



STUDENT HANDBOOK

2018-2019



*Recognized by Newsweek as among the Best High Schools in America
and Gold Medal Status achieved in U.S. News & World Report*

Northern Valley Regional High School at Demarest

150 Knickerbocker Road • Demarest, NJ 07627 • (201) 768-3200 • www.nvnet.org

Welcome

Welcome to Northern Valley Regional High School at Demarest! Northern Valley Demarest provides our students with a comprehensive education that is nationally recognized for excellence. Our far-reaching programs that are offered extend learning beyond student mastery of course content. Our students are equipped with 21st century skills and a mindset that will lead them to achieve success long after their K-12 career. In a world with rapid growth of artificial intelligence and globalization, our students are prepared to embrace and transcend change and progress.

We expect our students to demonstrate strong character that exemplifies our core values of respect, integrity, responsibility, and leadership. At Northern Valley Demarest, our students persevere. Through their efforts they will develop grit and the ability to self-advocate. Among many other abilities, students are taught the importance of compassion, fraternity, communication, and collaboration.

We are proud of Northern Valley Demarest's continued leadership in providing an exceptionally innovative education to our students. Our collective team of esteemed educators is invested in our mission. We work to establish a school community where our students will challenge the status quo and will be accepting of cultural diversity.

I wish all of our students a tremendous school year, full of accomplishments and happiness.

Best Regards,

Timothy Gouraige, Ed.D.
Principal

**NORTHERN VALLEY REGIONAL HIGH
SCHOOL DISTRICT BOARD OF EDUCATION**

Mr. Joseph Argenziano, President
Ms. Melissa Driscoll, Vice President
Mr. Daniel Eller
Mr. Raffi Jamgotchian
Ms. Tiffany Kaplan
Dr. George Kipel
Mr. Peter Micera
Ms. Jessica Spillane
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Ms. Joannette Femia

Closter
Old Tappan
Old Tappan
Northvale
Demarest
Haworth
Closter
Harrington Park
Norwood
Secretary/School Business Administrator

ADMINISTRATION

Mr. James Santana
Ms. Joannette Femia
Dr. Timothy Gouraige
Ms. Luisella Marolda
Ms. Nicolette Perna
Mr. Matthew Spatz
Ms. Barbara Battaglia
Dr. Courtney Moran
Mr. Greg Butler
Mr. Michael O'Malley

Superintendent
Business Administrator
Principal
Assistant Principal
Assistant Principal
District Director of Guidance
District Director of Special Education
Assistant Director of Special Education
Athletic Director
Lead Counselor

SUPPORT STAFF

Principal's Office
Assistant. Principal's Office

Jeffs
Main Office
Guidance Office

Athletic Office
Special Education
Media Center

Anne Holuba
Jackie Altomare
Attendance Office Diane

Michele Luparella
Alexandra Paspalas, Kristin Kohler,
Gayla Brewer
Karen Ayvaliotis
Tina LoBue, Diane Pesce
Soci Kayserian

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Statement of Beliefs

Equal Opportunity/Affirmative Action

The Northern Valley Regional High School District is an Equal Opportunity/Affirmative Action institution. In compliance with relevant federal and state civil rights legislation, the system does not discriminate on the basis of sex, race, color, religion, national origin, age, or physical capability in the operation of its educational program or activities (enrollment, access to programs, physical education, athletics, counseling, use of facilities, and school sponsored extracurricular activities).

All Affirmative Action policies are located in the following areas: District Board of Education Office, Superintendent's Office, Principals' and Supervisors' Offices, Affirmative Action Coordinators' Offices, and the Library. The Affirmative Action Officer for Demarest is Ms. Luisella Marolda, Assistant Principal 201-768-3200, Ext. 13030.

Mission Statement

At Northern Valley Regional High School District, we provide a safe environment in which each student seeks answers to questions, challenges assumptions, and develops self-worth.

Recognition of academic and cultural diversity promotes mutual respect and acceptance. Our high schools encourage academic excellence, aesthetic appreciation, and moral integrity. We seek to prepare all students for their roles in a rapidly changing and diverse global community, and to become independent learners, critical thinkers, problem solvers, collaborative workers, and responsible contributors to society.

Education requires a shared commitment. In providing a framework for the immediate and future concerns of our students, we require a constant and critical re-evaluation of curriculum and course design to keep abreast of global research and new techniques within our respective disciplines. The joint commitment of students, professional staff, Board of Education and community, which supports and complements our mission, forms the basis for a challenging and effective program.

This We Believe-A Commitment to Excellence

We at Northern Valley dedicate ourselves to excellence in education. We believe that if teachers, parents, and students direct their talents to the following responsibilities, all will be assured that our young people will be prepared for the 21st Century.

We accept the challenge placed before us. We are resolved to see it through. We are dedicating ourselves to secure America's place in the world.

We believe that there are certain responsibilities for all of us to ensure that students learn the necessary skills to succeed in our world. The administration, teachers, students, and parents must share these responsibilities. The approach we have undertaken involves the contributions of all work participants. The following are the major tenets of our position:

1. COURSE OBJECTIVE – that students and parents should know all course objectives. Students will receive them on the first day of school, and teachers will provide them for parents on Back-To-School Night. The objectives give the desired goals and directions for the course under consideration.

2. COURSE REQUIREMENTS – that students should be given the necessary skills to achieve the stated goals. These will vary from class to class.

3. HOMEWORK – that students should share a major responsibility in learning. Students need reinforcement to work at developing desired goals presented in the classroom.

4. EVALUATION – that all students should be evaluated during the school year by way of unit tests, quizzes, homework, written assignments, projects, and class participation. Also, students will be required to take midterm and final examinations unless exempt from final exams. There are no exemptions from midterm exams.

5. ATTENDANCE – that all students should strive for perfect attendance. Class attendance is essential to the educational process and provides the students with the initial presentation of material and reinforcement of class discussions.

6. EXTRA HELP – that some students need further assistance. We will provide extra help on Tuesday, Wednesday, and Thursday, from 2:36 - 3:00 P.M. On Mondays that have no faculty meetings, teachers will also be available for extra help. Furthermore, students can make other arrangements to meet with the teachers at a mutually agreed upon time.

7. REQUIRED EXTRA HELP – that when students are doing poorly they should be required to attend extra-help work sessions after school. If the student does not attend, further measures will be taken to ensure his/her attendance at such sessions. Work is no excuse for not attending!

8. PARENT INVOLVEMENT – that the parents are a vital force in their children's education. Consulting with teachers and counselors, reviewing the student's test and quiz papers, supervising homework and attending school functions will help ensure student success.

WE BELIEVE that if the above responsibilities are met, our students will be prepared for the next step in their educational pursuits. Let all of us pledge ourselves to these responsibilities.

Northern Valley Code of Conduct

Northern Valley's discipline system is designed to fulfill the following purposes:

1. Foster the health, safety, social and emotional well being of students.
2. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning.
3. Promote achievement of high academic standards.

4. Prevent the occurrence of problem behavior.
5. Establish parameters for the school responses to violations of the code of student conduct and to establish parameters for the intervention and remediation of student problem behaviors at all stages of identification.

Important Telephone Numbers

Demarest High School Number	201-768-3200
	Fax: 201-768-5438
Superintendent	12140-12150
Principal	13010
Assistant Principal Ms. Perna	13050
Assistant Principal Ms. Marolda	13030
Director of Guidance	13130
Attendance Office	13060
Computer Coordinator	13300
Library	14105
School Nurse	13360
Director of HS Special Education	12210
Assistant Director of Special Services	13105

District Supervisors

English	Ms. Paolucci	24300
Mathematics	Ms. Vella	24768
Physical Ed./Athletics	Mr. Butler	24370
Related Arts	Mr. Harris	13536
Science	Ms. Cusmano	13440
Social Studies	Mr. Austin	23330
Special Education	Ms. Battaglia	12210
Technology Education	Mr. Janosz	13300
World Language	Mr. Buoye	23280

Guidance Counselors Grades 9 through 12

Mr. Spatz (District Director of Guidance)	13130
Mr. O'Malley (Lead Counselor)	13100
Ms. Ferraro	13090

Ms. Salerno	13115
Ms. Glennon	13080
Ms. Spafford	13280
Mr. Tiell	13540

Student Assistance Coordinator/Crisis Counselor

Ms. Bajakian	13260
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Who's in Charge and Where to Go

Absence Notes	Ms. Jeffs	A-102
Assistant Principal	Ms. Perna	Main Office
Assistant Principal	Ms. Marolda	Main Office
Athletic Director	Mr. Butler	E-105
Dir. of Buildings/Grounds	Mr. Mullen	Board Office
Driver Education Permits	Mr. Butler	E-105
Fines & Club Activity fees	Ms. Kayserian	Main Office
Dist. Director of Guidance	Mr. Spatz	A-123
Guidance Counselors	All Grades	A-122
Head Custodian	Mr. Smithson	D-Corridor
Lateness and Attendance	Ms. Jeffs	A-102
Library	Ms. Reinfried	D-100
Academic Theater	Ms. Reinfried	D-100
Locker Information	Ms. Jeffs	A-102
Nurse	Ms. Mogelesky	A-115
Parking Permits/Working Papers	Ms. Luparello	Main Office

Northern Valley Administration Building
Old Tappan High School

201-768-2200
201-784-1600

**Bell Schedules and School Year Calendar
NORTHERN VALLEY REGIONAL HIGH
SCHOOL
56-MINUTE ROTATIONAL
SCHEDULE**

Time	Day A	Day B	Day C	Day D
7:40 – 8:36	1A (1)	1B (4)	1C (3)	1D (2)
8:40 – 9:36	2A (2)	2B (1)	2C (4)	2D (3)
9:40 – 10:36	3A (3)	3B (2)	3C (1)	3D (4)
10:41 – 11:35	UNIT LUNCH AM SCIENCE CLASS LAB PERIOD = 10:36 AM – 11:06 AM PM SCIENCE CLASS LAB PERIOD = 11:10 AM – 11:40 AM			
11:40 – 12:36	5A (5)	5B (8)	5C (7)	5D (6)
12:40 – 1:36	6A (6)	6B (5)	6C (8)	6D (7)
1:40 – 2:36	7A (7)	7B (6)	7C (5)	7D (8)
2:36 – 3:00	EXTRA HELP			

Delayed Opening Schedule

Time Slot 1	9:30 – 10:11	41 minutes
Time Slot 2	10:14 – 10:55	41 minutes
Time Slot 3	10:58 – 11:39	41 minutes
Lunch	11:42 – 12:27	45 minutes
	11:39-11:59 (AM Lab)	
	12:10-12:30 (PM Lab)	
Time Slot 5	12:30 – 1:10	40 minutes
Time Slot 6	1:13 – 1:53	40 minutes
Time Slot 7	1:56 – 2:36	40 minutes

1/2 Day Schedule

Time Slot 1	7:40 – 8:20	40 minutes
Time Slot 2	8:24 – 9:04	40 minutes
Time Slot 3	9:08 – 9:48	40 minutes
Time Slot 5	9:52 – 10:32	40 minutes

Time Slot 6	10:36 – 11:16	40 minutes
Time Slot 7	11:20 – 12:00	40 minutes
Student Dismissal	12:00 Noon	

The letter of the day will not change if the school is closed for some reason.

