ★ Respect others' property.
- ★ Keep your area clean.

CELL PHONE POLICY

- Students are permitted to bring cell phones to school.
- **Students may only use cell phones under the supervision or with the permission of a staff member.**
- Students are responsible to ensure that their phones are **turned off and out of sight** before they walk into school in the morning and they should not turn them back on again until they leave the building for the day.
- Students may carry cell phones on field trips provided that they are concealed in a backpack, pocketbook or other container. HBW students on field trips are not permitted to use cell phones without the express permission of the staff member in charge.
- Students who are seen displaying or using a cell phone at any time without permission and the appropriate supervision will have their cell phones confiscated by the school representative and turned over to their house principal. **The cell phone will not be returned to the student under any circumstances. A parent or guardian must come to school to retrieve that cell phone.** Students may also face further disciplinary action if deemed appropriate.
- **Students found using their phones to take/post pictures or video of the school, staff or students will be subject to level 3 consequences (administrative detentions/suspensions)**
- Using a cell phone at any time during an emergency evacuation of the building is strictly prohibited.
- **Parents, please do not call or text your children during the school day. If you need to get them a message, please call our main office at 973-571-6751**

PROHIBITED ITEMS

Electronic games and devices, cameras, and mp3 players are not permitted during the school day. All electronic devices should be kept in the student's locker during the school day. Students who are seen displaying or using an electronic device at any time without permission and the appropriate supervision will have it confiscated by the school representative and turned over to their house principal.

Students are not permitted to possess or use laser pointers in school.

Weapons (including air guns) of any nature are not allowed in school or on school property.

Tobacco products, electronic smoking devices, and lighters are strictly prohibited from school premises.

BACKPACK POLICY

All student backpacks will be kept in the lockers for the entire day. Students will be permitted to visit their lockers between periods to retrieve their books for classes. A student may carry a backpack only with permission from an administrator.



DRESS CODE REGULATIONS

HBW believes that freedom of expression applies to students' school attire. We balance this freedom against a desire to maintain a school environment that is safe and conducive to learning. The attire chosen by a student is the responsibility of that individual and his/her parents or guardians. 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 objectives of Affirmative Action. When a student's appearance creates a disturbance or distraction from the learning process, the student will be referred to the office and will be given the opportunity to change into appropriate clothing if they have a change of clothes in school; otherwise, a student will be given a t-shirt, pair of sweatpants, shorts, etc. from the office supply. **HBW wants to cut down on the amount of time a student is out of the classroom (and the number of trips a parent needs to make to HB), so we will not contact a parent unless nothing is available for a child to change into.**

Implementation of the Dress Code

I. General Guidelines:

- Appropriate attire will be required at all school-sponsored events.
- Students may not wear items that advertise drugs, alcohol, tobacco, sex, nudity.
- No attire indicating gang relationships will be tolerated.
- No attire that presents a safety hazard is allowed (e.g. long spikes, chains, etc.)
- Footwear is required at all times. Flip-flops ARE permissible.
- The dress code applies to all students, male and female.

II. Pants, Skirts, Shorts, and Dresses:

- **All dresses, skirts, shorts, and skirts must be no shorter than 4 inches from the bend of the knee.**
- **Leggings may be worn under skirts, but skirts must still fall into the above category.**
- Large holes in clothing will not be allowed.
- Undergarments must not be visible.
- Pants should sit high enough on the waist so that they do not expose underwear when a student is sitting, walking, or bending down.

III. Shirts, Tops, and Dresses:

The following are NOT allowed:

- Tank tops
- Halter tops
- Tops that are off-the-shoulders
- Bare back tops
- See-through tops
- Additionally, none of the above should be worn in combination with the other. (e.g. off-the-shoulder top with a tank top).
- The midriff must be covered at all times. A shirt must be able to be tucked in completely when arms are raised.
- No undergarments (male or female) can be worn as outer garments.
- Tops that allow undergarments to be seen are not allowed.
- Necklines will be measured by placing the palm of the student's hand across the bottom of their own collar bone. The neckline cannot fall below the bottom of the student's hand. Any shirt or blouse that exposes cleavage is unacceptable at the middle school.

IV. Other

- Hats and caps must be removed when entering the building.



- Advisors and teachers who chaperone field trips will advise students of proper and appropriate dress for the trip or activity.
- Special announcements will be made concerning “new styles” and/or situations not covered in the above regulations.

