

*Vernon Township
High School
Student/Parent/Guardian Handbook
2025-2026*



“The Vernon Township High School community will reach its maximum potential in a safe, nurturing, engaging, and challenging environment. Our aim is to provide an inspiring and supportive experience for all.”

VERNON TOWNSHIP BOARD OF EDUCATION

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DISTRICT ADMINISTRATION

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Superintendent of Schools

Raymond Slamb
School Business Administrator/Board Secretary



VERNON TOWNSHIP HIGH SCHOOL

Phone Number: 973-764-2960

Lindsay LeDuc Young
Principal

Nicholas M. Demsak
Assistant Principal/Acting Principal

Stephen A. Down
Assistant Principal

Rosemary Gebhardt
Interim Assistant Principal

DIRECTORS / SUPERVISORS

Vincent Gagliostro	<i>Director of Curriculum & Instruction</i>
William Foley	<i>Athletic Director, K-12 Supervisor of Health/Physical Education</i>
Karen Dever	<i>Human Resources Manager</i>
Russell Fay	<i>Director of Special Services</i>
Dr. Brian James	<i>K-12 Supervisor of Special Services</i>
Dr. Hollyce Schoepp	<i>K-12 Supervisor of STEM</i>
Nik Lasso	<i>K-12 Supervisor of Technology</i>
Joseph Van Kirk	<i>Director of Facilities</i>
Scott Waleck	<i>Director of Safety and Security</i>



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*An Overview of a A Day Rotational Schedule**

REGULAR DAY*			EARLY DISMISSAL DAY		DELAYED OPENING	
Block			Block		Block	
Student Arrival	7:00		Student Arrival/Breakfast	7:00	Bus Arrival	9:00
Warning Bell	7:10		Warning Bell	7:25	Warning Bell	9:10
Homeroom/Block 1	7:15-7:58		Homeroom/Block 1	7:30-7:59	Homeroom/Block 1	9:15-9:43
2	8:01-8:41		2	8:02-8:27	2	9:46-10:11
3	8:44-9:24		3	8:30-8:55	3	10:14-10:39
4	9:27-10:07		4	8:58-9:23	4	10:42-11:07
Science Lab A	10:10-10:35		NO UNIT LUNCH		Science Lab A	11:10- 11:35
Flex/Lunch *Warning Bell	10:10-11:03 11:00				Flex/Lunch *Warning Bell	11:10-12:03 12:00
Science Lab B	10:38-11:03				Science Lab B	11:38-12:03
5	11:06-11:46		5	9:26-9:51	5	12:06-12:31
6	11:49-12:29		6	9:54-10:19	6	12:34-12:59
7	12:32-1:12		7	10:22-10:47	7	1:02-1:27
8	1:15- 1:55		8	10:50-11:15	8	1:30-1:55
Student Dismissal	1:55		Student Dismissal	11:15	Student Dismissal	1:55
Buses Depart	2:00		Buses Depart	11:20	Buses Depart	2:00

- **Day A:** 1, 2, 3, 4, Unit Lunch, 5, 6, 7, 8
- **Day B:** 2, 3, 4, 1, Unit Lunch, 6, 7, 8, 5

Day C: 3, 4, 1, 2, Unit Lunch, 7, 8, 5, 6
Day D: 4, 1, 2, 3, Unit Lunch, 8, 5, 6, 7

2025-2026 VTHS REGULAR SCHOOL DAY ROTATIONAL SCHEDULES

DAY 1 (A)		DAY 2 (B)		DAY 3 (C)		DAY 4 (D)	
Student Arrival	7:00	Student Arrival	7:00	Student Arrival	7:00	Student Arrival	7:00
Warning Bell	7:10	Warning Bell	7:10	Warning Bell	7:10	Warning Bell	7:10
1	7:15-7:58	2	7:15-7:58	3	7:15-7:58	4	7:15-7:58
2	8:01-8:41	3	8:01-8:41	4	8:01-8:41	1	8:01-8:41
3	8:44-9:24	4	8:44-9:24	1	8:44-9:24	2	8:44-9:24
4	9:27-10:07	1	9:27-10:07	2	9:27-10:07	3	9:27-10:07
Science Lab A	10:10-10:35	Science Lab A	10:10-10:35	Science Lab A	10:10-10:35	Science Lab A	10:10-10:35
<i>Flex/Lunch</i> *Warning Bell	<i>10:10-11:03</i> 11:00	<i>Flex/Lunch</i> *Warning Bell	<i>10:10-11:03</i> 11:00	<i>Flex/Lunch</i> *Warning Bell	<i>10:10-11:03</i> 11:00	<i>Flex/Lunch</i> *Warning Bell	<i>10:10-11:03</i> 11:00
Science Lab B	10:38-11:03	Science Lab B	10:38-11:03	Science Lab B	10:38-11:03	Science Lab B	10:38-11:03
5	11:06-11:46	6	11:06-11:46	7	11:06-11:46	8	11:06-11:46
6	11:49-12:29	7	11:49-12:29	8	11:49-12:29	5	11:49-12:29
7	12:32-1:12	8	12:32-1:12	5	12:32-1:12	6	12:32-1:12
8	1:15- 1:55	5	1:15- 1:55	6	1:15- 1:55	7	1:15- 1:55
Student Dismissal	1:55	Student Dismissal	1:55	Student Dismissal	1:55	Student Dismissal	1:55
Buses Depart	2:00	Buses Depart	2:00	Buses Depart	2:00	Buses Depart	2:00

GENERAL INFORMATION

PHILOSOPHY

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

VTHS MISSION STATEMENT

The Vernon Township High School community will reach its maximum potential in a safe, nurturing, engaging, and challenging environment. Our aim is to provide an inspiring and supportive experience for all.

EDUCATIONAL GOALS

Vernon Township BOE Policy 2132

The board adopts the following state goals as applicable to the school district and high school:

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

STANDARDS OF BEHAVIOR

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

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

The Board of Education and Vernon Township High School values excellence and wishes to instill in pupils the desire to do their best in all things. The Board will recognize the outstanding achievements of pupils by means appropriate to the grade level of the pupil and to the nature of the accomplishment. Membership in the National Honor Society will be maintained and will follow the guidelines of that organization in selecting members from the pupils in this district. Other honor societies will be recognized as appropriate to membership requirements and student interests. Each graduating class will recognize the valedictorian and salutatorian according to class rank and grade point average calculations. The recognition of pupil achievement has been established based on fair standards for the recognition, assuring that all eligible pupils are offered an equal opportunity to meet those standards, and providing for appropriate recognition ceremonies and awards. The following ceremonies will be held, but not limited to: honor society inductions, senior scholarship awards ceremony, and graduation. Other forms of recognition will include, but not limited to: press releases, school messenger services recognition, school website features. Student academic achievement support programs will be made available to all students.

ACADEMICS

GRADUATION CREDIT and PARTICIPATION REQUIREMENTS

Please review [Vernon Township High School's Program of Studies](#) for detailed academic information

A minimum of 130 credits are required

Students must pass all required classes and meet all graduation/credit requirements in order to participate and walk in the graduation ceremony.

Required courses for Graduation

English	4 Years	20 Credits
Physical Education/Health	4 Years	20 Credits
Mathematics	3 Years	15 Credits
Social Studies	3 Years	15 Credits
Science	3 Years	15 Credits
Practical Arts	1 Year	5 Credits
Visual & Performing Arts	1 Year	5 Credits
World Language	1 Year	5 Credits
Financial Literacy	½ Year	2.5 Credits

FORMAL ASSESSMENT REQUIREMENTS FOR GRADUATION

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments.

NJ graduation requirements and pathways have been updated by the NJDOE and can be found here. If you have any questions please don't hesitate to reach out to your student's counselor. Please [click here](#) to access the NJDOE updated requirements. **Class of 2026 and beyond have not been updated by the NJDOE at this time.**

Note: Students receiving special education and related services, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

GRADING

1. Grades can be viewed through the Genesis Parent/Student Portal.
2. No student will receive a numerical grade less than 55 for the first time a student's earned average is below 55% in each course. This applies for the first three marking periods only. Fourth quarter grades and final exam grades will be recorded as earned.
3. The Health and Physical Education final grade will be combined. With this in mind, students will receive the actual grade earned during each marking period.
4. The numerical limit for letter grades will be:

Grade	Numeric Grade
A+	97-100
A	93-96
A-	90-9
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	0-64

INCOMPLETE GRADES

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

WEIGHTED GRADING SYSTEM

Class of 2026-2028- Advanced College Prep classes will be enhanced by a factor of 1.02. Honors classes will be enhanced by a factor of 1.06 and AP classes will be enhanced by a factor of 1.09.

It is important to remember that the purpose of enhancing grades based on the difficulty level of a course is for determining class rank. The Alpha Grade the student earns in each class will appear on the report card. Once enhanced, the grade then functions to reward students for taking challenging classes by increasing their numerical average GPA.

Class of 2029 and beyond.

NEW GPA Interval Table					
Grade	Numeric Grade	Unweighted/CP Courses	ACP	Honors	AP
A+	97-100	4.00	4.33	4.67	5.00
A	93-96	3.67	4.00	4.33	4.67
A-	90-92	3.33	3.67	4.00	4.33
B+	87-89	3.00	3.33	3.67	4.00
B	83-86	2.67	3.00	3.33	3.67
B-	80-82	2.33	2.67	3.00	3.33
C+	77-79	2.00	2.33	2.67	3.00
C	73-76	1.67	2.00	2.33	2.67
C-	70-72	1.33	1.67	2.00	2.33
D+	67-69	1.00	1.33	1.67	2.00
D	65-66	0.67	1.00	1.33	1.67
F	0-64	0.00	0.00	0.00	0.00

COLLEGE CREDIT COURSES

[Vernon Township BOE Policy 2426](#)

College credit programs are designed to expand and enrich academic opportunities to students, but not to replace Vernon Township High School graduation requirements. It is the policy of the Board of Education that any college credit course taken through a “credit bank program” at any college agency or other school agency is done so with the following stipulations:

1. Such involvement is entirely voluntary on the part of the student.

2. Taking “credit bank courses” or other college courses should have authorization by the student’s parents/guardians. Such courses are additional academic courses and are not within the content of high school requirements.

Receiving credit for such courses from an undergraduate institution is completely up to the discretion of that institution. It is therefore the responsibility of the student to research if the high school attained credits will be accepted by an intended college. Select schools may have an appeal process that is available if credits are initially rejected, only on a case-by-case basis.

DUAL ENROLLMENT CLASSES

Vernon Township High School has a partnership between Fairleigh Dickinson University, Rutgers University, Seton Hall University, Sussex County Community College, and Syracuse University. The partnership provides our high school students the ability to take college level courses as part of their regular school day. Upon successful completion of the course, students will receive college credit which may be transferable. Administration and faculty monitor the courses to ensure that instruction, curriculum, and grading standards in the concurrent courses are identical to those courses taught at the college level.

GIFTED AND TALENTED PROGRAM

[Vernon Township BOE Policy 2464](#)

Gifted and talented students possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities. Multiple measures that will be used to identify such students may include, but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent/guardian, student, and/or teacher recommendation; and other appropriate measures.

The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to gifted and talented students may include, but are not limited to: pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curriculum; distance learning; advanced classes; or individual programs infused into the student’s regular instructional program, provided that a written description of the infusion has been prepared and filed in the student’s record. The parent/guardian of any student identified as gifted or talented shall be consulted regarding any program designed to address the student’s particular needs.