A-B-C-D ROTATING BLOCK SCHEDULE

Student's schedules have been processed through PowerSchool. The 4-day 58 minute rotational schedule remains the same. However, the days will now be labeled as Day A, B, C, and D. Each slot will be assigned a number/letter combination. Students can see their assigned guidance counselor regarding any questions.

NVRHS Calendar 2018-2019

Interim Reports: 10/8, 12/13, 3/6, 5/16

End of Marking Period: 11/7, 1/23, 4/8, 6/19

*Mid-Term Exams: 1/24 - 1/25

*Final/Underclassmen Exams: 6/20 -6/21

Senior Exams: 6/18 - 6/19

One additional day has been built into the calendar to be used by the Superintendent for any necessary closings: April 22. If this day is not used, school will not be in session for the day listed above. If one emergency day is used, then school will be in session on Monday, April 22. If a second emergency day is needed, the number of student days will be reduced to 182.

If deemed necessary by unexpected closings, the April vacation may be abbreviated in part or in whole. Therefore, plans that cannot be changed should not be made for the April vacation. The Superintendent of Schools reserves the right to make adjustment to the school's time schedule when it is deemed necessary.

Labor Day 9/3

First Day of Class/Delayed Opening for Students 9/4

Delayed Opening for Students 9/5

Rosh Hashanah 9/10-11

Yom Kippur 9/19

Delayed Opening for Students 10/4

Teachers' Convention 11/8-11/9

1/2 Day for Students 11/21

Thanksgiving 11/22-23

Delayed Opening for Students 12/5
Holiday Recess 12/24-1/1
MLK Day, ½ Day for Students 1/21
President’s Day 2/18
Winter Recess 2/18-2/22
Delayed Opening for Students 3/11
Good Friday 4/19
Spring Recess 4/15-4/19
Memorial Day 5/27
Graduation Old Tappan 6/20
Graduation Demarest 6/21
Last Day of School 6/22
Last Day for Teachers 6/24, 25 or 26

General Information

STUDENT COUNCIL OFFICERS 2017--2018

Advisors	Mr. Robert Pugliese, Ms. Jennifer Glick
Co-Presidents	Ryan Beger, Phil Gong
Treasurer/Secretary	Ishita Jamar
Publicity	Sydney Woods

CLASS OFFICERS 2018-2019

Class of 2019 – Senior Class

Advisors	Ms. Alana DeCosta, Ms. Suzanne Nolan
President	Ishita Jamar
Vice President	Sofia Kontolios
Treasurer	Lily Seigel
Secretary	Rhea Tejwani
Publicity	Eliza Jagid Ohr Yahalomi

Class of 2020 – Junior Class

Advisor	Ms. Michelle Szukics, Mr. John Falduti
President	Sarah Kushner
Vice President	Isaac Oliff-Lieberman
Treasurer	Ashley Dinerman
Secretary	Katie Vinson
Publicity	Julia Mancuso, Jeremy Shinder Aaron Kade, Kate Slowikowski

Class of 2021 – Sophomore Class

Advisor	Ms. Kristy Ianna
President	Vama Shah
Vice President	Caitlyn Frank
Treasurer	Isabel Shklyar
Secretary	Diva Kothari
Publicity	Caroline Krueger

Class of 2022 – Freshman Class

Advisor	Ms. Zoe Gavriilidis
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Elections will be held in the fall of 2018.

Lunch/Point of Sale Program

Both Northern Valley Regional High Schools have implemented a computerized point of sale system (POS) coordinated by the Pomptonian Food Service in the school cafeteria. Students/parents may participate in this program by depositing cash or checks into an account developed for each student by our food service provider. Students purchasing food or beverages from the cafeteria can use this account. In the future, beverage machines are proposed to become part of the POS system.

How it works: Students can use their student ID that identifies the student by name and photo. The cashier inputs the items to be purchased at the register. After the student accepts the purchase, the amount is debited from the account. Should a student forget their ID card, they can input a PIN or give the cashier their name. The student photo will appear, identifying the student before the transaction is completed.

How to activate the account: Students may bring cash or a check to the cafeteria from 7:15 until 12:30 and ask that the money be put into their account. All checks should be made payable to: Northern Valley Regional High School Cafeteria Account. Please put the student ID number on the memo line. Money deposited before second slot will be available that day. Students may deposit money when they purchase food during lunch as well.

Should you have any questions about the POS program you may contact our food service office at 201-768-3200, extension 13220.

Cell Phones

The administration recognizes the importance of cellular phones from an emergency and safety standpoint. The use of cellular phones will be permitted before school, during unit lunch (10:41-11:35 AM) and after school. Cell phones must be turned off and put away during the school day, including examination sessions. If a cell phone is used during an assessment, the phone will be confiscated and a zero entered for a grade regardless of the reason the cell phone was being used. Any student found using a cell phone on school grounds during school hours (other than lunch) will have the cell phone confiscated and have it returned only to a parent/guardian. On occasion staff members may allow the use of Electronic Hand Held Devices for educational purposes.

Paging Devices (Beepers)

According to New Jersey State Law, a student commits a disorderly persons offense if he/she knowingly and without written permission from school authorities brings or possesses any remotely activated paging device on any property used for school purposes at any time regardless of whether school is in session or other persons are present. Paging devices are not permitted. A complaint may be filed with the police.

Dress Guidelines

The school believes that manner of dress should reflect the context of the educational environment and that students should dress with that context in mind. We realize the importance and viability of dress as a form of self-expression and personal identity; however, we also recognize that certain aspects of style and dress can be a distraction to the educational goals and expectations in a school setting. We believe that student dress should be informal and comfortable. However, one should not assume all casual attire is acceptable within the context of an educational setting. We offer this statement in the spirit of making Northern Valley a viable institution that respects both its educational goals and the personal integrity of the individuals it serves.

Student dress guidelines are established and enforced cooperatively by the students, faculty, and administration of this high school. Our practices must conform to the policies of the District Board of Education, the State Board of Education, the rulings of the State Commission of Education, and the public laws of the State of New Jersey as adopted by the Legislature and interpreted by the Courts.

We believe the individual student should conform to acceptable standards of dress during the hours of regular school attendance. We believe the individual should have the right to choose his/her own dress except for the following:

1. anti-religious, racist, or obscene dress;
2. dress harmful to the individual's or to the communal safety or health;
3. costumes, recreational uniforms, or ludicrous dress, unless prescribed for special occasions;
4. dress that is disruptive to the educational program. Students are prohibited from

wearing strapless tops or baring their midriff area.

In interpretation of the above restrictions, the following guidelines in clothing will be enforced:

1. foot apparel must be worn at all times;
2. an undershirt may only be worn with a shirt or sweater over it;
3. dresses, skirts or shorts should cover the mid thigh;
4. no undergarments should be visible.

Emergency Response Plan

We are in compliance with N.J.S.A. 18A:41-1. It is anticipated that lockdown and/or evacuation drills will be conducted during the school year. Faculty and staff are prepared to facilitate the successful completion of these drills. Students are to

follow the directions of their teachers at all times during these drills to assist classes out of the building in a timely and orderly manner. The Northern Valley-Demarest emergency lockdown and/or evacuation response plan is in compliance with the local police response plan. Additionally, fire drills are conducted at regular intervals throughout the school year.

Lunch Evacuation Plan

In the event that the building must be evacuated during or in between classes, the following announcement will be made “Evacuate the building now. Evacuate the building now.” Students and faculty should exit the building via the closest fire exit and move outside the “Building Fall Zone.” Once outside the building students shall follow the instructions of the teachers and Crisis Management Team (CMT). The teachers and CMT may instruct the students to evacuate to another location. Once the students arrive at the designated assembly area they should locate their teachers for attendance. If during lunch, students should locate their slot 4, period 5 (A-D) teachers. If in between classes, students should locate the teacher whose class they are moving to.

Emergency School Closing

If inclement weather causes a delayed opening or an all-day closing, Radio Stations WOR, N.Y., WVNJ, WCBS, N.Y., and Cablevision Ch. 12 will announce closing on their morning programs. An automated message service, School Messenger and/or Constant Contact, will be implemented. You may also refer to the school district website, www.nvnet.org.

Bus Transportation

Bus transportation is issued to students who live more than 2.5 miles from school. Information regarding bus transportation has been communicated to parents. Students who ride the buses are to adhere to school rules and the rules of the bus company. There are 2 activity buses one at 4:00 P.M. one at 6:15 P.M. free for all Northern Valley Regional High School students. Drop off points are on major roads in the three towns.