If a staff member identifies a student with a dress code violation the following steps will be taken:

1. The staff member will handle the situation or refer it to the office.
2. In either case, a student will be asked if they have appropriate clothes to change into.
3. If a student does not have appropriate attire to change into, they will be given a t-shirt, pair of sweats or shorts to change into.
4. A student will return the borrowed clothes to the office at the end of the day.
5. If no clothes are available for the student, a phone call will be made home.
6. If a student consistently violates the dress code, a parent conference will be scheduled.

***** In order to minimize the amount of time that a student is out of class and to cut down on the times a parent is called to the school, HBW will make every effort to address the violation in a matter of minutes. Although a student may prefer to call home for his/her own clothes, he/she will not be permitted to do so unless absolutely necessary**

PHYSICAL EDUCATION DRESS CODE AND LOCKER POLICY

The students in Physical Education class will be required to make a change of clothes for the class period every day. Students need maroon, grey, or white shirts and maroon or grey shorts with an inseam of at least 5 inches. No writing is permitted on the back of the shorts. T-shirts must have sleeves and no inappropriate sayings should be written on either the shorts or the shirts. T-shirts must fall below the belly button.

Students need either cross trainers, running sneakers, or basketball sneakers for gym class. All laces must be tied from the top. No fat laces, board shoes, track sprinting shoe, or any other sneaker with a high platform is acceptable.

The wearing of jewelry in physical education classes is strictly prohibited since it is hazardous to the wearer and to other students. To avoid theft, students are responsible for making sure that jewelry, purses, and all other valuables are locked in their lockers before class begins. All purses and valuables should always be locked in the locker.

Students will receive a new gym locker at the beginning of each year. Students will need to provide their own locks. All gym locks should be Master brand combination locks with serial numbers. Please do not use letter or key locks for your gym locker.

Student lockers remain the property of the Board of Education and may be opened and searched for good cause. Each student is responsible for the safety of any school or personal property stored in his/her locker.

CARE OF SCHOOL PROPERTY

Textbooks and Equipment

All school property is provided by public funds and is a source of pride to the community; therefore, students must take special care not to damage school equipment, textbooks, or furniture. Students must not mark school furniture, walls, ceilings, floors or equipment with pens, pencils, markers, paint or any other instrument. Any student who willfully destroys or abuses school property will be referred to their house principal for disciplinary consequences.

Textbooks are supplied by the Board of Education. Each student is responsible for the care of the books assigned. When a pupil receives a book, his/her name should be written in the front of the book in the section provided. Books should be kept covered all year. Keep books where they belong. Do not leave them in halls, in the classrooms, or in the lunchroom. At the beginning of the school year, teachers and students review and record the condition of each book distributed. At the end of the school year, teachers examine the textbooks. Students will be charged a book fine



for excessive wear and tear on the book or if the book is lost. Parents are encouraged to note the condition of their children's books at the beginning of the school year so that if a fine is charged at the end of the year, there is no confusion.

Lockers

At the beginning of the year homeroom teachers will help students locate their lockers. In this locker students should keep their school books, coats and any materials they bring to school. Students may visit their lockers between periods to retrieve their books. Lockers should be kept neat and clean. They should not be defaced in any way. If during the year there is a locker problem, students are asked to report their problem to the main office.

The locker should be kept locked at all times. Students are to use their assigned locker only. **Lockers or lock combinations should not be shared. Students can only use school locks on their lockers.**

Student lockers remain the property of the Board of Education and may be opened and searched for good cause. Each student is responsible for the safety of any school or personal property stored in his/her locker. **Students are not to kick open their lockers at any time.**

STUDENTS ARE NO LONGER PERMITTED TO DECORATE LOCKERS FOR BIRTHDAYS/SPECIAL OCCASIONS.

CARE OF PERSONAL PROPERTY

Students should not bring valuable personal property to school without the permission of a teacher or administrator. When such property is brought to school, it should be given to the teacher or brought to the office for safekeeping. The school will not assume responsibility for any loss or damage to personal property.

Students should not bring excessive amounts of money to school. Students only need to have sufficient money to cover the cost of lunch. When it is necessary to bring extra money to school for family errands, shopping, field trips, bill paying, or any other reason, **the money should be checked with a school secretary upon arrival at school.** The secretary will place the money in an envelope and hold it in the safe until the student claims it at the end of the day. The same procedure applies to the care of jewelry and other valuables. Parents can electronically place money in their child's cafeteria account so the child does not need to bring cash to school. This service is provided by the food service vendor.