HONOR ROLL

Students who excel in their academic studies will be selected for the honor roll according to the following criteria:

- Principal's Honors--an "A" (95% and above) **all** subjects;
- High Honors--an "A" (90%-94.99%) **all** subjects with one "B" allowed (85%-89.99%);
- Honor Roll--**all** "A's" and "B's" (85% and above) all subjects.

CLASS RANK

[Vernon Township BOE Policy 5430](#)

Grade Point Average (GPA) is determined by adding all course grades (after enhancement) times the number of credits per course and dividing by the total number of credits attempted. Class rank is determined by ranking the numerical average (GPA) of all the students in the same grade from

highest to lowest. The ranking includes all courses attempted and is cumulative. Class ranks for seniors will determine the speakers at graduation: Valedictorian and Salutatorian, in addition to the Class President. Beginning with the Class of 2027, class rank will no longer be calculated or published on a high school transcript. It will only be produced if requested by a college/university.

MIDTERMS

1. Midterm exams will take place on approximately the last two days of the second marking period and the first two days of the third marking. Please refer to our school website @ www.vtsd.com for the exact dates.
2. No homework is to be given during exam week and no projects or papers will be due during this time period.
3. The midterm will count as 1/10th of the final grade. The final exam will also count as 1/10th of the final grade.

FINAL EXAMS

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

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

HOMEWORK

[Vernon Township BOE Policy 2330](#)

The Vernon Township Board of Education acknowledges the importance and validity of work assigned to students for completion outside the classroom. Homework is a necessary extension of the instructional program of the school. The frequency and length of assignments is determined to a great degree by the nature of the material and concepts being developed in each particular unit of study within any given course and course level. Homework assignments may be given on a daily basis.

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

1. reinforcement and review of material covered in class;
2. completion of projects or assignments begun in class;
3. study and preparation for evaluative items such as tests or quizzes;
4. practice necessary skills or problem-solving techniques;
5. application of principles and concepts developed in class;

6. enrichment activities that supplement the material covered in class; and
7. introduce new material to be covered in class.

It is the responsibility of the student to contact his/her teacher to request homework via email and check Schoology or Google Classroom daily.

CHEATING/PLAGIARISM

Vernon Township BOE Policy 5701

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

****Generally, each incident will result in a penalty of zero for the assignment, quiz, test, or examination, and notification to the parent/guardian(s) of the incident so that by mutual efforts, the likelihood of recurrence will be reduced. School discipline will be imposed per administrative discretion.**

PHYSICAL EDUCATION EXCUSES

Gym excuses are to be issued by the school nurse. To obtain an excuse you must: 1) Have a note from a parent/guardian for a one or two-day excuse. 2) Have a doctor's note for three or more days. 3) **Bring your request to the health office before the first period.** 4) **Students excused from gym will not be permitted to participate in after-school activities of an athletic nature.** 5) Student(s) will be required to complete an academic assignment for each day the student is medically excused. For a one or two day medical excuse the academic assignment is to be completed during the physical education class period and handed to the physical education teacher at the conclusion of the class. Failure to turn in an assignment will result in a zero for the day. Repeated parental/guardian (adult student) requests for gym excuses may require a doctor's note.

JEWELRY IN PHYSICAL EDUCATION CLASSES

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

WITHDRAWAL FROM A COURSE

VTHS will have an Add/Drop window from August 20th - September 13th. **Please Note: Withdrawing from a course may impact Graduation.**

It is important for students and parents/guardians to realize that the school program and staffing are planned around the subjects selected by the students during the previous school year. It is also important to note that students will need 130 credits to graduate.

Changing courses after the academic year has started can be very disruptive to a student's schedule and may impact courses other than the primary one being adjusted. Elective course changes may not be permitted if they interfere with academic courses already scheduled. In addition, the administration may consider such factors as: minimum and maximum class size, teacher's total student load, and physical room size and district budgetary and staffing restrictions. For any approved schedule changes, the student is responsible for completing any missed work. The VTHS Program of Studies includes all information pertaining to course graduation requirements.

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

- To resolve schedule conflicts or correct clerical errors.

- Child Study Team recommendation.
- Response to Intervention (RTI)/ MTSS Committee recommendation.
- Teacher, subject supervisor and counselor agree that the selection of a course was inappropriate due to indicators such as previous coursework, standardized test scores or classroom performance.
- Student repeats a course taught by the same instructor he or she has previously failed (based on staffing ability).
- Administrative Directive.

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

Scheduling – Withdrawals

- For students who “waived” into a class or formally requested an AP or Honors class:
- *Students will remain in the course into which they have waived until at least the end of the 1st quarter.*
- *The earned grades will accompany them if they switch to another level of the course.*

PLEASE NOTE: Withdrawal from a course may impact athletic eligibility. You should consult the athletic director prior to withdrawal from a course.

CREDIT RETRIEVAL

Options for credit retrieval:

1. **Summer School.** A student may take the course(s) in which credit was lost due to failing grade(s) in summer school (if available), provided that the student remained in the course(s) for the entire year. Physical summer school programs have not been available in Sussex County in the recent past. There are many out-of-county options for students interested in attending a traditional summer school, and information regarding these programs will be available in the Counseling office as it is received in June. Typically traditional summer school programs are 3 weeks and will permit no more than 2 absences.
2. **Repeat the Course.** A student may repeat the course(s) in which credit was lost due to failing grade(s) or excessive absences and appeal loss during the next school year only. Credit for courses graded “LOC” (loss of credit) may be retrieved by not exceeding (9) unexcused absences for a semester course and (17) unexcused absences for a full year course. If a student is successful in regaining lost credits through the retrieval process but has already repeated the course, the higher grade earned in the two courses will be noted on the permanent record card and a grade designation of “N (Audit No Credit)” shall be noted for the other course. Credit is earned only once. If the student is unsuccessful in the retrieval process, the grade will be recorded as “55%”.
3. **Alternate Means.** With administrative approval, a student may take the course(s) in which credit was lost due to failing grade(s) through alternate means, such as accredited online courses which satisfy Board of Education and State of New Jersey requirements. Virtual summer school courses are available online through Vernon Township High School’s approved provider, EDUCERE. Educere is a custom web-based clearinghouse that provides credit recovery courses at the expense of the parent/guardian. Students will be provided with specific information upon notification of a failed course. Information is also available on the VTHS website.

CREDIT LOSS APPEAL

Students exceeding the state’s allowable absences must prove mastery in the subject and have a passing grade in the course in order to appeal a loss

of credit. Students can pick up an appeal form from the Assistant Principal's office/or Counseling office and must make an appointment with his/her school counselor to receive assistance in organizing and understanding the appeal process. Once all documents are in order and the appeal properly prepared, the appeal is presented to the Assistant Principal. The Assistant Principal will review the appeal and make a final determination in regard granting or denying the appeal. . (Please see pg. 18 for seat-time information)

PLEASE NOTE: Senior appeal applications will be given priority response due to pending graduation. Response to underclassmen appeals will be made at the end of each marking period and parents/guardians will be notified by mail.

Failure to appeal the loss of credits, or if a student is unsuccessful in his/her attempt to regain lost credits, may result in the "LOC" (loss of credit) being recorded as a "55%" and no credit is received for that class.

ATTENDANCE

[Vernon Township BOE Policy 5200](#)

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

To report a student's absence, please call 973-764-5950. Student absences should be called in before 9:00 am.

ABSENCES

In alignment with the New Jersey Department of Education, the Vernon Township School District does not distinguish between excused and unexcused absences, with the exception of school-imposed absences, [religious holidays](#), and/or documented college visits (limited to a maximum of three days per year for 11th and 12th-grade students).

Absences include full-day absences and partial absences from individual classes that result in ten minutes or more of the period being missed.

- **At the High School, attendance is counted per course taken.**
- **Students who arrive at school AFTER 7:15 am and do not sign in at the main office will receive a cut/absence for each class missed that day.** Any student losing credit due to excessive absenteeism will receive a grade of "LOC" (loss of credit).
- **Cuts are considered absences.**
- **A student must be at school for at least four (4) hours to receive attendance credit for that day.**

On delayed openings and half-days of school, students must remain in school for the entire day to receive attendance credit. Students who sign out before the end of the school day will be recorded as absent. This includes students who are on an early dismissal. Students cannot sign out other students, even with parental/guardian permission.

Annually, the Vernon Township School District must report to the New Jersey Department of Education the number of students who reach ten percent absence or 18 days of absence during the course of a full school year. Students who fit this category are considered chronically absent by the NJDOE definition. It does not matter if the absences are excused or unexcused. Doctor's and parent/guardian's notes are included as part of the 18 absences and are not excluded when determining chronic absenteeism.

1. A student will not be granted any credit in a scheduled course after his/her absences exceed the following limits:
 - a. Full-year course – 18 days
 - b. Physical Education/Health – 18 days
 - c. Semester [1/2 year] course – 9 days
2. Parents/Guardians and/or adult students are responsible for keeping an accurate record of the student's cumulative attendance.
 - When a student reaches 5 unexcused absences in a course, a letter will be sent to the parent/guardian of the student, indicating the 5 absences.
 - After 10 absences in a course, the student will meet with their school counselor to discuss the absences and sign an acknowledgment form for those absences. The student may be referred to the administration for further action, which includes a conference regarding absences, truancy, and the possibility of a loss of credit. The student will sign an acknowledgment form for those absences and a letter will be sent to the parent/guardian of the student, indicating the 10 absences.
 - Students who have 15 absences in a course will be referred to the administration for a conference regarding absences, truancy, and the possibility of a loss of credit., the student will sign an acknowledgment form for those absences
 - Once students receive 18 absences in a course, a letter will be mailed home indicating that the student lost credit and outline the appeal process that includes submission of a loss of credit appeal form signed by a parent or guardian.
3. Seniors who are in jeopardy of losing credit due to excessive absences will be notified via mail. A second notification, for seniors only, will be conducted midway through the 4th marking period. Parents/Guardians will be notified via certified/return receipt mail.
4. Loss of credit due to excessive absence/cutting may prohibit a student from advancing to the next grade level. Student-athletes risk being rendered ineligible should they lose credit for an excessive unexcused absence.

APPEAL PROCESS

1. Students will be given the opportunity to file an appeal in regards to excessive absences. As a district, we understand that there are many circumstances that warrant an appeal in credit loss due to absences, therefore this opportunity will be granted.
2. Seat-time will be offered to students who are at a loss of credit for an academic course that they are passing, and have not been granted credit retrieval through an appeal. This will allow students to regain their credits by making up missed class time.
3. Seat time can be completed after school or on Saturdays. A plan will be created by all stakeholders involved.

DOCUMENTED ABSENCES

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

Should it become necessary for appointments to be made concerning college interviews, driver's tests, medical or dental appointments, attendance at [religious services](#), etc., the school shall be notified in advance of such absences by written request from the student's parent or legal guardian.

Note: *Written verification for documented absences should be presented within one week of the final day of absence(s) in question.*

Even if an absence is documented, it is still considered unexcused according to NJDOE. The only exceptions are school-imposed absences (suspension), [religious holidays](#), and the aforementioned 3 documented college visits for 11th and 12th-grade students only.

MAKE-UP WORK MISSED DUE TO ABSENCE

Pupils are provided an opportunity to complete assignments missed because of their excused or documented absences. **Students who cut classes, who are determined to be truant, or are absent or undocumented, may not make up the class work, quizzes, or tests missed at the time of the cut, truancy, or undocumented absence.**

The time allowed to make up work that is missed for each day absent: a student has two days to make up his/her work. **This does not apply to work assigned prior to the absence.** Responsibility for arrangements to make up work lies with the pupil.