Regulations for Riding Bus

1. Bus driver is the sole authority on the bus.
2. Wait until the bus stops before getting on and off.
3. Enter or leave the bus with the consent of the driver.
4. Keep your head and arms inside the bus windows at all times.
5. Do not discard papers or other items in the bus or out the windows.
6. Smoking is not permitted on any school bus.
7. Failure to comply with these regulations may result in the withdrawal of school bus privileges.
8. Students are expected to behave in a respectful manner. All school policies, student code of conduct and HIB policy will be in effect while the student is a passenger on the bus.
9. All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems while the bus is in operation

Proms/Class Dances

1. All students attending either the Junior or Senior Prom must report to school at 7:40 am and will be released after the mandatory pre-prom assemblies at 12:32 pm. Any student not completing 4 hours of instruction will not be permitted to attend the prom.
2. A parent/guardian will be required to attend a mandatory pre-prom presentation in order for their child to attend a prom.
3. Students must arrive at the activity no later than 45 minutes after the start of the event. If the student is detained because of a job, the student may register with the class advisor the day before the dance and be admitted late. The student may provide the class advisor with a personal note the day before the dance and be admitted if approved in advance by administration.
4. Students may not leave the building and re-enter during an activity.
5. Students will be notified of all other responsibilities prior to the activities by the class advisors. The class advisors will communicate regarding the Junior/Senior Proms, specific time frames and other responsibilities.
6. Students must be in attendance the next school day following prom or they will be considered truant. Students must be in attendance the next school day following prom or they will be considered truant. Although this is commonly thought of as an absence of which the parent is unaware, certain absences of which the parent is aware will be treated in the manner of trancies.

Insurance

A school insurance policy is made available to students in September. This policy is a contract between the insurance company and the students. The school is not liable for the execution of the statements of the policy. The school merely provides an opportunity for interested students to secure said policy. Students who elect to secure this policy should read carefully the stipulations and be prepared to assume personal responsibility for the

provisions of the contract. This is especially true for those competing in interscholastic athletics.

Lockers

Student lockers are the property of the Board of Education. School officials have the responsibility to protect all students and have the right to search school lockers should there be reasonable suspicion that safety is threatened or contents could include controlled dangerous substances. The student hall lockers are in excellent condition in September each with a locker number tag. Students are expected to keep their lockers in good condition. Heavy fines will be levied for damaged lockers. If your locker is damaged during the year, report it to the assistant principals. **DO NOT KEEP MONEY OR VALUABLE ARTICLES IN YOUR HALL OR GYM LOCKER AND DO NOT PRESET YOUR COMBINATION.** Valuable articles include calculators, expensive jackets, jewelry, money, or items being sold by the class to raise funds. The school is not responsible for the theft or loss of such items. The right to inspection of students' school lockers is inherent in the authority granted school boards and administrators and should be exercised so as to insure parents/guardians that the school, in pursuing its 'in loco parentis' relationship with their children, will employ every safeguard to protect the wellbeing of those children."

Media Center (Library)

Our main library area is designed as a collaborative workspace for students while our Nook is reserved as a quiet study space. School work takes priority in all spaces. Beverages are allowed, but no food is allowed in any Media Center space. Students using our school Media Center must observe all school rules and regulations.

Failure to satisfy obligations will result in the loss of borrowing privileges. Fees for lost and damaged materials will be given based on the latest purchase price.

Passes

No student should be in the corridor at any time without an identification pass. Three types of passes may be used.

Library Pass: This pass is given by any subject teacher to the student to go to the library.

Late Pass: If a teacher detains a student after class, that teacher will issue a pass excusing the student from lateness for the next class.

Identification: Athletic contests, dances, school functions, etc. The school will issue an identification card to freshmen in the fall semester. This card will be used for school identification purposes athletic contests, library, dances, and all school functions. School issued identification cards must be carried at all times while on school grounds.

Parking

Seniors who are licensed drivers are permitted to drive to school. Student parking is restricted only to the student parking lot and no parking is allowed in VISITORS or Faculty.

A parking permit must be acquired: seniors may purchase a sticker for \$5.00. If the permit sticker is not displayed, or parking rules are not adhered to, the student's right to park will be taken away. The school and its officers reserve the right to enforce the traffic rules on the grounds and to prohibit the use of automobiles, if necessary. All vehicles on school property are subject to search.

The Board of Education is not responsible for damage to items of personal value such as bicycles, autos, mopeds, and items in lockers or backpacks. Bicycles, mopeds, and cars must be locked when on school grounds. Illegally parked cars are subject to towing at owner's expense.

Students should see Ms. Altomare or Ms. Luparello in the main office for a parking sticker/parking contract.

Working Papers

The forms for working papers may be acquired in the Main Office. Students from 14 through 18 must have Promise of Employment; Physician's Certificate of Fitness; Proof of Birth (photo static copy). If the physical is to be done by the school physician, the student should see the school nurse. The cost of a physical exam done during the summer is the responsibility of the parent.

Medical Services

Illness in School: Students who become ill in school are given a teacher's pass and urged to report to the nurse immediately. A student is free to enter the health office at the change of class without a pass if necessary. The nurse will attend to the student's immediate needs and telephone the parent at home or work when indicated. The student will not be allowed to go home if the parent is not available. If parents cannot pick up the child at the time of notification, they should designate which emergency person listed in Infosnap is to be called. If in an extreme emergency the parent is not available, the family physician will be called and his direction will be followed. (The person picking up an ill student must sign the nurse's log.) If the physician is not available, our school physician Dr. Zahid Farooki will be notified.

Up to date emergency telephone numbers, home phone numbers, addresses, and places of employment are extremely important when the school needs to reach a parent.

Medication: No prescribed or over-the-counter drug should be kept in lockers or shared with students. What is prescribed for one student may be poisonous to another. If the doctor prescribes a drug to be administered during school hours, the exact dosage must be given in the pharmaceutical container, properly labeled, and accompanied by an order form from the physician signed by the parent. The nurse will see that it is administered. The school nurse will not administer non-prescription drugs at any time (cough medicine, aspirin, etc.) unless prescribed by physician with parent approval. Parents

must supply non-prescription drugs if so ordered. For any medications to be given in extreme emergencies or for injectables, a release of responsibility should be signed by the parent or guardian. Only in a rare emergency should someone other than the certified school nurse give such medication.

Accidents in School: In the event that there is an accident to your child while he/she is in school, we will make every effort to contact you first. If you are not available, we will contact the family physician. In an extreme emergency, the ambulance will take the student to the hospital named on the emergency card. The student must report accidents to the supervisor of the activity and a written report sent to the nurse within 24 hours.

Immunizations: The New Jersey State Department of Health mandates that the student's immunization program that began in elementary school with your family physician be kept up to date. A tetanus booster is required every ten years. Students must have measles, mumps and rubella vaccine or proof of immunity. All N.J. State Department Health requirements must be met within 2 weeks after the day of registration or the student will be excluded from school. Students from other countries and other states must have evidence of Mantoux tuberculin skin testing. Class schedules will not be issued if immunization requirements are not met.

Scoliosis examination: Students in grades 9 and 11 will be examined for scoliosis during the first week of school in September. Students who have had yearly examinations by their own physician may submit a physician's note at the time of the examination. Your personal note must state the name of the physician and the results of the exam. These results will enable us to accurately report the number of students who are being followed for scoliosis to the N.J. State Health Department.

Physical Education Excuses

- 1) A doctor's medical excuse is required to be excused from 3 or more days from participation in Physical Education.
- 2) Students with a nurse's excuse, or a parent's note, must dress for class and are limited to 3 excuses from class per marking period.
- 3) Students who have a one-day medical and are not able to participate on a limited basis will be responsible for making up the missed work.
- 4) Students with extended medical excuses from a doctor will be required to write written reports for physical education credit. These reports will be assigned through the student's TEACHER OF RECORD.

Classwork Assignments, Make-up Work and Field Trips

The Northern Valley Regional High School Board of Education believes that the material covered in each class session is an integral part of the course. Therefore, each student is allowed to complete make-up assignments for absences.

Make-up time after an absence from school will be equal to the time that the student was absent from school with additional time granted at the discretion of the teacher. Because multiple tests or assignments have to be made up, the teacher may grant additional time.

If a student is absent when the test is announced, he/she must take the test the very next opportunity after its administration. If, in the opinion of the teacher, the test is invalidated, a substitute test may be given as is done for those absent on the test date.

1. Time to work should not exceed the amount of time absent, i.e. work missed during a five day period of absence should be made up in the first five days immediately after the student returns to school. Arrangements to make up work must be initiated by the student. They should be proactive and correspond with their teachers using Gmail.

2. Pupils who cut class or are otherwise found truant will not receive credit for the work missed.

3. Pupils may make up work for time missed because of actions initiated by the authorities of the school, i.e. suspensions, exclusions, etc.

4. All class assignments are due on the day announced. The student will receive one grade lower each day an assignment is turned in after the initial due date. If the assignment is a course requirement and the work is not completed, the grade in the course is an F. Any course requirement handed in more than three days late will receive a grade no higher than a D.

5. Make-up exams - No student will take an exam before the rest of the class. If an exam is missed due to an excused absence, the make-up will be given AFTER the class has taken the test.

6. Midterm and Final Exams - If a student is absent during a Midterm or Final Examination, he/she may not take a make-up exam unless a doctor's note is provided.

7. Field Trips - If a student is scheduled to go on a field trip, they must inform their teachers about the trip at least 5 days prior to the trip. If the field trip conflicts with a scheduled assessment, the student must seek out the teacher on the next school day (even if the class cycles out) to make up the assessment. Failure to do so will result in a zero for the assessment. The only exception to this is overnight trips in which students must be given at least one day after returning from the trip to prepare assignments and/or for assessments. Any work due on the day of the trip, must be submitted to the teacher prior to going on the field trip (work may be emailed or left in their mailbox). Arrangements to make up work while on a field trip must be initiated by the student.