LOST PROPERTY

Very often students forget where they left valuables, musical instruments, money, lunches, articles of clothing, purses, and other items. **Such losses should be reported to the office immediately.** It is difficult to retrieve lost items if a lapse of time occurs. Students should check the Lost and Found (located in the main office and auditorium) at the first opportunity. All students who find lost items are required to submit such items to the office promptly. Failure to do so may result in suspicion of theft. Every effort is made to see that lost or misplaced personal property is returned to its rightful owner.

GRADING SYSTEM

Student grades are based on daily work (both oral and written), project completion and a variety of testing experiences. The following grades will be given quarterly in each subject:

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
F = Below 60	I = Incomplete	



Incompletes may be given to students who have missed a significant number of school days due to personal illness or other family emergencies. Make-up work must be completed within three weeks of the close of the marking period in order to receive a passing grade. Any work not made up by that date will be assigned a grade of zero and averaged in with the student's other grades from the marking period to calculate the marking period grade.

Students are also graded on the basis of their **citizenship**. Citizenship grades are based on: Courtesy, Cooperation, Dependability, Responsibility, and Care of School Property. Teachers use a rubric to determine a student's citizenship grade. The rubric includes the following categories:

- On time and prepared
- Respects peers
- Respects teachers/staff
- Demonstrates a level of concern for learning

The following are the citizenship grades given quarterly for each subject/class:

1. Demonstrates to an exceptional degree the desirable qualities of good citizenship.
2. Demonstrates in most situations desirable qualities of good citizenship.
3. Meets minimum standards of good citizenship.
4. Fails to meet minimum standards of good citizenship.

ACADEMIC INTEGRITY

Plagiarism and cheating of any kind is unacceptable and students are expected to consistently do their own work. Using someone else's words or ideas without acknowledging the source is plagiarism and will result in appropriate consequences, as determined by the classroom teacher and the student's principal.

HONOR ROLLS

To recognize outstanding scholastic achievement, we have established Honor Roll and High Honor Roll. The Honor Roll status recognizes those students who have earned grades of B- or above; High Honor Roll recognizes those students with grades of A- or higher. All grades are included in deciding Honor Roll recognition.

MID-MARKING PERIOD PROGRESS REPORTS

At the midpoint of each marking period, progress reports are completed in Genesis for parents to view. Progress reports may also be used to indicate areas of social, behavioral, and work habit concerns. Mid-marking notices are available for viewing and download on the following approximate dates:

October 10, December 19, March 9 & May 15

REPORT CARDS

Report cards are issued four times a year in order to keep the parents and students informed of academic progress. The marking system which is used is explained on the report card. Report cards will not be accessible to parents of students who have outstanding obligations. Report card dates can be found on the district calendar posted on the district's website. Report cards are available for viewing and download after 4 p.m. on the following dates:

November 18, February 5, April 15 & June 19



TEACHER/PARENT CONFERENCES

Conferences will be held once during the school year in November for teachers to discuss student progress. All 5th and 6th grade parents will meet with their child's homeroom teacher. Parents of 7th and 8th grade students will be contacted if a conference is required.

December 3,4, 5 (Dec. 4 is Evening Conferences)

MATH/ENGLISH PLACEMENT

There are specific criteria (classroom grades, standardized test scores and student work ethic) that enable students to be enrolled in specific levels of Math and English courses. Please note that teachers use specific criteria to make their recommendations.

At HBW placement is based on student performance and academic readiness. Not all students develop and/or display academic readiness at the same time in Middle School. The District believes in allowing students the opportunity to mature and develop without adding undue academic stress. Therefore, placement in accelerated courses at HBW is predicated on demonstrated performance, not student potential.

SUPPLIES

Supplies required for each class are posted on your child's team webpage on our school website. An assignment pad will be provided by the school.

HOMEWORK POLICY

It is believed that homework has a positive influence on learning and achievement. Board of Education policy recognizes the significance of the concept of homework in the educational experience of our students. The following regulations are guidelines for implementing the homework policy. These guidelines are cognizant of the middle school organizational structure and the specific needs of the middle school child. It is our hope to lead the child to self-sufficiency and develop the student into an independent learner.

Time allotments are established using a flexible range as a recommended guideline. It is realized that these ranges show a daily average. It is further understood that the term "average" is a relevant concept. Students that are high achievers may complete assignments much quicker than other students, just as low achievers may spend a greater amount of time on assignments than others. It is not the intent of these regulations, nor should anyone consider, to use a stopwatch approach to time allotments. These recommendations are:

- Grade 5 - 45 - 60 minutes daily
- Grade 6 - 45 - 90 minutes daily
- Grade 7 - 1 - 2 hours daily
- Grade 8 - 1 - 2 hours daily

Homework is provided by teachers in an effort to extend and reinforce the learning experiences which occur in the classroom. Homework may be varied to include both long term and daily assignments. Teachers will keep their long term and short term assignments on their websites. Teachers, students, and parents all share in the responsibility of making homework meaningful.