If the school does not hear from you, the school will make reasonable efforts to contact the parent or legal guardian. The school currently uses a school messenger system to contact parents or legal guardians regarding unreported student absences and/or school closings and/or emergencies. If a parent or legal guardian does not have access to the School Messenger System, he/she should notify the school.

TARDINESS TO SCHOOL

[Vernon Township BOE Policy 5240](#)

Unauthorized tardiness to school is a serious infraction of the attendance policy. Students entering school after 7:15am are to sign in at the lobby security booth for a pass to the first-block class. This will be recorded as a T7 (less than 10 minutes) and treated as a tardy. This pass is to be presented to the teacher whose class is being entered late. If a student does not present an acceptable note from his parent or legal guardian this will be recorded as an unexcused Tardy to School. Failure to sign in at the attendance office or to present a pass may result in the student not being admitted to that particular class due to improper entry into the building.

Generally, acceptable reasons for tardiness accompanied by a parent/guardian note include:

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

Students who arrive at school late (unexcused) will be subjected to discipline. Consequences are as follows:

- 3rd unexcused tardy: Formal warning/conference with Assistant Principal
- 6th unexcused tardy: Unit Lunch Detention/ Notice of action sent home
- 9th unexcused tardy: 3 hour- Extended Afterschool Detention
- 12th unexcused tardy: Saturday Detention
- Continued violations will result in further discipline including Loss of Driving and other privileges

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

NOTE: To receive credit for a day's attendance, tardy students must arrive by 9:55 a.m. on a full day and be present for the remainder of the day. In the case of early dismissal, students must be present at 7:05 a.m. and should not be released before 11:05 a.m.

SHARE TIME STUDENTS – ARRIVAL TIME

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

EARLY RELEASE FROM SCHOOL

[Vernon Township BOE Policy 5230](#)

The school system must undertake great care and concern for the security, safety, and well-being of the students in our care; therefore, your cooperation and understanding regarding the following regulations are greatly appreciated. The purpose of these regulations is to focus our mutual concern on the safety of children. Our school utilizes the Raptor Security System. The procedure for early release from school is as follows:

1. We require a written, signed request for early dismissal from the parent or legal guardian when the student comes to school in the morning. This should be submitted to the main office for verification.
2. In the event of some crisis or emergency, a phone call to us will expedite the matter.
3. In all cases the parent or legal guardian must present herself or himself at the door monitor desk in the front lobby of the school. We will not release the student to wait outside of the school.
4. Parent/Guardian will be scanned into our Raptor system using the student module. A valid driver's license is required. The door monitor will inform the office that the parent/guardian is picking up and the student will be called out of class and instructed to report to the lobby.
5. Parent/Guardian is required to sign the child out, including date, time, child's name, reason, and your signature.
6. Students will sign out of school in the Main office before meeting their parent/guardian in the lobby.
7. We will not release your child to anyone other than a parent or legal guardian. If there is a special circumstance and a designated agent 18 years or older comes to pick up the student, the release will only be made after we call the parent or legal guardian and verify the release in writing via email..
8. Under no circumstances will a student be released if the student does not identify and recognize the person who is there to pick up the student.
9. **Simply because a parent or legal guardian authorizes the early dismissal of a student from school does not mean that the student's absence from classes is excused.**
 - a. A student who leaves school early with a parent or legal guardian permission is documented as a signed-out absence unexcused ("SO7") until written verification of a valid, school board-recognized reason is submitted to the school in a timely manner to authorize the early dismissal. A signed-out absence unexcused is considered a cut, which requires disciplinary action. If a valid, school board-recognized reason for the early dismissal is submitted in a timely manner, the student will be considered signed-out excused (S7D)

Students who drive to school must adhere to the following protocols in order to dismiss early from school:

1. Seniors who drive to school and have a designated Study Hall at the end of a school day may leave early rather than attending the Study Hall as long as they:
 - a. Have a letter on file from parent/guardian that indicates such
 - b. Scan out in the main office to designate they are leaving
 - c. A student who leaves school early with a parent or legal guardian's permission is documented as a signed-out absence unexcused ("S7P") until written verification of a valid, school board-recognized reason is submitted to the school in a timely manner to authorize the early dismissal.
 - d. **On Early Dismissal Days and Delayed Opening Days, students must remain in the building for the entire day to meet the State Standard for Attendance.**
2. Students who drive to school and are 18 years old that need to leave early for a school board-recognized reason for early dismissal need to have a parent/guardian contact the school so school personnel can verify the reason.
3. Students, who are not 18 years old and drive to school and need to leave early for a school board-recognized reason for early dismissal:
 - a. A written note from parent/guardian that indicates the reason and date/time the student will need to leave:
 - b. School personnel will need to have verbal verification with the Parent/Guardian in order to allow the student-driver to dismiss early from school

Examples of valid, school board-recognized reasons for early dismissal include

- medical appointments that cannot be scheduled outside the school day,
- medical disability,
- motor vehicle driver's test,
- college visits,
- court appearances,
- illness/injury in which the school nurse and/or administration authorizes the early dismissal, and
- administrative approval for early dismissal based upon extenuating or exigent circumstances.

Senior Privilege Program

Please review our [Senior Privilege Document](#) for detailed information.

Vernon Township High School offers senior students the opportunity to report to school late if study hall rotates into the first period class of the morning; furthermore, students may also leave the high school campus before the end of the school day if study hall rotates into the last class of the day. ***This privilege is extended to seniors only.***

To qualify for this privilege, a senior must:

- Be on academic track for graduation in June 2026
- Have no suspensions
- Have no excessive number of tardies to school (6 per marking period)
- Have no excessive number of detentions (3 per marking period) (1 Saturdays)
- Have parent/guardian permission
- Be passing all courses
- Have not cut a class or study hall

Any senior who transports another student off school grounds without prior administrative approval and parental/guardian consent from both students' parents will lose this senior privilege. If a student fails to meet or maintain the above standards, their senior privilege will be revoked. The administration reserves the right to revoke a student's senior privilege at their discretion.

Should your child wish to remain in school until the normal dismissal time of 1:55 pm, they may report directly to their Study Hall.

Also, please note that on scheduled early dismissal days and delayed-opening days, students must remain in school the entire day in order to receive credit for the school day

Senior Open Campus Program

Please review our [Senior Privilege Document](#) for detailed information.

Vernon Township High School's Open Campus program allows senior students the opportunity to leave the school building and campus without adult supervision during the Unit Lunch period and during certain study halls that are part of a student's schedule. Students are responsible for their own behavior while off campus.

In order for seniors to qualify for this privilege, they must meet the following criteria:

- Seniors must be in good academic standing. Good Academic Standing is defined as:
 - Having earned enough credits to be considered a senior (90 credits).
 - Having and maintaining a 65 average or higher in each marking period. (If a Senior receives 65 or lower, Open Campus may be removed for the current marking period until the minimum grade is achieved.)

- In order to maintain Open Campus privileges, a senior must:
 - Submit an application form, with a parent's/guardian's signature, signed and releasing the school from liability. Students above the age of majority (18 years old) must sign this clause as well.
 - Limit tardies – open lunch privileges may be revoked once a student reaches 6 tardies in a marking period.
 - Limit detentions – open lunch privileges will be suspended once a student reaches 2 central detentions in a marking period. The privilege will be removed anywhere from two weeks to the entire marking period.
 - **Seniors who are marked Tardy to school will not be allowed to take part in the Open Campus Privilege for that school day on which they are tardy.**

All applications will be reviewed and eligible seniors will be notified by the principal's office. Once approved, seniors must adhere to the following guidelines to assist with the smooth operation of this privilege:

- Seniors will use their student ID cards to scan out of the building for Open Campus. This will take place at the main office only.
- Seniors will be allowed to scan out for lunch at two different times:
 - At the start of Unit Lunch – (10:07 am)
 - At the start of Block 4 if the senior has a study hall prior to their lunch – (9:24 am)
- Seniors must report back to campus on time. This includes two different times:
 - At the end of Unit Lunch – (11:00 am)
 - At the end of Block 5 if the senior has a study hall immediately after their lunch – 11:45 am
- Students must scan back into school and enter the school *through the main entrance lobby*.
- Students who return to campus late 10 minutes or less from Open Campus will be considered tardy. After one warning, students who are tardy in returning from Open Campus will have their privilege revoked for a week.
- Students who return to school 10 minutes or later will be considered cutting that class. These absences and or cuts will be counted within our Attendance Policy.
- Seniors not returning from Open Campus due to illness or emergency are responsible to have a parent/guardian notify the attendance office during the applicable open lunchtime. This immediate notification must come from the student's parents/guardians. Students who do not adhere to this policy will be considered truant for the time that they are not in school. The student will be required to bring in a parental/guardian excuse on the following day to substantiate the truancy. Excuses will *only* be accepted the next day; students who return without this excuse will be subject to our Code of Conduct and will lose Open Campus Privileges.
- **All Open Campus students returning to VTHS must enter the school through the main lobby entrance of the school.**

CODE OF CONDUCT

[Vernon Township BOE Policy 5600_Regulation 5600](#)

SUBMISSION OF PUPILS TO AUTHORITY

New Jersey Statutes Title 18A Education: #18A:37-1

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

INAPPROPRIATE BEHAVIORS

All students are expected to conduct themselves in a manner that is in the best interest of the school and its mission. Students shall not be permitted to interfere or prevent others from their right and privilege to an education. Inappropriate behavior will not be tolerated at Vernon Township High School as misconduct may interfere with the safety, academic advancement, and social well-being of students and staff. Below are examples of violations of the Student Code of Conduct.

DISCIPLINARY MEASURES

At the discretion of the administration, the following consequences may be imposed for inappropriate behaviors:

- Restorative Practices/Warning/Conference
- Temporary removal from the classroom
- Lunch Detention
- After-School Detention
- Saturday Detention
- Activity Removal (athletics, extracurricular activities, driving/parking, Senior privileges etc.)
- In-School Suspension
- Out of School Suspension
- Other disciplinary measures deemed appropriate by the administration

Varying Factors for Determining the level of infraction and significance of misconduct and issuing of appropriate Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behavior(s);
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

*All code of conduct violations are addressed through progressive disciplinary practices

Sample Violations of Code of Conduct

<i>Levels I to II (1 - 5 Penalty Points)</i> • 2nd offense for conduct infraction • Bus Disturbance • Cell phones/technical device violation • Dress Code violation • Failure to scan in/out of designated areas/Failure to have ID • Failure of student drivers to sign in vehicle • Inappropriate behavior/language • Unauthorized use of audio/smart devices, airpods, ipads, video etc • Unauthorized driving • Willful disobedience • Unauthorized Tardy to School	<i>Levels II to III (3 - 7 Penalty Points)</i> • 3rd offense for conduct infraction • Academic Dishonesty • Being in an unassigned/unauthorized area • Cease and Desist Violation • Class Cut • Cut Detention • Disrespectful/Disruptive Behavior • Driving/parking violation • Failure to sign in when late to school • Late to Class • Leaving classroom/assigned area without permission • Misconduct • Obscene/offensive language and/or gestures • Verbal Altercation
<i>Levels III to IV (5 - 25 Penalty Points)</i> • Subsequent offense for conduct infraction • Cheating/plagiarism • Forgery • Gross Misconduct • Intimidation/harassment/bullying • Insubordination • Leaving school grounds without permission • Physical conflict between students • Profanity directed at a faculty/staff member • Racial/Bias Incident/Remark • Reckless behavior • Safety Concerns • Smoking/vaping: Use or possession of tobacco/nicotine/e-liquids/e-cigarettes/vaping device • Stealing/theft • Tampering with School Property • Threatening actions/gestures/words • Taking/Sharing/Sending inappropriate texts/video/pictures • Unwanted physical contact • Use or possession of unauthorized/unapproved substance • Vandalism	<i>LEVEL V -(Automatic Placement onto Activity Removal List)</i> • Assault on student or staff member • Conducting a false alarm/bomb threat • Drug/alcohol use and/or possession • Fighting • Failure to comply with administrative directives • Possession and/or use of fireworks • Possession of a weapon • Terroristic threat • Theft to include extortion/blackmailing

LEVEL OF VIOLATION	<u>Minimum Action</u>	<u>Maximum Action</u>
Level I	Restorative Practice/Peer Mediation/Reflective Conversation/Student Warning	Unit Lunch Detention
Level II	Unit Lunch Detention	Three-hour Detention Parent/Guardian conference Placement on Activity Removal List
Level III	Three-hour Detention Parent/Guardian notification	In-School Suspension Restitution-if appropriate Parent/Guardian conference Placement on Activity Removal List
Level IV	Three-hour detention Parent/Guardian notification	Out-of-School Suspension Parent/Guardian conference Placement on Activity Removal List
Level V	Out of School Suspension Parent/Guardian conference Placement on Activity Removal List	Out of School Suspension Parent/Guardian conference Police report may be filed Placement on Activity Removal List

PENALTY POINTS

In addition to disciplinary consequences given due to code of conduct violations, students will accrue penalty points on their conduct record which are tied to the level of code of conduct violation and accumulate throughout the year.