Midterm Examinations

All Northern Valley students are required to take midterm examinations. There will be no exemptions from midterm examinations.

Final Examinations

Students may be exempt from final examinations if they have received grades of “A-, A or A+” for each marking period and an “A-, A or A+” on the mid-term examination. A student who has failed a semester or a full-year course does not have to take the final examination.

Absences From Exams

When a student is not present for an exam, a call to the home is made to determine the reason why the student is not present. The student may take the exam if arrival is made at a reasonable time on that day. If the student were to be absent on the day of an examination, a doctor’s note must be submitted upon returning to school. If a medical excuse is not submitted, the student will receive an “F” for the exam.

Students who during the regularly scheduled exam period must attend an event as a representative of the school may take the examination(s) at an alternate time at the discretion of the principal.

Students who absent themselves from an examination for any other reason must gain the principal’s approval in advance.

Examinations should be made up at the earliest possible date upon return, but must be completed by the start of the new school year. Failure to do so will result in a failing grade for the course because the student has not completed course requirements, one of which is the final examination. The report card will show no entry in the final exam column and an “F” for the final grade.

Reports to Parents

Because PowerSchool is the primary source for student grades and teacher comments, parents are encouraged to monitor PowerSchool regularly to view student progress. Parents are also encouraged to contact teachers through email and by phone.

A ‘Teacher Comments’ box is available for viewing on PowerSchool and is updated by the teacher at the midpoint and the end of each quarter. INTERIM COMMENTS (progress reports) are available shortly following the midpoint of each quarter. END OF QUARTER COMMENTS are available along with QUARTER GRADES shortly after the end of each quarter. Dates for both are posted on the school calendar. Teachers’ interim comments on student progress may include three primary terms: ‘commendable’, ‘unsatisfactory’, or ‘failing’. More detailed comments may also be included. In the case where student progress declines after the time of INTERIM COMMENTS, an INTERIM REPORT may be mailed home.

Parents are encouraged to follow up with teachers and counselors if they read a comment or report indicating an academic struggle.

Extra Help

Extra help is available for students from 2:36 - 3:00 P.M. and should be arranged by the student in advance. Students may be required to attend extra help sessions from 2:36 - 3:00 P.M. if requested by the teachers.

Honor Roll

Students eligible for the high honor roll must have nothing less than an A- on their term grades. Students eligible for the honor roll must have nothing less than a B- and at least two A-'s on their term grades. Students eligible for the credit list must have nothing less than a B- on their term grades. A grade of "I", incomplete, excludes a student from Honor Roll.

Section 504 Policy Statement

It is the policy of the Northern Valley Regional High School District Board of Education not to discriminate on the basis of disability in its education programs, activities or employment policies. The board recognizes its responsibility to arrange for the provision of services and activities that are equally effective as those provided to nondisabled students. If a parent would like to initiate and have their child considered for a 504 Plan, they should consult with their school counselor. They must provide the 504 Committee with the following: a current medical report (performed within the last 3 years) that identifies the medical diagnosis and recommendations for accommodations and completed 504 paperwork received from the school.

For further information on Section 504 of the Rehabilitation Act, please contact the Office of the Assistant Principals. (Ext. 13040). Ms. Perna is the 504 Committee Chairperson for 9th & 11th grade students; Ms. Marolda is the 504 Committee Chairperson for 10th & 12th grade students.

Grading System

Teachers grade students on a numerical range from 1-100.

Marking period averages are calculated numerically, then converted to a letter grade according to the following scale:

REPORT CARD GRADE	NUMERIC EQUIVALENCY
A+	100 – 98
A	97 – 92
A-	91 – 90
B+	89 – 88
B	87 – 82
B-	81 – 80
C+	79 – 78
C	77 – 72
C-	71 – 70
D	69 – 60
F	Below 60
SI	0

ADDITIONAL REPORT CARD SYMBOLS:

T – Withdrawn for Excessive Absences	P – Pass
I – Work Not Completed	W – Withdrawal Passing
X – Medically Excused	U-Withdrawal Failing E
AU – Audit	E – Exam Excused
SI – Student Infraction	

Student infractions (i.e., plagiarism, cheating) will receive a “0” for that assignment. Failure to complete major assignments or failure to make up major assessments will result in a “0” for that assignment.

Grades for full year courses are the average of all 4 quarterly marks plus the mid-term (if applicable) and final exam (if applicable).

Grades for semester courses are the average of two quarterly marks (plus the final exam if applicable).

1. To pass a full-year course and to get credit for that course a student must:
 - (a) Fulfill all course requirements.
 - (b) Have a passing average.
 - (c) Pass the last marking period of the course with a “D” or better.

2. To pass a semester course and to get credit for that course, a student must:
 - (a) Fulfill all course requirements.
 - (b) Have a passing average.
 - (c) Pass the last marking period of the course with a “D” or better.

Failure in the final marking period of any course will result in failure for the course.

Grade Scale, Weighting, GPA and Class Rank

The cumulative grade point average (GPA) is calculated using the final grades in all courses completed. While grades for remedial courses are included in the GPA calculation, grades for new credit courses taken during summer school, through virtual schools or through a third party provider are not.

Transfer grades from other schools are converted into the Northern Valley grading scale and included where possible, provided they can be converted equitably into the Northern Valley grading system; otherwise, they are awarded P or F based on passing or failing status of each course. These do not calculate into the GPA.

Official GPA is calculated at the conclusion of the 4th, 6th, 7th and 8th semesters. Final letter grades for each course correlate to 4.0 scale . Weighted values are added for Enriched, Honors and Advanced Placement courses according to the table, below

GRADE SCALE - REVISED 2018-19					
WA			WEIGHTED		
PERCENT RANGE	LETTER GRADE	STANDARD GPA	E GPA (+.25)	H GPA (+1.00)	AP GPA (+1.25)
98 - 100	A+	4.33	4.58	5.33	5.58
92 - 97	A	4.0	4.25	5.00	5.25
90 - 91	A-	3.67	3.92	4.67	4.92
88 - 89	B+	3.33	3.58	4.33	4.58
82 - 87	B	3.0	3.25	4.00	4.25
80 - 81	B-	2.67	2.92	3.67	3.92
78 - 79	C+	2.33	2.58	3.33	3.58
72 - 77	C	2.0	2.25	3.00	3.25
70 - 71	C-	1.67	1.92	2.67	2.92
68 - 69	D+	1.33	1.58	2.33	2.58
62 - 67	D	1.0	1.25	2.00	2.25
60 - 61	D-	.67	.92	1.67	1.92
59 - 0	F	0.0	0.0	0.0	0.0

To calculate GPA, each eligible course's GPA value is multiplied by the credits earned to determine quality points. The total quality points earned is divided by the total number of credits attempted. In the 7th semester, GPA values for courses in progress are multiplied by

half of the potential credit of those courses. For example, a course bearing 1.0 potential credit will have a credit value of .5 for GPA purposes.

Class Rank

The academic environment at Northern Valley is very challenging, and the majority of our students earn exemplary grades. Comparisons among students inherent in class rank unnecessarily increase competition among students. Further, we believe that our students' levels of achievement are not equitably or fully communicated by this single statistic.

Therefore, as of 2017 Northern Valley no longer publishes class rank.

PowerSchool (Web Access-Portal to Grades)

The PowerSchool web access system is provided as a service to parents and students. It is the primary source for grades and progress reports. Depending on the date that the system is accessed, grades and other information viewed through this system may not be finalized and, therefore, cannot be considered as official. Neither this institution nor Pearson School Systems accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. For questions about official grades and student records, contact your school counselor. If you do not have access to PowerSchool, please contact your guidance counselor in order to obtain your ID and access code.

PowerSchool Learning (formerly Haiku) - Learning Management System

NVRHS uses PowerSchool Learning as its supported Learning Management System (LMS). Teachers are expected to post digital content on PowerSchool Learning pages as well as assignments. Teachers may accept digital files submitted via the PowerSchool Learning Dropbox and may also use the system for class discussions, WikiProjects, and select assessments. All users including students log into the PowerSchool Learning LMS at <http://haiku.nvnet.org> using their NVRHS Single Sign-On (SSO) credentials, which for students is the student's 10 number as the username and SSO password.

PowerSchool Learning is primarily a web-based system and can be accessed from any web browser from any device. There is a PowerSchool Learning iOS app available in the App Store.

Upon logging into PowerSchool Learning, students see a portal that contains a list of all of their active classes as well as a calendar that lists upcoming events and assignments. An "all school" class appears in the list of classes; within the all school class students may refer to the PowerSchool Orientation for Students page for more information about using the system.

Scholastic Achievement Awards for Graduating Seniors

A graduating senior will receive special recognition based on a seventh semester grade point average. Those seniors who have maintained a 4.00 average or higher will graduate Summa Cum Laude. Those with an average of 3.85-3.99 will graduate Magna Cum Laude. Those with an average of 3.70-3.84 will graduate Cum Laude.

These distinctions show excellence in academic achievement and shall be noted at the commencement ceremony with an appropriate award, and a notation will be made on the diploma.

The three students earning the highest seventh semester GPAs will be designated valedictorian, salutatorian and essayist (scholastic). Only students who have concluded two full, consecutive years at Northern Valley by seventh semester will be considered for these graduation distinctions.

Attendance Guidelines

Attendance Policy

The Board of Education has an obligation to require that students of this district be present in school in order that they may learn. This policy is for the benefit of the students, their parents, and the community. According to the New Jersey State School Register Attendance Rules and Requirements, religious observance, college visits (limited to a maximum of three days per year for 11th and 12th graders), and "Take Our Children to Work Day" are the only recognized excused absences. Therefore, any absence, other than those mentioned above will be recorded on permanent attendance records and reflected on a student's report card and transcripts. Students will either be present, absent or excused for the above-mentioned purposes as per NJAC 6A:32-8. Northern Valley will consider documented absences when considering loss of credit and privileges.