Use of Technology Policy Statement

The mission of the technology program for the Verona Public Schools is to ensure that students and staff are effective users of technology who can apply their technological skills in the content areas, preparing them for the twenty-first century. This mission recognizes the significant role of technology in the educational process as an essential tool for all academic instruction and an integral component of excellence in education.

With technology assuming an integral role in education and lifelong learning, it brings with it new levels of responsibilities that students and teachers have to themselves and to other members of the educational community. The Verona Board of Education is responsible for securing its networks and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making it accessible for authorized use by students and faculty. This responsibility includes informing students of expected standards of conduct and the disciplinary consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action, including but not limited to detention, suspension, or temporary or permanent revocation of user privileges, regardless of the success or failure of the attempt.

The Verona Public Schools' networks and computing systems are expected to be used exclusively for educational activities. The trust given each student and teacher is based on his or her developing the skills necessary to be an active and contributing citizen of the electronic community. These skills include an awareness and knowledge about information technology, the uses of information, and an understanding of the roles in the electronic community of learners.

Accordingly, the following guidelines have been established to help maintain a constructive learning environment:

1. Computers will be used for **educational purposes** only.
2. Students will use the computers in ways that demonstrate consideration and respect for both other students and school property.
3. Students will refrain from acts that waste resources or prevent others from using them, including but not limited to excess printing and unauthorized playing, viewing, or listening to music, games, and videos.
4. Students will comply with legal restrictions regarding the use of software and hardware resources. Duplicating copyrighted materials or any other violation of copyright laws is not permitted.
5. The use of instant messaging and social networking sites (Twitter, Instagram, Snapchat, etc.) are strictly prohibited without explicit **permission for educational purposes**.
6. Vandalism on computer hardware or software will result in severe disciplinary action. Parents or guardians will be financially responsible for willful acts of vandalism by their children.
7. No student shall attempt to compromise the security of an individual computer or the integrity of the network. Such activities will be treated in the same manner as vandalism.
8. The use of appropriate language on the computer is expected. Cyber threats or harassment of any kind will result in disciplinary action.
9. All computer activities will be consistent with and appropriate for the school setting.
10. Students are encouraged to have email accounts that may be accessed during school hours for **educational purposes only**.
11. No student is permitted to use his/her own credit card or a parent's credit card number purchase goods or services or for any other purpose on school computers.
12. Students shall treat all files of other students and teachers as confidential, examining the contents only when authorized by the owner of the file or a teacher. **No student shall reveal his/her password to any other student.**
13. Neither anonymity nor impersonation is permitted on school computers. Real names must be used for all school folders/files. Students are instructed, however, not to reveal personal information including name, address, phone number, etc. when information will be disseminated online.
14. Internet access is designed for educational purposes. The Verona Public Schools have taken precautions to eliminate inappropriate materials. Because it is impossible to restrict access to all inappropriate materials, the district cannot be held responsible for all materials acquired via the Internet.
15. Intentional efforts to circumvent the district's Internet security measures is prohibited including but not limited to any websites or software that allow for proxy avoidance and anonymous web surfing.
16. There should be no expectation of privacy by students of the materials stored in their network folders, or in electronic mail or Internet access.
17. No one is permitted to install software on Board of Education equipment without administrative approval.



STUDENT USE OF PRIVATELY-OWNED TECHNOLOGY POLICY

Students are permitted to bring their privately-owned technology devices (laptop computer, tablet, electronic reader, wireless telephone, etc.) for use during school hours under the following conditions:

- Use of privately-owned devices come at no expense to the district.
- Use must be approved by student's parent or legal guardian.
- A teaching staff member must approve a student's use of privately-owned technology.
- A student granted such permission must comply with the school district policies and regulations regarding acceptable use of computers and technology.
- The school district assumes no responsibility for the security of or damage to any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school.

For further information and details regarding the district's "Student Use of Privately-Owned Technology" Policy, please see District Policy number 2363 on the www.veronaschools.org website.

SCHOOL CALENDAR

The 2019-20 school calendar can be found on the www.veronaschools.org website.

*This Student Handbook has been designed to provide all students and parents with general information. Events and situations will occur that requires administrative action beyond what is outlined in this handbook. When such situations arise, staff and building administrators will take prudent and appropriate actions which are consistent with Board policy.