For example, a cell phone violation (1st offense) would be 1 point, whereas a cell phone violation (2nd Offense) would be 3 points.

If a student accumulates 25 penalty points for the school year they will be placed on the Activity Removal List, which reduces students' ability to participate in extracurricular/athletic activities, be granted senior privileges, driving privileges, attendance on field trips, school events, student dances/proms, graduation/senior activities, etc.

In addition students with excessive unexcused absences and failures in academic courses will incur penalty points at the conclusion of each marking period based on the below chart:

****Any student who ends the school year on the Activity Removal List will begin the following year on the ARL for 2 weeks.**

Viking Redemption

Students have the opportunity to reduce penalty points in two ways:

- 1) Completing additional time in detention
 - Extended 3 hr detention equates to a reduction of 3 penalty points
 - Saturday Detention equates to a reduction of 5 penalty points
 - *These detentions are in addition to administrator imposed consequences due to violations of code of conduct.*
- 2) When a student has no code of conduct infractions or unexcused tardies to school, two points per week will be deducted from the student's current tally of penalty points.

ACTIVITY REMOVAL

Academic Failures and Excessive Absences (Truancy) Penalty Points (P.P.)		
Marking Period	Academic Failures	Excessive Absenteeism (Truancy)
1- MP1 9/4/25 - 11/5/25	+3 P.P for every course failure at conclusion of MP1	+2 p.p per absence > 4 unexcused absences
2 - MP2 11/6/24 - 1/26/26	+ 6 P.P for every course failure (S1 average)	+2 p.p per absence > 8 unexcused absences
3 - MP3 1/27/26 - 4/2/26	+9 P.P for every course failure at conclusion of MP3 (Y1 average)	+2 p.p per absence > 12 unexcused absences
4- MP4 4/3/26- 6/17/26	+12 P.P for every course failure at conclusion of MP4 (Y1 average)	+2 p.p per absence > 17 unexcused absences

At Vernon Township High School, we believe that a positive and disciplined learning environment is essential for the academic and social growth of our students. Discipline in school not only fosters a safe and orderly atmosphere, but also cultivates a sense of responsibility, respect, and self-control in our students. By working together to uphold high standards of behavior, we can ensure that all students have the opportunity to thrive and succeed in their educational journey.

In an effort to maintain the safe and orderly atmosphere, a points system is implemented that requires students to remain below a specific number of penalty points in order to participate in extracurricular activities and take advantage of certain privileges. The guidelines below are in addition to the broad, discretionary authority of VTHS Administrators and staff to maintain safety, order, and discipline within the school community. These guidelines support, but do not limit, the school's authority. ***Please note that VTHS Administrators reserve the right to exclude/remove students from activities at any time.***

Negative behaviors warrant administrative action, restorative and/or punitive action. The following actions by any student may result in being removed from certain activities, such as extracurricular activities, field trips, dances, proms, driving privileges, or graduation ceremonies, etc. The administration reserves the right to review cases on an individual basis.

Actions that warrant removal from participating in school sponsored activities include, but are not limited to:

1. Excessive unexcused absences or tardies to school or class(es)
2. Disciplinary referrals / Code of Conduct violations
3. Failing marking period grades in academic classes
4. Outstanding obligations/fines

DETENTION

When serving detention, students are expected to arrive on time, sit in the assigned seat, remain quiet, not sleep or rest their head on the desk, and follow the instructions of the detention supervisor. **Absence on the day of a scheduled detention does not eliminate the detention. Misbehavior in detention will result in further disciplinary action. Failure to complete an assigned detention will result in further disciplinary action.**

Lunch Detentions

Students unwilling or unable to be cooperative and behave may be assigned to the lunch detention room for one or more days.

Students will eat lunch in that room. **No phones or chromebooks will be utilized during lunch detention**

One-Hour Detention

A one-hour detention is a disciplinary period after school hours. It is assigned for infractions of the discipline policy when warnings and reprimands have not corrected the behavior. The designated time is 2:15 – 3:15 p.m. After 3:30 p.m., students may then get a ride home from a parent/guardian. It should be served upon return to school.

No Food is allowed during a one-hour detention. Chromebooks are allowed for school work purposes. The use of cell phones is not allowed.

Three-Hour Extended Detention

Certain serious breaches of school policy, and students that repeatedly violate school rules may require a three-hour extended detention. The designated time is 2:15-5:15. Students may get a ride home from a parent/guardian

No Food is allowed during a three-hour detention. Chromebooks are allowed for school work purposes. The use of cell phones is not allowed.

Saturday Detention

Certain serious breaches of school policy, and students that repeatedly violate school rules may be assigned a Saturday detention. They must report to the main lobby (to be met by the detention supervisor) by 8:00 a.m. bringing enough schoolwork to keep productively occupied for four hours.

Students that fail to attend, are disruptive, or are removed from Saturday detention will meet with the Assistant Principal the following Monday to determine the next step in the disciplinary process. There will be no Saturday Detention if school is closed the previous Friday. If there are threatening weather conditions, or exceptional circumstances, students will be notified via email by the Assistant Principal/designee. Cutting a Saturday detention will result in a one-day in-school suspension. ***A doctor's note will be required to be excused from a Saturday detention.***

Transportation to and from Saturday detention is the responsibility of the student/parent/guardian.

All Detentions

Student's employers need to be notified by the student of detention obligations so their work schedule can be adjusted. **The school has no obligation to reschedule a detention to accommodate a student's work schedule.** The upcoming Saturday detention date will be used to meet any requests for

a change of detention date.

IN-SCHOOL SUSPENSION- The Alternative Learning Center (ALC)

Students assigned to the Alternative Learning Center (ALC) as an assigned In-School Suspension and will be supervised by faculty members while completing assigned work in the ALC. Uncooperative students or students that cannot maintain appropriate behavior will be subject to an Out of School Suspension. Students will eat lunch in the ALC room.

Restorative justice activities to address student behavior and support student wellness will be conducted. Students will have the opportunity to meet with their counselor and/or case manager.

STUDENT SUSPENSION / EXPULSION

According to statute 18A:37-2, any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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

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

All out-of-school suspensions will culminate with at least one day in the ALC.

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

CELL PHONES/PERSONAL ELECTRONIC DEVICES

The use of cellular devices in the classroom setting is not permitted. At the start of the school day, students will be given the opportunity to place their electronic cellular devices in their assigned locker. If a student does not place their cellular device in their locker, the phone should not be visible at any point during the class period. The use of cellular devices (including smart watches) are only permitted during unit lunch. They should not be seen in the hallways.

If a student utilizes their cellular device outside of the lunch block, the following procedures outlined below **will** occur. At no point will the student be removed from the classroom setting, unless there is an additional Student Code of Conduct violation that warrants such a removal.

1. The student will be required to hand their cellular device to the classroom teacher. **Failure to do so will result in an additional Student Code of Conduct violation.**
2. The teacher will submit the device, along with a referral, to the main office. The cellular device and the referral will then be turned over to the building administration.
3. The student and building administration will conference regarding expectations and the student will receive their cellular device back at the end of the school day. This will be documented in Genesis as a First Offense - Warning/Conference. ***It is the student's responsibility to retrieve their phone from the main office at the end of the day.***

Subsequent Offenses: If the student repeats a cellular device offense in any class after the original offense, the matter will be handled through progressive discipline procedures in the VTHS Code of Conduct. A parent pickup will be required in order to obtain the cellular device.

In Addition:

- Smartwatches may be worn during instructional time. If Smartwatches are being used inappropriately, the student will be asked to remove it. Students may be asked to remove Smartwatches during an assessment or graded assignment.
- Listening devices (headphones, earbuds and/or airpods) are not permitted in the hallway or in the instructional classroom. Listening devices (headphones, earbuds, and/or airpods) are permitted in the classroom at the teacher's discretion when used for educational purposes. The use of listening devices may inhibit a student's ability to hear/follow directives from faculty and/or in the event of an emergency alert or alarm.
- Students will be allowed to utilize one earbud/airpod during unit lunch. This is to ensure that the student has the ability to hear/follow directives.

Expectations for Parents / Guardians:

- Since students will not have access to their cellular devices during the school day, please call the main office, should you need to speak to your child and/or have a message relayed to your child. Thank you for your understanding and cooperation.

CUTTING OF CLASSES

New Jersey school attendance laws are violated whenever a student is truant, or whenever a class is cut. Truancy is defined as an unauthorized absence from school. A cut is defined as an unauthorized absence from class.

- Truancy is equivalent to one [1] class cut/absence for each class missed.
- Truancy charges may be filed with the Municipal Court when a student (s) is truant.
- **Three tardies [less than 10 minutes to any class] constitute a class cut/absence.**
- **A tardy [exceeding 10 minutes to any class] constitutes a class cut/absence.**

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

Any discrepancy identified between student attendance and the daily attendance list should be sent to the attendance office no later than 2:09 p.m.

that same day. Any student cutting class will be referred to the Assistant Principal. All cut slips will be checked and the appropriate disposition will be made. Any class cut will warrant no opportunity to make up missed class work, quizzes, or tests.

The procedure regarding class cuts shall be as follows:

<i>Infraction</i>	<i>Disciplinary Actions</i>	<i>Restorative Actions</i>
1st Cut	1 hour detention	Conference with Assistant Principal Parent contact
2nd Cut	3 hour detention	Conference with Assistant Principal Conference with School Counselor/Case Manager/Student Notice of action sent home
3rd Cut	Saturday detention	Conference with Assistant Principal Conference with School Counselor/Case Manager/Student/Parent Notice of action sent home
Subsequent Cut	Saturday detention <i>*Loss of credit in course</i>	Conference with Assistant Principal Notice of action sent home

TARDINESS/LATE TO CLASS

Any student reporting to class after the bell has rung is considered late to class. In certain isolated situations, the student may be admitted "excused" if he/she presents a pass from a staff member. Otherwise, it is an unexcused tardy/late to class.

Unexcused tardies fall into two categories:

1. More than 10 minutes of a class missed due to an unauthorized tardy/late will be recorded as a class cut/absence.
2. Ten minutes or less of a class missed due to an unauthorized tardy/late will be recorded as Late (L).
3. Should a student accumulate three Late marks in a class, a class cut/absence may be recorded.