A student will be limited to 14 absences from a class per year. Semester courses are limited to 7 absences, Physical Education to 11 absences and one-quarter courses to 4 absences (health & driver's education).

If a student misses 15 minutes of any period, he/she will be considered absent from that class. If a student exceeds the number of absences, credit for that course will not be given and a T (withdrawn excessive absences) will be entered on the student's record. The T will be included in the class rank computation. The student will be placed under supervision during that time in place of the withdrawn class. The student may take the course for new credit in an approved summer school. This policy applies to students who absent themselves from class for any combination of the following reasons:

1. short-term illness;
2. medical / dental appointments;
3. voluntary signing out during the day;
4. family vacations;
5. cutting / truancy
6. military etc.

If a student is absent, a parent must call attendance between 7:45 – 9:00 A.M. stating the reason for the absence. Students receive a documented absence when they are absent from school for the following reasons:

1. extended illness of three days or more with a medical verification presented within one week after the students return;
2. death in the immediate family (length of time to be determined in each individual case by the principal);

3. religious holidays as provided by law; these do not appear on student's permanent record.
4. court appearance; documentation from court required
5. driver's license examination - road test (maximum of one day);
6. county and state athletic events requiring early dismissal;
7. administrative absences

When a student accumulates 4 or more unexcused absences to school, a plan will be developed to assist in maintaining regular attendance. Upon accumulation of 12 absences from a year course, 6-semester course, and 4 from health, a hearing will be held with the Attendance Review Committee. Absences and tardies are part of the permanent record and the totals will appear on the transcript for all four years.

Students may appeal the decision of the committee to the principal, superintendent, and the Board of Education.

Student participation in all regularly scheduled classroom-learning activities in each area of study is essential in order for each student to receive the maximum benefits of a thorough educational program. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this program.

Tardy to Class

There is NO tardy slip for tardiness between classes. Students who are late to a class must make up this time with the teacher after school. The student will not be sent back to the previous class teacher for a pass. The student may present the excuse, where possible, after school. A student who is more than 15 minutes late to any class will be considered absent from that period.

Tardy to School

All students arriving between 7:40 – 7:55 A.M. should report directly to class where their teacher will mark them late. Students that arrive after 7:55 AM or leaving school early must sign in or out at the Attendance Office. A student may not come to school to take a test and leave. Violation of this rule will result in an F on the test. Parents must contact the attendance office when a student is late after 7:55 A.M. so that child will not be considered cutting a missed class.

A student missing an announced test or quiz because of tardiness will receive a grade of an F unless a parent calls in and the absence is a driver's test, religious holiday or court appearance or a medical note is provided.

Habitual tardiness to school is not acceptable behavior at Northern Valley and will be dealt with according to the following disciplinary procedures:

- a) Eight unexcused tardies will be allowed during the school year. Beginning with the 9th tardy the student will be assigned 10 consecutive days of detention at 7:15 a.m. or 3 p.m. in the designated room. Failure to attend 10 consecutive days of detention will result in additional disciplinary action that could include suspension, in addition to the outstanding detentions.

Consequences for additional lates:

- Every late after 9 = 1 additional detention(Must be served the day of the tardy)
- Every 5 lates after 9 will result in progressive disciplinary measures which will include, but is not limited to, one or all of the following: Saturday Detention, suspension, removal of privileges and assigned seating during lunch.
- Off-Campus and Senior Service privileges are removed permanently when a student reaches 11 tardies.
- Continued tardiness or failure to complete outstanding detentions may result in a student being considered not in “good standing”, which will result in removal of additional privileges such as parking, class trips, network use, proms, graduation exercises, unassigned free time which can include lunch, etc.

2. Any student entering school after 9:30 a.m. or leaving prior to 12:30 p.m. may not participate in any extracurricular or co-curricular activities (any sport or club).

Students who are in school for any part of the day are required to complete the work, including examinations, in the classes that they attend. Any student entering school after 9:30 a.m. or leaving prior to 12:30 p.m. on a Friday may not participate in any co-curricular or extracurricular activity that weekend.

3. Absences, tardies and suspensions are part of the permanent record/transcripts and may affect selection into the National Honor Society.

Habitual Tardy Discipline

Progression for 14 or More Tardies

In addition to one detention for every one time late to school

- 14 = Parent contact, Saturday Detention
- 19 = Mandatory parent conference with student, guidance counselor, and assistant principal, Saturday Detention, Parking Privileges suspended.
- 24 = In-School Suspension, parent contact, permanent removal of Parking Privileges, Loss of the class trip (if applicable), assigned seating during lunch until behavior improves.
- 29 = Participation in the SAP Program or Out of School suspension, mandatory parent conference, loss of the prom and all senior activities (if applicable), and the continuation of assigned seating during lunch until behavior improves.

Cut Policy

A “cut” is defined as an absence based upon a deliberate decision by a student or group of students not to attend a class without prior approval. Students taking one-semester or one-quarter courses (health) will be dropped on the 2nd cut. Students taking a full year course will be dropped on the 3rd cut.

A student who is dropped from a course will be placed in a study hall. The student may take the course for new credit at an approved summer school.

If a student cuts a class two days in a row, the teacher must inform the assistant principal immediately after the second cut. The teacher will contact the parents when the class is a full year course.

First Cut: The first cut from a class results in 6 points, zero for the lesson, and a call to the parent by the teacher as soon as the cut is verified. A meeting will be scheduled with the teacher, subject supervisor, and student. The meeting will be held at the mutual convenience of the subject supervisor, teacher, and student. The assistant principal will also contact the parent.

Second Cut of the Same Class: The second or more cuts on the same day results in 10 days of detention, zero for the lesson. A conference will be held with the assistant principal, parent, and student. Parents will be informed that the student will be dropped from the course on the next class cut.

Third Cut of the Same Class: Students will be dropped from his/her course with no credit. The student will receive a T, indicating withdrawn for excessive cuts or absences. The grade for this course will not be included in the GPA or in the class rank. The student may be placed in study hall for the remainder of the school year. The student may take the course .

Students missing a class because they are late to school will be considered as cutting that class unless the attendance of ice is notified by telephone or a note from a parent or guardian when signing into school

Truancy Bd. of Educ. Policy 5113(c): any unauthorized absence from a school shall be considered truancy. Although this is commonly thought of as an absence of which the parent is unaware, certain absences of which the parent is aware will be treated in the manner of truanancies. (Those include unauthorized activities such as cut days.)

Early Medical Dismissal

Whenever possible, all dental/medical/outside appointments should be scheduled for hours when school is not in session. If students must leave for any reason during the school day, note of excuse should be presented to the attendance secretary or school nurse before the

start of the day. In order to prevent the disruption of instructional time, we request that students leave during the break of classes whenever possible. Arrange to have your child meet you at the Attendance or Nurse's office to be signed out. Phone calls during the class periods can be disruptive to teachers as well as the students. We realize that emergencies do occur, but, whenever possible, we would like to eliminate interruptions to the classes during the day.

BOE Policies

Board of Education Policies can be obtained online at the following address: nvnet.org. As per the uniform state memorandum of agreement between education and law enforcement officials, the NVRHS district may communicate with those agencies in order to protect the educational environment.

Residence

Students who change residence MUST inform the Guidance Department. Three proofs of residence within the district are required. These may be in the form of utility bills, mortgage or lease agreements, driver's license, bank statements, etc.

Student Conduct

Cheating/Plagiarism Policy

Academic Integrity

The purpose of education is to develop students who are lifelong learners; dishonesty undermines and inhibits this process. No form of plagiarism or cheating is acceptable. To ensure the academic integrity of all students at Northern Valley Regional High School, this honor code has been created to promote honesty and responsibility while fostering a community of trust. Northern Valley students have the right to expect academic integrity from their peers.

I. Defining Cheating

Cheating is defined as any misrepresentation of one's self or one's academic work.

Unless expressly allowed by the Department, cheating includes, but is not limited to:

- Communicating with or copying from another student regarding an examination or assessment
- Introducing any unauthorized materials (written, printed or blank) into a classroom or examination room
- Introducing any electronically stored information into a classroom or examination room
- Obtaining a copy of an unseen written examination prior to the date and time of its authorized release

- Gaining access to unauthorized material relating to an assessment
- Colluding with another person by submitting work done with another person as entirely one's own work OR Collaborating on work that is not specifically assigned as group work OR knowingly allowing another student to copy one's own work to be submitted as that student's work
- Falsifying data by presenting data of lab reports, projects etc. as one's own when this data is based on experimental work conducted by another party or obtained by unfair means
- Assuming the identity of another person or having another person assume one's own identity with the intention of deceiving or gaining unfair advantage.
- Plagiarizing by passing off the writings and ideas of others as one's own. Plagiarism includes buying, stealing or borrowing a paper, hiring someone to write a paper, copying from another source without citing, using a source too closely when paraphrasing, copying or building on someone's ideas without citation.

II. Procedures

If it is determined by a teacher that an incident of cheating has occurred, the teacher will:

- Discuss the incident with the student and review the consequences of cheating. Contact the student's parent or guardian.
- Notify the assistant principal or principal with a student discipline form.
- Attend a conference including the student, guidance counselor, supervisor, parent or guardian to discuss the incident and determine how best to help the student, if such a conference is necessary.

III. Consequences

Any act of academic misrepresentation will result in a zero for that assignment. If a student is guilty of plagiarism, besides receiving a zero on the assignment, the student may be required to redo the assignment pursuant to the policy. The corrected assignment will be graded and averaged with the previous zero.

Any personal/academic misrepresentation will be recorded on the student's discipline record by the assistant principal or principal. In addition to parent notification the following will apply on an individual basis by the nature of the offense.

The administrator on an incident-by-incident basis will assign disciplinary points. An accumulation of points will result in detentions or in-school suspensions. Additional actions will result for second and third offenses.