Administration runs periodic reports regarding student lates to class and will meet with students concerning excessive lateness to academic courses.

In general, when meeting with students in addition to restorative practices and support with counselors/case managers, every 3 lates to class equates to one hour of detention.

DRESS CODE

[Vernon Township BOE Policy 5511](#)

It is expected that the students of Vernon Township High School will exercise good judgment, taste, and discretion in determining what to wear to school. For complete information, please refer to the BOE policy on the district website.

Prohibited clothing and articles:

- Shorts/skirts shorter than mid-thigh
- Torn jeans that reveal skin above mid-thigh
- Shorts, pants positioned below the waistline
- Tube tops/halter tops/spaghetti strap tops or revealing/low-cut tank tops
- Shirts that reveal any part of the middle section of the body
- Tank tops with very deep armholes
- See-through mesh shirts
- Pajamas
- Any garment, accessories, footwear (high heel/platform shoes, slippers, etc.) which could be determined as unsafe
- Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system
- Sunglasses, hats, bandanas, hoods, visors, or any head covering (except for religious reasons with administrative approval)
- Any clothing containing profanity or obscene/offensive references or gang affiliation
- Undergarments that can be seen through blouses, shirts, pants, skirts and/or are visible
- Anything deemed a disruption or distraction to the educational climate of the building

HARASSMENT, INTIMIDATION AND BULLYING

[Vernon Township BOE Policy 5512](#)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in the school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act or any electronic communication, that takes place on school property, at any school-sponsored function, or on a school bus. Electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet, etc. Any act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to

his/her property; or that has the effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation or bullying.

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

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

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

STUDENT ALCOHOL / DRUG / SUBSTANCE ABUSE

[Vernon Township BOE Policy 5530](#)

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

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

New Jersey Statutes Annotated Title 18A:40A

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of a controlled dangerous substance as defined in P.L. 1970, chapter 226, section 2 (C. 24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous

system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in P.L. 1965, chapter 41, section 1, (C. 2A:170-25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and to the Principal or, in his absence, to his designee.

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

Due to the safety concerns involved with a student to potentially be in possession of an unauthorized substance, accompanying the concern that the student may be currently under the influence of drugs/alcohol, the student will be subject to a reasonable search including the use of a hand-held metal detecting wand to ascertain if student is potentially in possession of a substance delivery device.

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

According to [Vernon Township BOE Policy/Regulation 5530 "Substance Abuse"](#) In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. **A student cannot come back to school until all recommendations pertaining to the evaluation are attended to.**

No legal action can be taken against anyone involved in enforcing 18A:40.

Any person under the legal age to purchase alcoholic beverages who possesses or consumes any alcoholic beverages in any school is guilty of a disorderly person's offense, and may be fined not less than \$100. Whenever this offense is committed in a motor vehicle the defendant will lose his driving privileges for 30 days.(2C:33-15)

TOBACCO PRODUCTS/VAPING

[Vernon Township BOE Policy 5533](#)

***No person is allowed to smoke or possess tobacco/electronic cigarettes/vaping devices or paraphernalia in the building or on school grounds. A person smoking/vaping in an area of an institution providing education or training is subject to fines pursuant to NJSA 26:3D-55 “New Jersey Smoke-Free Air Act”.**

The Board of Education recognizes that the use of tobacco/vaping products presents a health hazard that can have serious implications for the smoker and the nonsmoker. Vaping devices and/or electronic cigarettes (“e-cigarettes”) or any other similar device or apparatus that simulates smoking or the use of any tobacco/nicotine products or other substances are prohibited by pupils at any time on school premises, at events sponsored by the board away from school, and on any transportation, vehicle supplied by the board. This is in accordance with board of education policy #5512.

Because of the unknown ingredients in vaping devices, and the potential for vaping devices to not only have nicotine but marijuana in them, ALL offenses involving use/possession of vaping devices will include a mandatory drug screen.

New Jersey law makes it illegal to sell or offer vape or nicotine products to anyone under the age of 21, therefore tobacco/electronic cigarettes/vaping devices are considered banned items and will be confiscated and not returned.

VTHS has installed Vape Detecting devices in locations within school grounds to assist in detecting and deterring smoking/vaping on school grounds. Students in the vicinity of a Vape Detector being activated will be spoken to by VTHS administration and are subject to a reasonable search due. When repeated occurrences exist with a student being in the vicinity of a Vape Detector going off, and *due to the safety concerns involved with a student to potentially be in possession of an unauthorized substance, the student will be subject to a reasonable search including the use of a hand-held metal detecting wand to ascertain if student is potentially in possession of a substance delivery device.*

Upon a positive drug screening, the vaping device/pod will be tested by the Director of Security and will be turned over to the Vernon Police Department if the device/pod contains evidence of a controlled dangerous substance.

Use of tobacco/e-liquids/vaping products by students will not be permitted on school buses, school grounds, or in school buildings. A complaint will be filed pursuant to the NJ/Smoke Free Air Act 26:3D-55 and fines stipulated in 26:3D-62b. Consequences/Penalties for students found using/possessing tobacco/vaping products are the following:

POSSESSION/USE OF TOBACCO/VAPING PRODUCTS:

First Offense: Counseling session with the Student Assistance Counselor (SAC), parental/guardian notification and parent/guardian/student conference with the Assistant Principal AND **one day of in-school suspension**. A mandated medical evaluation/screen (possession/use) pursuant to NJ statute 18A:40A-12 will be required. A complaint will be filed (use) through the Sussex County Department of Health & Human Services and fines levied as outlined in NJSA 26:3D-62b.

Second Offense: Counseling session with the Student Assistance Counselor (SAC), parental/guardian notification and parent/guardian/student conference with the Assistant Principal AND **two day of in-school suspension**. A mandated medical evaluation/screen (possession/use) pursuant to NJ statute 18A:40A-12 will be required. A complaint will be filed (use) through the Sussex County Department of Health & Human Services and

fines levied as outlined in NJSA 26:3D-62b.

Third Offense: Counseling session with the Student Assistance Counselor (SAC), parental/guardian notification and parent/guardian/student conference with the Assistant Principal AND **three days of in-school suspension**. A mandated medical evaluation/screen (possession/use) pursuant to NJ statute 18A:40A-12 will be required. A complaint will be filed (use) through the Sussex County Department of Health & Human Services and fines levied as outlined in NJSA 26:3D-62b.

Subsequent Offenses:

If the student repeats a offense, the matter will be handled through progressive discipline procedures in the VTHS Code of Conduct.

VIOLENCE AND WEAPONS

Vernon Township High School recognizes that violence in society, including the activities of gangs (Policy 5615) or groups in the school as well as the presence and/or use of weapons, impedes the educational process and endangers the health and welfare of its students and staff.

Fighting

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

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

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

Weapons

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

When a student is found to be in possession of a weapon, whether it is on his/her person or in a vehicle parked on campus, the administration will confiscate the weapon or seek the aid of the police in confiscating the weapon. Parents/Guardians will be notified. In addition, the student shall be liable for suspension from school and the administration will file all appropriate charges with the police.

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

HAZING

[Vernon Township BOE Policy 5512](#)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus. The District shall not tolerate any hazing of students and prohibits hazing at all times.

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

Definition. Hazing is defined as any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Staff's Responsibilities. Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

Where and when hazing conduct applies. This conduct applies to behavior that occurs on or off school property and during and after school hours.

Formal reporting procedure. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, the school district affirmative action officer, or the superintendent.

Informal reporting. Students and staff may seek advice on matters related to hazing without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

School district investigation. Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed and a report will be filed with the superintendent.

Discipline. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated another person by hazing. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

LEAVING SCHOOL GROUNDS

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

CARD PLAYING/GAMBLING

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

SCHOOL COUNSELING SERVICES

SCHOOL COUNSELING

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

Students may arrange an appointment with their school counselor before and after school as well as during their lunch period by stopping in the school counseling office and completing an appointment request form. The counselor will be responsible for setting the appointment and forwarding details of the appointment to the requesting student and all other appropriate parties.

SCHOOL COUNSELOR STUDENT ASSIGNMENTS 2025-2026

School counselors are assigned alphabetically based on the last name of the student. For the 2025-26 school year, counselors are assigned as follows:

<i>Student last name begins with....</i>	<i>School Counselor</i>
<i>A-De</i>	<i>Mrs. Alexis Pisco</i>
<i>Di - Ki</i>	<i>Mr. Ray Loughren</i>
<i>Kn - Ren</i>	<i>Mrs. Nancy Mills</i>
<i>Res - Z</i>	<i>Mrs. MaryJean Ryerson</i>

PROGRESS REPORTS/REPORT CARDS

Progress reports and report cards will no longer be mailed. Parents/Guardians will be able to view their child's progress through the Genesis Parent Portal.

TRANSCRIPT

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

STUDENT RECORDS

Parents/Guardians and adult students have the right to review their child's pupil records. Interested parents/guardians, or students should contact the Office of School Counseling for an appointment. Upon graduation or permanent departure from the Vernon Township school system, a parent/guardian or adult student has the right to receive a copy of the entire student record on request.

COLLEGE APPLICATIONS AND VISITATION

The college application process has evolved into primarily an online activity. Students must therefore make sure that they alert their counselors as to the status of their online application and request that transcripts, letters of recommendation and other information be sent. This process is done through our Naviance System. A detailed outline of our college application procedure for processing can be found on our School Counseling webpage at <http://www.vtsd.com/vernon-township-high-school/guidance-office/>

Since the Counseling Office receives hundreds of requests during the fall, students must understand that every effort will be made to get records out as soon as possible but a minimum of ten (10) school days is required during those peak times. Unofficial transcripts for student use can be provided upon request.

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

The parent/guardian should call the attendance office the day before the visit to inform the school. The student must have the form signed by an official at the institution visited and return it to the attendance office. Following this procedure ensures that an absence will not be recorded for the day. Three excused absences may be granted for college visits that take place on a school day.

WORKING PAPERS

A student under the age of 18 is required by law to obtain working papers before beginning a job. Starting on June 1st, 2023, Working Papers applications will be available online only: [MyWorkingPapers.NJ.gov](https://myworkingpapers.nj.gov). For more information, please visit <https://nj.gov/labor/youngworkers>

HOMEBOUND INSTRUCTION

[Vernon Township BOE Policy 2412](#)

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

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

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

Multi-Tiered System of Support

[Vernon Township BOE Policy 2417](#)

The MTSS Team is a committee consisting of school counselors, teachers, CST members, the school nurse and administrators. The committee identifies students with diverse needs and utilizes case coordinators to provide interventions to assist that student. Using a mentor-student approach, with the collaboration of the entire committee, students at risk of school failure and experiencing other societal problems are provided individualized assistance and support for health, growth and progress.

VIKING SUCCESS ACADEMY (VSA)

The VSA provides an alternate setting that satisfies the high school graduation requirements. This program provides students with a specialized classroom setting intended to focus on student improvement. Students are offered courses in all core subjects for grades 9-12. Central components of the program include community building projects, field trips, and social emotional gatherings in order to work together to meet the academic and social challenges in attending high school. General acceptance into this program stems from extremely low attendance, one year behind in credits, and at risk of graduation.

FRESHMAN ACADEMY

The Freshman Academy is a model 9th grade transition program for incoming freshmen, which provides a nurturing, team approach for students to succeed in their first year of high school. During freshman year, students will be immersed in a team-centered environment where teachers, counselors, and administrators are committed to creating a positive and successful beginning to the student's high school experience. Coupled with core content curricula, a focus is placed on John Wooden's Pyramid of Success and the lessons that support his philosophy.

STUDENT ASSISTANCE COUNSELOR (SAC)

The Crisis Intervention Counseling Program is designed to provide prevention, intervention, and support services for students and their families. The Student Assistance Counselor (SAC) works collaboratively with administrators, school counselors, child study team members, teachers and community resources with a special emphasis on identifying and assisting "at risk" students. Since these students oftentimes have academic weaknesses as a result of outside issues, this form of support can improve all areas of their schooling.

HEALTH AND SAFETY

SCHOOL NURSE

Students may see the school nurse anytime during the day when issued a pass from a teacher. Students to be released early because of sickness or injury must be released by the school nurse or parents/guardians. Students will be released from school only in the custody of a parent or legal guardian. This will not count as an excused absence from any part of the school day.

ADMINISTERING MEDICATION IN SCHOOL

Vernon Township BOE Policy 5330

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

1. Medication is given in school by the school nurses:
 - a. Medication will be given in school only when a pupil's attendance depends on the timely administration of such medication. "Medication" as per law means any prescription drug, prescribed over-the-counter medicine including, but not limited to aspirin and cough medications.
 - b. Requests for the administration of medication in school must be made in writing and signed by the physician.
 - c. Students are not permitted to transport medication to and from school. Parents/Guardians must deliver and pick up all medications used by students in school. **NOTE:** All medication must be in the original prescription bottle.
2. Self-administration of medication for life-threatening illness
 - a. Parents/Guardians must provide the nurse with a written authorization for the self-administration of medication from the pupil's physician. This certificate must state that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper use of the medication. Permission to self-administer one medication shall not be interpreted as permission to self-administer other medications.
 - b. **Handwritten notes from parents/guardians will not be accepted.**

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

SUICIDE PREVENTION

Vernon Township BOE Policy 5350

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself/herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Principal/designee who shall notify the student's parent/guardian and other professional staff members in accordance with administrative regulations. At no time is the student to be without constant adult supervision.

A potentially suicidal student shall be referred by the Principal/designee for a risk assessment by an interdisciplinary school team, and/or a licensed psychologist, and/or an independent medical and/or psychiatric service. Once parental/guardian contact is made, the student will only be released to the parent/guardian or a designee named by the parent/guardian and not be allowed to be transported home via the school bus. In the event that the parent/guardian objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Principal/designee may contact the Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf. Please refer to the complete policy on the district website.

CONCUSSIONS

Vernon Township BOE Policy 2431.4

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics, it is imperative that all persons involved are educated about the nature and treatment of sports-related concussions and other head injuries. The complete policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq, has been outlined on the district website.

Every student-athlete who participates in interscholastic sports will be given the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form. Signed acknowledgment of the receipt of the Fact Sheet by the student-athlete parent/guardian will be kept on file for future reference.

Prevention of sports-related concussions and head injuries is an important component of the school district's program. The school district may require pre-season baseline neurocognitive testing of all student-athletes before the pupil begins participation in an interscholastic athletic or cheerleading program.

Any student-athlete who exhibits the signs or symptoms of a sports-related concussion or other head injuries during practice or competition shall be immediately removed from play and may not return to play that day. A student-athlete who is removed from competition or practice will not return to practice or play until he/she can be evaluated by the athletic trainer, school physician, or a physician trained in concussion management at which time the appropriate medical course of action will be determined. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. The Principal or designee shall contact the student-athlete's parent/guardian and inform the parent/guardian of the suspected sports-related concussion or other head injuries.

A student-athlete who participates in interscholastic athletics or the cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the student-athlete is able to return to the activity. The medical release/clearance must be reviewed and approved by the school or team physician/designee or licensed healthcare professional.

AGE OF CONSENT FOR DONATING BLOOD

9:17.A-6. Consent by a person age 17 or over Donating blood

Any person the age of 17 years or over can consent to donate blood in any voluntary and non-compensatory blood program without the necessity of obtaining parental/guardian permission or authorization. Such consent shall be valid and binding as if the person had achieved his majority, and shall not be subject to later disaffirmation because of the minority.

HEAD LICE

The head lice control program to be implemented follows these guidelines:

1. After a case of head lice is reported to the school nurse or detected by the school nurse, the student will not be excluded from school unless the student has live lice.
2. The student must be seen by the school nurse prior to re-admission to school. If you have any questions, please contact your school nurse.

VOLUNTARY STUDENT ACCIDENT INSURANCE INFORMATION

At the start of the school year parents are offered the opportunity to purchase low-cost insurance from Health Special Risk, Inc. to cover student accidents. Requests for payment of medical bills shall not be presented to the Vernon Township Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made only as a result of adjudication through the courts. If you wish to purchase 24-7 insurance you can do so online at www.k12studentinsurance.com.

Please contact the Board of Education office or school nurse if you have any questions or need physical copies of enrollment forms.

Enrollment forms should not be returned to the school or district; they should be mailed directly to Special Health Risk, Inc., PO Box 250649, Plano, TX, 75025.

ATHLETICS

[Vernon Township BOE Policy 2431](#)

Please see additional information from the VTSD Athletic Director, Mr. Foley: [Vernon Township High School Athletic Department](#) and @vthsathletics.com

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

INTERSCHOLASTIC ATHLETICS ELIGIBILITY REQUIREMENTS

1. Anyone 19 years of age prior to September 1st is not eligible for interscholastic athletics at any time thereafter while enrolled in high school.
2. All other credit/eligibility requirements for grades 9-12 are in accordance with NJSIAA and posted on the athletics website.

GENERAL ATHLETIC GUIDELINES

- Participation in high school activities is a privilege and will be extended only to those who demonstrate positive qualities of sportsmanship, attitude, cooperation and academic achievement up to their ability in the school and community. Athletes must abide by all school policies in order to participate.
- Students shall accept and comply with such rules as practices, training, team behavior, etc. as promulgated by the head coach. Athletes will be on time for practice and will be prepared for practice every day.
- All participants must attain a Gold Card to be eligible for participation. This ensures all requirements have been met (credit/grade eligibility, online forms submitted, RDT signed, IMPACT testing completed, physicals, emergency contact form submitted, and any other requirements).
- Code of conduct violations may result in suspension and or dismissal from the athletic team by the head coach with the approval of the Athletic Director.
- In order to participate in a practice or game, a student-athlete must be in school by 9:55 a.m.
- Any student-athlete suspended, assigned to Saturday detention or ISS will not be permitted to participate in any practice, game or school athletic activity. This may be for either the immediate event that day, a week, or for the entire season depending upon the nature of the offense leading to the disciplinary action.
- If a student does not participate in physical education the day of a contest, he/she may not compete that day.
- Excusable events from practices or games include:
 - Family emergencies
 - Medical reasons or doctor visit
 - Religious reasons
 - College visits - note upon return
 - School comes first - make up work/tests/quizzes
 - School-awarded trips - ex: DECA, FBLA, etc. (field trips that are not mandatory are up to discretion of coach.
- In order to be eligible for a varsity letter, an athlete must be on the team in good standing at the end of the season. If an athlete chooses to miss any contest or competition during an athletic season to fulfill a non-school organization commitment, the athlete may forfeit the right to a varsity letter at the discretion of the coach and Athletic Director.
- Participation on teams sponsored by non-school organizations during a season when the student is a team member representing the high school is only permitted upon the coach's approval of the student and a parent/guardian's written request.
- It is the goal of the athletic department to encourage regular and forthright communication between and among student-athletes, coaches and parents/guardians. With this in mind, athletes and parents/guardians are to communicate with the head coach prior to the beginning of each season any family and or club athletic commitments that may occur during said season.
- All injuries are to be reported immediately to your coach and the Athletic Trainer for proper examination and report filing. The student is to check with the coach the following day to ensure that an accident report has been filed.

TRANSPORTATION PROCEDURES

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

EQUIPMENT /UNIFORMS

Athletes are responsible for all equipment issued and its care. Equipment and uniforms are to be worn and used at VTHS events only. Remuneration will be required for misused or unreturned clothing and equipment. Uniforms are not to be worn for physical education class.

STEROID TESTING POLICY

Before participating in interscholastic sports, the student athlete and the student athlete's parent or guardian shall consent, in writing, to random testing in accordance with this policy. **Failure to sign the consent form, as per NJSIAA policy, renders the student athlete ineligible.**

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

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

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

HOME SCHOOL POLICY FOR ATHLETIC ELIGIBILITY

A homeschooled student athlete must meet the equivalent of the NJSIAA academic requirements with regard to credits earned. Please see the entire policy on the school website for more details.

EXTRACURRICULAR ACTIVITIES

CLUBS /ORGANIZATIONS

[Vernon Township BOE Policy 2430](#)

A variety of clubs are open to all students at Vernon Township High School. New clubs will be established if sufficient student interest is shown and a faculty advisor is obtained. For more information, please visit: <http://www.vtsd.com/activities/vths-activities/>. Pamphlets are also available upon request at our main office.

FIELD TRIPS /ACTIVITIES

Vernon Township BOE Policy 2340

School-sponsored field trips can be important and valuable extensions of the classroom and shall be permitted providing the Principal and Superintendent approve the field trip. Students on a school-sponsored field trip have the privilege and responsibility of representing our school and because of that, are expected to dress and behave in a manner that reflects positively on the school. All school rules and regulations are in effect and every student going on a school-sponsored field trip must present a permission form signed by a parent/guardian. School officials may search the bags/luggage of students to choose to attend field trips and whose permission slips contain consent to search (*Desilets v. Clearview Board of Education*).

Prior to being excused for a school-sponsored field trip, students must see the teachers of the classes that will be missed to determine the homework or class assignments that need to be done and the date that work is due. A signature from each of the student's teachers acknowledging the student's intent to partake in the field trip is also required.

STUDENT COUNCIL

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

NATIONAL HONOR SOCIETY

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

Students will be evaluated based on guidelines provided by the National Honor Society. These guidelines, the information packet, and the National Honor Society Constitution are available from Administration, School Counselors, or the National Honor Society Advisor. [VTHS Honor Societies Info](#)

ADDITIONAL HONOR SOCIETIES

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

Art Honor Society
International Thespian Society
Language Arts Honor Society
Mathematics Honor Society
National Italian Honor Society
National Spanish Honor Society
Science Honor Society
Social Studies Honor Society
Tri-M Music Honor Society

DANCES

1. School dances are for the students of this high school only. If you wish to bring a guest to a prom, you must request permission and fill out the appropriate form through the Principal's office. Middle school students and/or younger brothers and sisters not attending the high school will not be permitted at proms.
2. Once students have entered the dance, they may not leave and plan to return that evening.
3. Use of alcohol, tobacco, vaping and/or drugs is prohibited at all times in all parts of the building and school property.
4. Students should be suitably dressed for all dances.
5. All students are expected to conduct themselves courteously and properly at all times. Appropriate behavior is expected.
6. In order to attend a prom, students must attend school on the day of the prom.
7. Students with chronic attendance or discipline records may not be permitted to attend dances and/or proms.

SCHOOL PROCEDURES

VISITORS

Vernon Township High School utilizes the Raptor Security System. All visitors must register in the main lobby with appropriate identification and remain in the lobby until escorted by someone from the main office. If a parent/guardian is dropping off items for their child, all items must remain in the lobby until retrieved by the student (the student will be alerted via an email).

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

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

STUDENT IDENTIFICATION

Students are required to be in possession of and wear their ID during the school day. Students must identify themselves when a request is made by a faculty/staff member. Failure to do so may result in disciplinary action.

STUDENT PASSES

During classroom instructional time, all students must have a pass when they leave the classroom. Students who are visiting the health office, counseling suite, main office will be issued a paper pass by their teacher. Students must carry the pass and have it visible to ensure they are out of class with permission by their classroom teacher.