Any student leader (e.g. captain, officer, editor, class representative) who violates these standards may be removed from that position for the remainder of the school year at the discretion of the principal. He/she will not receive transcript credit for that leadership position.

Any student caught cheating may be prevented from being inducted into the National Honor Society. The Faculty Council may recommend the removal of a current National Honor Society student who has been caught cheating. The Principal will review all recommendations. If the recommendation is upheld by the Principal, National Honor Society recognition will be removed from the transcript.

Depending on the circumstances additional consequences may be imposed at the discretion of the principal.

****The student's discipline record will be provided to a college/ university upon request.****

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT HONOR CODE STATEMENT OF PURPOSE

Honor is one of a person's greatest attributes and most cherished traits. An honor system is based on the premise that a person upholds the highest standards in all that he or she does. Honor and integrity are related to our school's key characteristics. Without honor, students cannot achieve their maximum potential.

Under the Honor Code at Northern Valley Regional High School, it is expected that all students will demonstrate honesty and integrity in their conduct. Intentional lying, cheating, and stealing will not be tolerated under any circumstances. Any person who violates the Honor Code must be held accountable for compromising the honor and trust of our community.

Each student is responsible for upholding and enforcing the Honor Code. The Northern Valley Honor Code cannot work unless each student takes action when he or she believes anyone may have violated the Honor Code.

ACADEMIC HONOR CODE

1. I will take credit for my work. I will not cheat, help others cheat, or allow others to do my work for me.
2. I will not forge (fake/copy) signatures, records, information, or results.
3. I will not plagiarize. I will use quotations and cite sources when I use someone else's words and ideas.
4. I will be honest about my work with teachers, peers, and parent(s)/guardian(s).
5. I understand I will be given a "zero" on any assignment where the Honor Code is broken.

This document is based on the Honor Code of the College of William and Mary.

Discipline Policy

Northern Valley's discipline system is designed to fulfill the following purposes:

1. Foster the health, safety, social and emotional well being of students.
2. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning
3. Promote achievement of high academic standards.
4. Prevent the occurrence of problem behavior.
5. Establish parameters for the school responses to violations of the code of student conduct and to establish parameter for the intervention and remediation of student problem behaviors at all stages of identification. A discipline point code has been established which categorizes various disciplinary difficulties. When a student is adjudged guilty of an infraction, points are awarded. At the accumulation of 12 points, a student is assigned the first phase of the sustaining program. Continued accumulation of points will lead to Phase #2, Phase #3, etc.

Phase #1

- a) 10 successive days detention at 7:15am – 7:35am or 3:00-3:20pm.
- b) Student and parent contacted by the assistant principal.
- c) The administration reserves the right to remove all privileges until the 10 days detention are completed.

Phase #2

- a) May include Saturday Detention, In-School Suspension and/or 1-3 day Out-of- School Suspension.
- b) Student and parent conferences with assistant principal.

Phase #3

Students will be placed on home suspension for a prescribed number of days. Any student who is guilty of continued and willful disobedience of school rules, regulations, and policies shall be liable for extended suspension. Any student not in good standing will have their privileges' revoked.

*For the full Conduct/Discipline policy (including Harassment, Intimidation and Bullying), please refer to Board Policy #5131.

Point System

Students at the high school level are expected to develop a measure of self-discipline and control that reflects their increasing maturity and sense of responsibility; therefore, a point system is instituted for the control of student misbehavior. A major part of the responsibility for making the system effective rests with the Student Council. Any student who violates school regulations will be penalized with points according to the scale. A total of 12 points will result in a disciplinary action.

Disciplinary Action for Infractions of School Rules and Regulations

School Rules and Regulation	Points
1. Failure to report to office when tardy to school	6
2. Students in halls, lavatory or unauthorized areas of the building without a pass	2-4
3. Inappropriate Conduct	6-12
4. Use of profanity or obscene language, either spoken, computer generated, or on wearing apparel is not permitted	6-12
5. Insubordination to staff	6-12
6. Truancy	Conference with Assistant Principal Apply Absence /Cut Policy
7. Cutting compensatory education, tutoring or teacher assigned detentions	3
8. Leaving school grounds or outdoor commons, without permission or any unauthorized area. "Hill", "Stumps", Parking lot, etc.	12
9. Vandalism anywhere on school grounds or in the school building	6-12, Payment and parent contact
10. Fighting	6-12 Complaint may be filed with police and 3-5 day suspension
11. Unsportsmanlike conduct and inappropriate behavior at any school function	6-12
12. Forgery or alteration of school papers, records, or school passes	6-12
13. Careless driving or violation of parking regulations	6-12 and/or denial of driving privilege
14. Inappropriate conduct while on, boarding, or leaving a school bus	6-12 and parent contact
15. 15. Theft anywhere on school grounds or anywhere in the school building	6-12 and parent contact
16. 16. Use of tobacco products in the building or anywhere on school grounds	10 days detention and 12 points.
17. 2nd and subsequent offenses, in the building, will result in a complaint being filed with the Demarest Police and shall result in a court appearance and fine. These records will be kept for all 4 years and not be eliminated at the conclusion of each school year as with other discipline. (see BOE policy)	
18. Possession of tobacco products including "e" cigarettes	12
19. Violation of network computer policy (BOE Policy 3514.1)	6-12 - suspension
20. Cutting class	
1st time	6
2nd time	6
3rd time	6
21. Endangering or causing injury (whether intentional or accidental) to a student or faculty member	3-10 days suspension
22. Unauthorized use of school elevator	6
23. Playing cards/gambling	6
24. Harassment, Intimidation and Bullying	

Consequences as per BOE Policy 5131

25. Security Breach/Endangering Welfare of Others	12 Saturday detention
26. Theft of a laptop	1-3 day suspension and mandatory report to police
27. Unauthorized video or audio recording	12- suspension
28. Creating private Internet connection to bypass our network	6-12
29. Tardy to School	see Attendance Policy progression

All points accumulated in June will be carried over into the following year.

The administration reserves the right to assign additional penalties which may result in the removal of privileges such as parking, class trips, network use, proms, graduation exercises, etc., depending on the severity of the infraction. If a student is charged by law enforcement with a crime in or out of school, administration reserves the right to review the charge in light of safety and security concerns, and participation in co-curricular and extracurricular activities, including athletics, may be impacted or restricted as participation in these activities is a privilege. At the end of each marking period, any student who has not completed their detentions will be considered a student not in good standing.

* Discipline may be assigned for offenses not listed at administrative discretion.

The administration may enforce any/all of the following consequences for students found to be not in good standing.

1. Termination of off-campus privileges for free/unassigned periods.
2. Termination of parking privileges.
3. Assigned to a designated area during unassigned time that includes lunch.
4. Denial of attending (Freshman, Sophomore, Junior, Senior) class trips.
5. Ineligible for the Junior or Senior Prom.
6. Ineligible for Structured Learning Experience.
7. Ineligible for Graduation exercises.

The administration reserves the right to utilize the above-mentioned consequences for violation of the school code of conduct whether in person or online.

Appeals

Students and/or parents have the right to appeal in writing through the assistant principal to the principal. The appeal will express the incident, the disciplinary action and the reason for the appeal. The administration should receive the appeal within 48 hours of the incident.

Procedures for Processing Concerns – 'Chain of Command'

To help process classroom concerns in a timely and efficient manner, families are

encouraged to follow the administrative 'Chain of Command'. Our goal is to resolve misunderstandings and to problem-solve conflicts as close to their source as possible while providing a process of appeal if needed.

1. Direct and informal communication should generally be the first step. For classroom-related concerns, families are encouraged to discuss the issue directly with the TEACHER.
2. If the issue is unresolved, families should contact the GUIDANCE COUNSELOR, who may conduct a problem-solving meeting between the student and the TEACHER or the student, the parent and the TEACHER as deemed appropriate.
3. If the issue needs to be addressed further, the SUBJECT SUPERVISOR may hold a meeting with the appropriate parties to seek a resolution to the issue.
4. If the issue is still unresolved, families may appeal to the PRINCIPAL, who will review the details and conduct a meeting with the appropriate parties as needed.
5. If families believe the issue is still unresolved after involving the PRINCIPAL, appeals may be made to the SUPERINTENDENT, who will review the details and work to find a resolution.
6. If families believe the situation remains unresolved, a process of further appeal process will be presented.

This may involve formal communication with the BOARD OF EDUCATION.

Issues outside of the classroom, such as discipline or attendance, may involve the ASSISTANT PRINCIPAL. If the contact with the ASSISTANT PRINCIPAL fails to resolve an issue satisfactorily, an appeal may be made to the PRINCIPAL. The SUPERINTENDENT should only be consulted if there is no resolution after involving the PRINCIPAL.

Suspensions

Out-of-School: Suspensions are implemented for certain violations of school policies. A parent conference with an administrator is normally conducted upon the student's return to school.

In School: Suspensions are implemented for certain violations of school policies. Students will be assigned to a designated location where they will complete class assignments. It is recommended that these students bring their lunch to school. Students under out-of-school or in-school suspension are not permitted to participate in co/extra curricular activities until they are readmitted to school on the next day following completion of their suspension.

Detention

Detention is normally held before school at 7:15 a.m. in room F-114 and after school at 2:40 p.m. in room F-114. Students are assigned detention by administration for excessive tardiness to school or for violation of school policies. Detentions must be served consecutively in order to avoid further disciplinary actions.

Saturday Detention

Saturday Detention is an opportunity provided to students at Northern Valley Regional High School at Demarest in lieu of suspension for certain infractions. It is held in room C-110 from 8:00 a.m. to 12:30 p.m. Parents will be notified if a student has met the criteria for a Saturday Detention. An unexcused absence from Saturday Detention will result in further disciplinary action, and also make a student ineligible for participation in extra/co-curricular activities on that day. In the event of inclement weather or other emergency situations, you may call 201-768-3200 ext. 13131, to determine the status of Saturday Detention.

Network Computing Policy

The Northern Valley Regional High School District is responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users, both registered and unregistered, of expected standards of conduct and disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in a disciplinary action, including but not limited to temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by the administrator called upon to investigate network abuses.

The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break these laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

Note: A parent conference may be held at the discretion of the assistant principal.

Student Visitors

Students are not permitted to bring visitors to attend classes. Class size and instructional requirements do not allow for additional students.

Student Language

A student's language must be of the highest caliber. Use of profanity or obscene language (anywhere in the building; in the classroom; on school grounds; or on wearing apparel during or after school) will be disciplined immediately. The State Statute 18A: 37-1 clearly defines this form of behavior as unacceptable.

Vandalism

Any student engaged in vandalism anywhere on school grounds will make restitution for damages. Further action will be taken in accordance with the seriousness of the crime. Vandalism takes many forms, from defacing lavatories to writing on desks. Students who are found vandalizing will be disciplined under State Statute 18A:37-2 and our school's policy. Section 18A of the N.J. School Laws states that "any pupil who shall cut, deface, or otherwise injure any school house, furniture, or other property of the school district shall be liable to suspension and punishment, and the parent or guardian of such pupils shall be liable for damages to the amount of the injury."

Safety/Security

Security cameras have been installed inside the high school to continue the process of maximizing school safety/security for students and staff that was initiated with the installation of perimeter cameras in previous years.

Fighting

There is to be no fighting by any student of this school in any part of the school building, on the school grounds, in the school bus, in the parking lot or at any event supervised by the school, or the student will be automatically disciplined according to policy. A complete investigation, including a parental conference will be made, as well as the taking of statements from participants. Police will be notified.

Unscheduled Time

Unassigned time for students should be used in the library. A student may also choose to go to the indoor commons.

Use of Tobacco Products

There is to be NO USE OF TOBACCO PRODUCTS in any part of the school building or on the school grounds by any student or adult. Student use of tobacco is prohibited on any bus at any time. School Policy 5131.6 and NJ State Law prohibit use of tobacco.

Use of Tobacco, Electronic Smoking Device or Associated Paraphernalia Consequences

1. Students found to be in violation of the district's use of tobacco policies will be subject to the following:

First offense in the building or on school grounds:

- 12 discipline points and ten days detention

Please refer to BOE Policy.

Second offense:

- Student will be suspended for one day.
- Parents will be contacted.
- Student will be referred to Student Assistance Counselor.

Subsequent offenses:

- Student will be suspended for one day.
- Student will lose off campus privileges.
- A conference between parents, student and principal will occur.
- Student will be referred to Student Assistance Counselor.
- Student's offenses are cumulative throughout their school career.

* NOTE THAT THESE RECORDS WILL BE KEPT FOR ALL 4 YEARS AND NOT BE ELIMINATED AT THE CONCLUSION OF EACH SCHOOL YEAR AS WITH OTHER DISCIPLINE

2. Students found in possession of an electronic smoking device or associated paraphernalia will receive the following penalties:

First Offense:

- Student shall be sent for a medical examination as per 18A:40A-12
- Student will be suspended for one day
- Parents will be contacted
- A conference between parents, student and principal will occur
- Student will be referred to Student Assistance Counselor

Second Offenses:

- Student shall be sent for a medical examination as per 18A:40A-12
- Student will be suspended for two days
- Student will lose off campus privileges
- A conference between parents, student and principal will occur
- Student will be referred to Student Assistance Counselor.

The penalty will be increased if the electronic smoking device or associated paraphernalia contains a controlled dangerous substance. See policy 5131.6 Substance Abuse Policy.

Drug/Alcohol Abuse

Northern Valley Regional High School has a well-defined policy regarding drug and alcohol abuse. Students are forbidden from using, possessing, or being under the influence of drugs, alcohol and anabolic steroids at any time while at school, at a school function under the jurisdiction of the school, or on school property. In cooperation with the Bergen County Prosecutor's Office and the Demarest Police, we will conduct periodic searches involving the Canine Unit. All vehicles on school property are subject to being searched.

According to N.J. Administrative Law 18A:40A-12, whenever it shall appear to a staff member that a student may be under the influence of alcohol or drugs, that student shall be tested for alcohol and/or drugs and be medically examined. Administrators who have students referred to them for possible alcohol or drug use must have them tested for alcohol and/or drugs and have them medically examined.

If the school believes a student is in violation of the policy, the school authorities shall

immediately notify the parents in the hope that the school and parents can work together to resolve issues cooperatively. Students and parents should refer to Board of Education Policy 5131.6.

Search and Seizure

Board of Education Policy 5145.12: “The Board acknowledges the need for the in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against intrusion by other students or third persons, but in so such places shall the students have such exclusivity as to prevent examination by school authorities.

The school authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, they may investigate the presence of any substance or object the possession of which is illegal or poses a hazard to the safety, good order or general well-being of the school whenever and wherever there is reasonable cause to believe the presence of any such substance or object.

The right to inspection of students’ school lockers and students’/ visitors’ cars parked on campus is inherent in the authority granted school boards and administrators and should be exercised so as to insure parents/guardians that the school, in pursuing its ‘in loco parentis’ relationship with their children, will employ every safeguard to protect the well-being of those children,” which may include the use of law enforcement canine (K-9) units.

Weapons Possession

According to New Jersey State Law, weapon possession is prohibited. Students in possession of a weapon will be suspended, and may be subject to additional consequences pending a hearing by the board of education. Charges will be filed with the police.

Open Campus Senior/Junior Privilege*

Any senior or junior who meets the requirements and has turned in both parent and student permission slips is permitted to go to the indoor commons, library, or off campus during free periods and lunches All students must leave and re-enter the building via the Main Entrance and must swipe in and out of the building using their ID cards. Therefore, **students must carry ID cards with them at all times.** Exiting or entering the building through any other door will result in permanent loss of privileges. The senior/junior privilege will be permanently revoked if the student gets into trouble with the law off campus or if he/she causes a problem in school during unassigned time. Under no circumstances will second chances be given. All consequences will be the same for on campus offenses. An accumulation of 36 points or more will forfeit all privileges.

***Junior Privilege date to be determined by Administration.**

Required for Eligibility:

- not more than 10 unexcused lates
- not more than 10 unexcused absences
- may not have been suspended
- at least 56 minutes unassigned time
- no administrative obligations such as fees, fines or detentions

The order of events for enacting the senior/junior privilege is as follows:

1. Each senior/junior will be mailed home two “permission” slips. One is for the parent/guardian to sign and the other is for the student to sign. Both slips will be returned to the high school and kept on record.

2. After these two forms are returned to the school, students will be cleared.

Seniors/juniors will be required to carry their validated student I.D. cards with them if they wish to leave campus.

3. Seniors/juniors carrying these validated student I.D. cards are permitted to go to the indoor commons, library or off campus during their free periods and lunches. Students must abide by school rules.

4. If a student is caught breaking the law, senior privileges will be permanently revoked without question and that student will not be given a second chance. If the student is caught again off campus without the validated student I.D. card, the student will be treated the same as underclassmen being caught off campus.

Senior Options

As defined by the New Jersey Department of Education (NJDOE), Senior Options means a twelfth grade program for all high school seniors that will increase their options to begin preparing for a college education or a career following graduation following two basic standards. First, participating students must complete all high school graduation requirements. Second, the programs offered must provide multiple and diverse paths leading to success for all students. Twelfth grade options are coordinated through the Department of Education regional centers. Options include, but are not limited to, the following:

- (1) Dual enrollment in college courses (both in the high school and at the college);
- (2) Participation in structured learning experiences;
- (3) Enrollment in technical courses (in the high school, college and proprietary schools);
- (4) Participation in mentorships with teachers at grade schools;
- (5) Study abroad offered through partnerships with out-of-state/county colleges through articulated agreements through exchange programs or with nationally or regionally accredited institutions of higher learning; and
- (6) Capstone projects involved with in-depth research projects designed for mastery

learning culminating with a detailed performance assessment and exhibition that demonstrates research, learning, and involvement.

Structured Learning Experience (SLE) (N.J.A.C. 6A:19-1.2, NJDOE) means -experiential, supervised educational activities designed to provide students with exposure to the requirements and responsibilities of specific job titles or job groups, and to assist them in gaining employment skills and making career and educational decisions. A structured learning experience may be either paid or unpaid, depending on the type of activities in which the student is involved. All structured learning experiences must adhere to applicable State and Federal child labor laws and other rules of the State Departments of Education and Labor. Structured learning experiences may include, but are not limited to:

- (1) Apprenticeships;
- (2) Community service;
- (3) Cooperative education;
- (4) Internships;
- (5) Job shadowing;
- (6) School-based enterprises;
- (7) Volunteer activities;
- (8) Vocational student organizations; and
- (9) Work Experience Career Exploration Program (WECEP)

For the 2018-2019 school year, Northern Valley will offer the following Senior Options and Structured Learning Experiences (SLEs):

Dual Enrollment College Credit – Students in grades 11 and 12 studying various courses have the opportunity to participate in a dual enrollment program sponsored by Seton Hall University and Bergen Community College. Those students who enroll can earn college level credits directly from the university/college as well as achieving a grade in their Northern Valley course. Eligibility for this program is based on the regular course selection process.

BCC Prep: Students have the opportunity to enroll in courses at Bergen Community College and earn up to 18 college credits. Day or evening classes are available. NVRHS students may also participate in a half-day dual enrollment program with BCC on their campus. Eligibility for this program is based on the regular course selection process.

Open Ingenuity Lab - The main goal of this course is to provide eleventh and twelfth grade students with an opportunity for a student driven, teacher guided, semi-structured project/problem-based learning experience. This course provides an opportunity for students who are interested in integrative Science, Technology, Engineering, and

Mathematics (STEM) topics to engage in a related project-based experience. Students will work with their teacher to identify their core ingenuity competencies, to propose a comprehensive project, and identify resources needed to accomplish their projects. They will then carry their project to fruition including a comprehensive presentation and assessment based upon the core ingenuity competencies. Eligibility for this program is based on the regular course selection process.