Bathroom visitations will be controlled through SmartPass. Students will create a pass through the online digital program, SmartPass with their school-issued Chromebooks. The pass will designate which bathroom the student is utilizing. Students will check into the kiosk prior to entering the bathroom and checking out after they finished using the designated facility. Upon return to the classroom, the bathroom pass will be ended and students will continue their instruction.

LANYARDS/IDs

Students will be required to wear their lanyards/IDs at all times when in Vernon Township High School. If a student misplaces their lanyard or their ID, there will be a fee of \$5.00 to replace both. Failure to be in possession of the lanyard/ID as outlined above may result in disciplinary action.

COMPLAINTS

In the effort to teach responsibility and encourage our students to advocate for themselves, we will follow the following procedures when there is a complaint on part of the student here at VTHS. We hope to facilitate healthy conversations in order to remedy concerns and move forward together. In order to do so, the students must be advocates for their academic and social growth.

Academic Complaint

If a student has a complaint concerning instruction or grades, an attempt should be made to resolve the problem informally with the teacher. If not resolved, the student should request a conference with their school counselor. If not resolved, the counselor shall arrange a meeting with the student, teacher, and academic director. If not resolved, an informal meeting with the persons mentioned and the assistant principal will be held. If not resolved, an informal meeting with the persons mentioned and the principal will be held. If still not resolved, the complaint becomes formal, and parental/guardian involvement is considered necessary. *Specifics about this process can be obtained from the school counselor.*

Non-Academic Complaint

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

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

Athletic Complaint

If a student has a complaint concerning their involvement or participation on an athletic team, they should attempt to resolve the problem informally with the head coach. If not resolved, they may request a meeting with the Athletic Director. If still unresolved, all parties should meet with the Principal to attempt to resolve the matter informally. If the complaint remains unresolved, the complaint becomes formal and parental/guardian involvement is necessary.

CAFETERIA

Our cafeteria endeavors to provide a balanced and nutritious meal for those that choose to purchase lunch at school. **The 2025-2026 School Lunch Price List is available [HERE](#). To register for an online student account: [HERE](#).** So that all might enjoy a leisurely yet orderly lunch, students are expected:

1. To be in the cafeteria on time.
2. To be courteous, cooperative, and respectful toward students, teachers, and cafeteria personnel. Don't push, shove, shout, or cut ahead in line.
3. To help keep the cafeteria clean for others by returning trays and dishes to the appropriate area. Papers and other waste are to be placed in the receptacles provided.
4. To visit their locker prior to arriving at the cafeteria.
5. To not loiter in the lavatories.
6. To ensure that our classrooms and corridors remain safe for all, students should not bring glass bottles of any type to school and should not eat or drink in the corridors.
7. To cooperate with the teachers that supervise the lunch periods.

MEDIA CENTER

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

1. Students must remain in the media center until the end of the period.
2. Students entering the media center are to scan in at the kiosk. Attendance will be taken.
3. Students are expected to be respectful and courteous by working quietly and taking care of media center materials.
4. Most books may be borrowed for two weeks and are renewable for two weeks if they are not in demand by other students. Students not returning books by the end of the marking period will be blocked from Genesis.
5. When a student enters the media center, they must have a pass from one of their subject teachers, not their study hall teacher before the bell rings. Anyone coming from lunch needs to remain the entire period. Any student with a media center pass--who does not report to the media center--is considered to be cutting class and will have a cut slip filed by the subject teacher.
6. Students may eat only in designated areas. All food and trash must be cleaned up and disposed of properly.

STUDENT CENTER

The VTHS Student Center is available for students to utilize as a space for our students to promote social and emotional well-being. The following guidelines govern student use of the Student Center:

1. The Student Center is reserved for Seniors to utilize during Academic Periods from their Study Halls. ***No Underclassmen permitted.***
2. Students entering the Student Center are to sign in utilizing the kiosk at the main entrance and leave their passes at the desk.
3. Students are expected to be respectful and courteous by taking care of Student Center materials.
4. Students may eat in the Student Center. All food and trash must be cleaned up and disposed of properly.

LOCKERS

Lockers should be kept locked and only the student to whom the locker is assigned should have the combination. Lockers should not be shared with other students. Students must assume responsibility for the contents of their locker. It is the responsibility of the student to see that the locker is kept neat and clean. Students should not attach anything to the locker that cannot be removed easily and without damage to the locker (gum, stickers, etc.). Regular locker clean-out and inspection will be scheduled. Malfunctioning or damaged lockers should be reported to the main office. No additional locking devices should be used on hall lockers. Locks not belonging to the school will be cut off. Expensive clothing, equipment, jewelry, or cash should not be stored in lockers. Students should report any item stolen from a locker to the Assistant Principal's office.

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

MONEY, VALUABLES, AND OTHER PERSONAL ITEMS

The school district is not liable for losses sustained by the students as a result of neglect or theft. Do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles. Students should limit items brought to school to those necessary for school activities. The Administration is not responsible for items brought to school which are lost or stolen. Skateboards, scooters, radios, iPods/iPads, and speakers should not be brought to school. They will be confiscated and returned at a later time/date.

BOOKS & FINES

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

Access to the student/parent portal for final grades will be blocked because of unfulfilled financial obligations. This includes outstanding textbooks, as well as **returned checks**. Portals will remain blocked until these obligations are satisfied. If the student is a **senior** & obligations are not fulfilled by the end of the school year, **the student's diploma will be held until the obligation is satisfied.**

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

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

LOST AND FOUND

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

POSTERS AND ANNOUNCEMENTS

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

ADULT STUDENT RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

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

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

Adult students may:

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

Adult students may not:

1. Drive to school without administrative permission.
2. Sign themselves out of school for a portion of the day without following normal procedures, e.g., no note from parent/guardian. Students still need permission from Administration in order to sign themselves out

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

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

[Vernon Township BOE Policy 7441](#)

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

FIRE/SAFETY DRILLS

The law requires that fire drills be conducted periodically. These drills are important to ensuring the safety of the entire school population and students are expected to act in a mature and serious manner.

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

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

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

Parents/Guardians need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator.

EMERGENCY SCHOOL CLOSING SPECIFICS

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

A) ALL VERNON TOWNSHIP PUBLIC SCHOOLS OPERATE ON A 2 HOUR DELAY SCHEDULE.

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

ALERTS – Please be sure your child's information is up-to-date and accurate in the Genesis parent portal.

WEBSITE – www.vtsd.com

DO NOT CALL THE POLICE STATION - Calls tie up the police telephone lines, which must be kept open for serious emergencies and are not to be used for the dispensing of information.

THE POLICE WILL NOT GIVE OUT INFORMATION REGARDING SCHOOL CLOSING - Any other information specifically regarding a certain grade level or session will be sent home as the need arises.

TRANSPORTATION – Please review important information regarding safety at the bus stop, which can be found on the “Transportation” tab on our website (www.vtsd.com).

B) **ALTERNATE TO CLOSING SCHOOL BECAUSE OF INCLEMENT WEATHER AND ROAD CONDITIONS** - Specifically, this alternate will be the opening of school two hours later. When an alternate opening is announced, school children should go to their bus stop two hours later than normal. If, during the two hour delay, road conditions do not improve, it may be possible that school will be cancelled. Please continue to wait to hear from our alert system during this time. This alternate gives us a greater amount of time to get roads cleared and assessed. We trust we will have your full and unqualified assistance and support in this matter.

C) **MATTERS OF EARLY DISMISSAL** - On occasion it may be necessary to close school earlier--an early dismissal. When this occurs, our alert system will be activated. Please listen for the announcement of early dismissal. If you are not going to be home, it is necessary you have arrangements made for your child's care (a neighbor, a grandparent, etc.). In an early dismissal, buses will leave the high school at approximately **11:25** a.m.; leave LH and GM schools at approximately **12:25 - 12:35** p.m.; and leave CM and RH schools at approximately **1:15-1:25** p.m. If your child attends WR, the school will reach out to you regarding early dismissal times. In order for this system to work, however, once buses arrive we will let them leave as soon as they are full. Since this system may be necessary if roads are bad because of snow, etc., then it is very likely that the time spent on the bus trip will be longer than normal. In such weather, it will probably take your children a longer time to walk home from the bus stop. This early dismissal process helps to give more time for buses on the road so that your children will arrive home safely.

TRANSPORTATION

BUS INFORMATION

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

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

- First - the School Attendance Office (764-2960), if no one is available at the school,
- Second - the Board of Education Office (764-2900), if no one is available at the Board Office,
- Third - the Vernon Township Police Department (764-6155), the police will contact a school district official.

Bus Contractor Telephone Numbers:	Berkshire (Special Transport)	973-729-1278
	Decker Transportation	973-764-8005 (also sports)
	First Student	973-579-1197
	Krapf	973-721-9024 (also sports/after school activities)

BUS RULES/EXPECTATIONS

It is the school bus driver's responsibility to devote full attention to driving the school bus while the bus is in motion. Children's misbehavior on the

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

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

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

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

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

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

1. Warning/reprimand with notice to parents/guardians.
2. One-hour detention(s) or three-hour detention(s) with the potential to suspend the student from the bus with notice to parents/guardians.
3. Three-hour after-school detention, Saturday detention, or Out of School Suspension with the potential to suspend the student from the bus indefinitely. Parent/Guardian conference required.

PARKING ON SCHOOL PROPERTY

[Vernon Township BOE Policy 5514](#)

Parking on school property is a privilege extended to students in good standing in regards to the attendance/discipline policies outlined in this handbook. Before a student is authorized to drive to school, he/she must complete and return an application to park on school property. The application process includes **originals only, no copies of** their license, registration, and insurance identification as well as verification of completing a mandatory school-sponsored program regarding driving responsibilities (i.e Share the Keys), verified by the main office, prior to obtaining a decal for their vehicle.

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

Qualified juniors/seniors who are interested in applying should submit their application to the main office. Applications and additional information will be given at the class meetings.

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

entrance parking lot.

Township ordinances and state statutes provide for regulating parking on campus. According to these statutes, the owner or person in control of the property may arrange for the removal of any vehicle parked in violation of this statute and the owner of the vehicle is responsible to pay the reasonable costs of removal and storage. A municipal summons may be issued and/or a complaint filed in municipal court which could subject the violator to an additional penalty at the discretion of the judge.

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

1. Students must park between the lines with headlights facing the curb.
2. Students are not allowed in the parking lot except when arriving or departing from school. Students going to their cars during the school day without permission from an administrator will have their parking privileges revoked and/or disciplinary action taken.
3. Vehicles are to be locked at all times. The Vernon Township Board of Education will not assume liability for accidents, theft, or vandalism to any vehicle parked on school property.
4. Student vehicles may be subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
5. Speeding or careless driving is dangerous to all and may result in the loss of driving privileges. Please be cautious and careful.
6. Students may not assign their parking privilege to any other student nor may they sign in anyone else's vehicle.
7. Students who use tobacco/vaping products in their vehicle and/or permit their passengers to use tobacco/vaping products in their vehicle will result in a loss of driving privilege for the operator of the vehicle.
 - First offense is a loss of driving privileges for up to 30 days.
 - Second offense is a loss of driving privileges for up to 60 days.
 - Third offense is a loss of driving privileges for the remainder of the school year.
8. Students who habitually arrive at school late (unexcused) will be subjected to discipline and the potential to lose driving privileges.

MOTORIZED SPORT BIKES/BICYCLES

Students may not ride bicycles (Policy 5514) or drive motorized sport bikes to school or have them on school grounds. Students who violate this rule will face disciplinary action and/or a complaint filed with the Vernon Township Police Department. Board of Education policy prohibits the use of motorized sport bikes, mopeds, ATVs, etc. on school property at any time. Further, the township committee has also made it unlawful to operate a motorized sport bike on public property, including all Vernon Township schools, at any time (*Chapter 542: Vehicles, Motorized Sport Bikes*). Violators of this ordinance will be subject to the following: a) impoundment of the motorized sport bike until the case is heard in court with the owner responsible for the cost of removal and storage, b) penalties range from \$100 to \$1250 for a first, second, or third offense, c) juvenile offenders will be charged with juvenile delinquency which may result in being unable to obtain a driver's license at the age of seventeen. A complete copy of this ordinance is available to any resident from the Vernon Township Police Department.

TECHNOLOGY

DISTRICT WEBSITE

Vernon Township Public Schools maintain a website at www.vtsd.com regarding district and school information. Parents/Guardians of all students may withhold permission for having their child's personal information (name, grade, etc.) and/or photographs on the website. Permission is granted or withheld on a yearly basis via Genesis.visual

ACCEPTABLE USE OF COMPUTERS/NETWORK/INTERNET

[Vernon Township BOE Policy 2361R](#)

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and use of global communication resources. The policy states that behaviors including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computers, computer systems or computer networks/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources;

9. Employing the network/computers for commercial purposes;
10. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided; and/or
11. Improper use of student assigned email addresses.

Violations - Individuals violating this policy shall be subject to the consequences as indicated in [Vernon Township BOE Regulation No. 2361](#) and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

The school district is in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene, child pornography, harmful to minors, appeals to a prurient interest in nudity, sex, or excretion, or depicts, describes, or represents in an offensive way, with respect to what is suitable for minors, sexual acts or conduct.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. The Superintendent or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

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

CHROMEBOOKS

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff

ONE-TO-ONE CHROMEBOOK PROGRAM

VTSD is proud to offer our students the opportunity to learn with the aid of a Google Chromebook. These devices offer the students the opportunity to practice real world technology skills while applying research, literacy, collaboration, and critical thinking skills to their learning. While integrating technology in their day-to-day lives, students will improve their educational outcomes.

Expectations and Responsibilities

The One-to-One program is intended to be used only for instructional purposes. The following expectations and responsibilities are required to ensure the successful use of the device:

- The Chromebook should be available for all classes. Failure to bring the device to class or to not have it charged may result in the loss of grades for preparedness or participation.
- One case will be provided by VTSD to ensure the protection of the device. If a case is damaged or missing, the district will provide another case at the student's expense. The case may have appropriate stickers or decoration but the Chromebook itself should in no way be defaced.
- Students must adhere to the district Acceptable Use Policy 2361 at all times. Faculty and administration will have access to search and view all content on the device whether on-premises or not (in order to comply with the Children's Internet Protection Act).
- VTSD uses software to monitor student activity in regards to self harm, bullying, nudity, and violence. The software will alert the administration if any of those activities are detected and the administration or staff will contact families directly to discuss the matter.
- Students should only handle their own assigned Chromebook and should not use any other device unless assigned a spare by the district. Use of another student's device will be considered a breach of the Acceptable Use Policy.
- Use of the device during class is always up to the teacher based upon their instructional need.
- Teachers are not responsible for troubleshooting your Chromebook. If you need training or have a technical issue, please see the IT Department to schedule time for help.
- Any inappropriate use of your Chromebook may result in disciplinary action. Refer to district policies 2361 (Acceptable Use) and 5516 (Electronic Communication and Recording Devices) for more information.

Costs

Students are assigned Chromebooks at the beginning of the school year. Although the Chromebooks remain the property of the Board of Education, the student is responsible for their care. **One** cover will be provided by VTSD to protect the Chromebook from undue wear and destruction. The district will repair one part at no cost (with the exception of vandalism). However, all other damages will be assessed as necessary. Students will be required to pay damages (beyond the first repaired part) or for a lost device. In the event of a damaged or missing device, the district should be notified immediately (lost devices can be tracked while they are powered - the sooner we are notified, the more likely the chances of recovery).

Your child's final report card will be withheld and access to the Student/Parent Portal will be blocked because of unfulfilled financial obligations. This includes unreturned Chromebooks, as well as returned checks. Portals will remain blocked until these obligations are satisfied.

*If the student is a senior and obligations are not fulfilled by the end of the school year, he/she will not be allowed to participate in graduation ceremonies.

As stated above, students will not be charged for their first repaired part (excluding vandalism, intentional disruption, or malpractice). For all additional repairs, the student will be assigned a \$25 fee for each replaced part. Students who have lost their or destroyed their device will be charged

a \$350 fee for a new Chromebook. Students who have had a device stolen will be issued a new Chromebook as long as a police report is provided (*in case of lost or stolen device, contact the IT department immediately so we can attempt to track the device to recover it*)

SCHOOL/DISTRICT GENERAL POLICIES

AFFIRMATIVE ACTION STATEMENT

[Vernon Township BOE Policy 2260](#)

The Vernon Township Board of Education is an equal opportunity employer and adheres to all aspects of affirmative action guidelines. The affirmative action officer for the Vernon Township Public Schools is Patricia Ratcliffe-Lees, Business Administrator, Rt. 517, P.O. Box 99, Vernon, N.J. 07462 (973-764-2900 ext.4186). The affirmative action officer for Vernon Township High School is Mrs. Lindsay Young. In our main office is a complete affirmative action file that includes our district's policies, plans, procedures, and compliance with all state and federal mandates in regard to affirmative action and the state's new Comprehensive Equity Plan. Our school district achieves and maintains compliance with all applicable laws, codes, regulations, and guidelines governing equity in education, including Federal and State law.

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

[1510 Rights of Persons with Handicaps or Disabilities](#)

[1523 Comprehensive Equity Plan](#)

[1530 Equal Educational Opportunity](#)
[1550 Affirmative Action Program for Employment and Contract Practices](#)
[2260 Affirmative Action Program for School and Classroom Practices](#)
[3362 Sexual Harassment – Professional employees](#)
[4352 Sexual Harassment - Non-Certified employees](#)
[5512 Intimidation, Bullying and Harassment](#)
[5750 Equal Educational Opportunity - Pupils](#)
[5751 Sexual Harassment - Pupils](#)
[5755 Equity in Educational Programs and Services](#)

The District will create and administer a culture and climate survey administered to students in grades 9-12 during the fourth marking period. Responses will be used to assess the climate of the school during that year.

ANIMAL EXPERIMENTATION AND DISSECTION ALTERNATIVES

Vernon Township BOE Policy 2560

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

Participation in hands-on science is important to learning science and experiments involving animals such as dissections and vivisections are a valuable learning experience in which all students are encouraged to participate. At the beginning of the school year, students will be informed that they have the option of discussing individual concerns when experiments involving animals are used in the classroom.

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

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

CYBERBULLYING

Vernon Township BOE Policy 5512

“Cyberbullying” is the use of electronic information and communication devices, to include but not be limited to email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

The process for reporting cyberbullying, consequences for such actions, and investigative procedures are similar to those for HIB guidelines listed above. Some acts of cyberbullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyberbullying that require a response either at the classroom, school building, or school district level or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of cyber bullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, cyber bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of this policy. For complete details, refer to the full policy on the district’s website.

DEBORAH LIPP FLAG SALUTE CASE

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

Sometimes our school or district may disclose some student information without written consent when the information is designated “directory information”; unless you have advised the school or district to the contrary. Our district has designated the following as directory information: student name, telephone number, grade level, dates of attendance, participation in school activities, photograph and awards or recognition received.

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

NEWS MEDIA RELATIONS

Vernon Township BOE Policy 9400

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

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

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

STUDENT RANDOM ALCOHOL & DRUG TESTING

Vernon Township BOE Policy 5530.1

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

In the event that a student-athlete ceases to participate or withdraws from all athletic participation, he or she has the opportunity to submit to the Principal or administrative designee an Activity Drop Form. This Activity Drop Form shall remain in effect for a minimum of one calendar year, with a built-in fifteen (15) day grace period for reconsideration. Once this 15 day grace period expires, the athlete is ineligible for one calendar year. In order for the student’s withdrawal to be effective and thereby remove him or her from the Testing Pool, the Activity Drop Form must be signed by both the student in question and his or her parent/guardian. Student-athletes may be randomly tested more than one time.

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

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

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

- First Positive Test - Students will not be permitted to park on school grounds for the duration of the treatment program. The student will have a minimum of 6 visits with the Student Assistance Counselor at the school, the first visit occurring within a week of the confirmed positive test result. The student will attend an Early Intervention Program. The student must enter the program within one week of being confirmed positive. The parent(s)/guardian(s) are responsible for the cost of the treatment program.
- Second Positive Test - The student will have a minimum of 6 visits with the Student Assistance Counselor at the school, the first visit occurring within a week of the confirmed positive test result. The student will attend an Early Intervention Program. The student must enter the program within one week of being confirmed positive. Students will not be permitted to park on school grounds for the duration of the treatment program. The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will be removed from any athletics, extra-curricular activities, or school clubs for a minimum of thirty consecutive calendar days. The student must receive written clearance from the SAC to return to their activities. The parent(s)/guardian(s) are responsible for the cost of the treatment program. Any previously identified ineligible participant must submit a negative drug test prior to returning to any athletics, extra-curricular activities, or school clubs as well as before having his/her parking reinstated. The follow up drug test may be performed at school using the approved urine screen upon agreement between the parent(s)/guardian(s) and the administration/SAC. Should this re-screen be "non-negative", the sample shall be sent for confirmatory testing and MRO analysis as described above.
- Third Positive Test - The student will have a minimum of 6 visits with the Student Assistance Counselor at the school, the first visit occurring within a week of the confirmed positive test result. The student will attend an Early Intervention Program. The student must enter the program within one week of being confirmed positive. The parent(s)/guardian(s) are responsible for the cost of the treatment program. The student must participate in a substance abuse evaluation and follow any recommendations made by the evaluator. The student will have his/her parking permit revoked for one calendar year. Any previously identified ineligible participant must submit a negative drug test prior to returning to any athletics, extra-curricular activities, or school clubs as well as before having his/her parking reinstated. The follow up drug test may be performed at school using the approved urine screen upon agreement between the parent(s)/guardian(s) and the administration/SAC. Should this re-screen be "non-negative", the sample shall be sent for confirmatory testing and MRO analysis as described above.

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

SEXUAL HARASSMENT

[Vernon Township BOE Policy 5751](#)

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

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

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to the Principal or any teaching staff member. Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Department of Children and Families, Division of Child Protection and Permanency for investigation by that agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 5600.

VOLUNTARY UNIFORMS

[Vernon Township BOE Policy 5511.01](#)

The Vernon Township Board of Education respects the rights of students and families to select school clothing that is appropriate to a public school. The Board also realizes that allowing the use of voluntary uniforms can simplify clothing selection and perhaps be more economical for client families. Please see the complete policy on the district's website for more details.

Selected uniforms for purchase must adhere to the district dress code and be designed to support rational and legitimate school objectives including, but not limited to, neatness and cleanliness, elimination of distractions and disruptions to the educational process, health and safety considerations, and respect for the rights of others. Material selected for the voluntary uniform should be considered carefully for students with sensory issues. Voluntary uniforms should be affordable for parents/guardians and easily available for purchasing. Voluntary uniforms will be made available on a year round basis.

**VTHS Administration reserves the right to modify/revise information in this document as needed.*

***All items outlined in the VTHS Student/Parent/Guardian Handbook remain in effect regardless of whether in-person or virtual learning is taking place.*

(rev. 8/25)