Cooperative Education** - The Cooperative Business Education (CBE) Work-Experience Program is a strongly integrated and supervised cooperative venture of the Business Education Department and the business community. The school provides classroom training in developing business knowledge, workplace skills, and occupational information while the business community provides the employment where the students practice these skills and acquire experience that can only be gained on the job. Students work part-time (a minimum of 15-20 hours per week) in areas relating to their career goals. Community Based Internship (CBI) course will develop skills to educate students and prepare them for the transition from school to the world of work. CBI goals are directly related to objectives written in the student's Individual Educational Programs (IEPs). Students will develop skills and strategies that promote personal responsibility related to employment. The values and competencies learned will support the student in practicing and achieving life goals. For the purpose of this course, the term internship can be defined as one of the following based on an individual's level of independence:

- Community Based Internship: Structured learning experience during which the student will intern off campus toward a specific career path, and be supervised as needed.
- On Campus Internship: Student will intern on the campus of Northern Valley with moderate supervision.
- Job Sampling: Students will participate in supervised job sampling.

Eligibility for these programs is based on the regular course selection process.

Honors Independent Study Capstone - To provide a rigorous opportunity for students to explore their talents, passions, and interests in a real world setting. In addition, it provides a forum for students to showcase their original research, similar to what would occur in college and in our global society. Students will receive high school credit and recognition on a transcript for participating in real world problem-solving applications. This experience will occur outside of the school day. Students will have the opportunity to submit a proposal in the fall of their senior year.

Teaching Mentorship** – Teaching Mentorship is a program of study which includes supervised practical training in an educational setting. Students develop workplace readiness skills, professionalism, and independence. Students will also have an opportunity through observation, interview and study to develop an understanding of the teaching profession. Preference for this program is offered to students who have successfully

completed Child Development. High school students will be active participants during and after the regular school day at one of the Northern Valley sending district's elementary schools or high schools. The regular classroom teacher and/or local school administrator will determine participation.

Community Service** – National and Community Service Project (P.L. 106-170, National and Community Service Act) means any project, program or undertaking designed to provide, or assist in providing, activities or services to promote conservation, restoration or preservation of natural resources, open space of the environment, or the public health, education and welfare among the general population or segments of the population having identifiable needs or deficiencies. Students will be able to receive high school credit by participating in a project that is designed to enhance and augment some aspect of the Northern Valley Community. Educational experiences will take place outside the school building during and/or after the regular school day or as determined by the representative of the community that is responsible for overseeing the project.

Job Shadow/Professional Internship** - Job Shadowing (N.J.A.C. 12:56-18.1, NJDOL) means the process by which a student determines by observation, interview and study the pertinent information related to an occupation. Information can include such factors as qualifications for employment, functions performed, necessary skills and knowledge, equipment and material used, and physical demands and working environment. Internship (N.J.A.C. 12:56-18.1, NJDOL) is a program of study, which includes supervised practical training. Students develop workplace readiness skills, professionalism, and independence. Students will also have an opportunity through observation, interview and study to develop an understanding of specific occupations. Information can include such factors as qualifications for employment, functions performed, necessary skills and knowledge, equipment and materials used, required education, physical demands and working environment. Certain employers may require students to work one day per week as opposed to the intensive timeframe between May and June. The requests will be handled on a case-by-case basis and must be approved by the principals or designee.

** Programs are classified as SLE Programs

In order to remain eligible for the Teaching Mentorship, Community Service, and Professional Internship Structured Learning Experience students must meet the following requirements:

- a. Positive behavior record is related to disciplinary referrals and attendance. There must be no suspensions (see privilege reinstatement provisions), outstanding detentions or obligations and students must be in good standing.
- b. Students who take classes during their senior year that are out of sequence and

required for graduation, must meet with the subject supervisor at the time of application.

- c. Students who have exceeded 10 unexcused absences in any class or school by the first day of the program will be ineligible.
- d. Students who have exceeded 10 tardies to school by the first day of the program will be ineligible.
- e. Students who have exceeded 5 unexcused absences in any semester 2 course will be ineligible.
- f. Students who are failing a course for the year (F1), or earning lower than a C- for the fourth marking period in any course, are not permitted to participate.
- g. Any student suspended for substance related incidents that wishes to be considered for reinstatement of privileges/eligibility in order to participate in the Structured Learning Experience, must follow the guidelines as stated in the updated procedures/regulations outlined in BOE policy regulations 5131.6. Please refer to the BOE 5131.6 policy at www.nvnet.org/boe/policy

Reinstatement of Privileges (Off Campus and Senior Options)

Tardiness Related offenses

- 11 tardies = 30 days probation

In order to reinstate privileges

No tardies during 30-day probationary period

If a tardy does occur, the 30-day probationary period begins again at the point of that tardy

- 14 tardies = 60 days probation

In order to reinstate privileges

No tardies during 60-day probationary period

If a tardy does occur, the 60-day probationary period begins again at the point of that tardy

- 19 tardies = 90 days probation

In order to reinstate privileges

No tardies during 90-day probationary period

If a tardy does occur, the 90-day probationary period begins again at the point of that tardy

Suspensions:

For each day a student is suspended (in or out of school and non-substance related), he or she will lose his/her privileges (off-campus and senior options) for 30 calendar days for a maximum of 90 days not including vacation days. If the student is awarded any points

during the probationary period, the student loses his/her privileges for the remainder of the school year. If the student is suspended for any length of time during or after the probationary period the student loses his/her privileges for the remainder of the school year. If a junior is suspended before junior privileges are in effect, the probationary period will begin on the first day junior privileges are granted. The attendance requirements for senior options (see above) remain in effect.

Students who are suspended for substance related incidents shall be subject to the procedures/regulations outlined in BOE policy regulations 5131.6.

Harassment, Intimidation and Bullying (HIB)

Harassment, Intimidation and Bullying are prohibited by law per N.J.S.A 18A:37-15(b) (1)

The Northern Valley RHS Board of Education prohibits acts of harassment, intimidation or bullying (HIB) of a student. The NVRHS Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; HIB, 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 students in a safe and disciplined environment. Since students 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.

The NVRHS Board of Education believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

Students are expected to behave in a way that creates a supportive learning environment. The NVRHS Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The NVRHS Board of Education expects that students will act in accordance with the student behavioral expectations described below. The NVRHS Board of Education prohibits active or passive support for acts of HIB. We encourage students to support students who:

- Do not participate in acts of HIB when they see them;
- Constructively attempt to stop acts of HIB;
- Provide support to students who have been subjected to HIB; and
- Report acts of HIB to the designated school staff.

Definition: “Harassment, intimidation or bullying” (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

a. A reasonable person should know, under the circumstances that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;

b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school or creates a hostile education environment at school for the student or infringes on the rights of the student at school by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Reporting: Anyone that wishes to report an incident of HIB should see his or her assistant principal or guidance counselor. Students can also report incidents of HIB anonymously using the HIB Hotline: 201-768-3200 ext.11000. Further information can be found on the NVD website (dmhs.nvnet.org).

“Cyberbullying” is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that deliberately threatens, harasses, intimidates an individual or group of individuals.

Sexual harassment is prohibited by law. Board of Education Policy 4111.1: Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to pupil, when made by any member of the school staff to another member or when made by any pupil to another pupil or staff member.

Technology Guidelines

Electronic Communication Devices

Electronic communication devices (ECDs) include computers, tablets, pagers, cell phones, smartphones, portable game units, graphing calculators, and similar electronic equipment. Students may not take photos, videos or audio recordings without the permission of staff and/or administration.

Staff (includes administrators, supervisors, teachers, coaches, aides, secretaries, custodians and volunteers) and students will adhere to the following:

1. For electronic communication, the staff may communicate with students only with the use of their Northern Valley First Class accounts. Personal email accounts such as Hotmail, Gmail, Yahoo, etc. are not acceptable for staff contacting students or for students contacting staff. The use of off-campus social networking systems such as MySpace, Facebook, and Twitter are not acceptable for staff to student and/or student to staff communication.

2. To contact students by telephone, staff should use school issued phones from the high schools if possible. Personal ECDs may be used for emergency school business only.

3. Students and staff are urged to be cautious when personal digital information crosses into the workplace. In using off-campus social networking systems students and staff are urged to be cautious with settings that provide access to personal information. Other acceptable use guidelines are outlined in Board of Education Policy 6142.10 Technology.

Technology Guidelines for Responsible Computing (BOE Policy 3514)

The commitment of the district to enter into an 1:1 laptop environment for the 2017-18 academic year allows for families to receive a district-issued 11" MacBook Air or families may provide their own Mac laptop to each student if the laptop meets the minimum specifications. Please go to tech.nvnet.org for further information.

All students and families regardless of choice of school issued or Bring Your Own Device (BYOD) will be required to:

- attend a Family Training Orientation program (several opportunities will be scheduled prior to program launch);
- review and acknowledge reading of all related handbooks, acceptable use policies, and laptop care agreement;
- agree to have installed Mobile Device Management (MDM) software. We will be utilizing Casper as our MDM; and
- provide a laptop stereo headset.

In order for a student to receive a district-issued Mac laptop to take home during the school year only (excluding summer months), the parent/guardian and student must also:

- make a laptop insurance program payment of \$75/year; and
- agree to turn in the district laptop and district – issued accessories at the end of the school year.

If a family decides to provide their child with a Mac laptop, the parent/guardian and student must also:

- provide a laptop case and power supply; and
- agree to pay a per diem daily fee (\$5.00) if a personal laptop is under repair and a district-owned loaner laptop is needed; and
- agree to consult homeowners insurance for property loss, damage or stolen property.

Technology Care/Expectations

Students are expected to keep their device in a protective case or cover. They should follow procedures for care and use as discussed by their teachers and administrators. When a student takes the school-issued device home, they are reminded to adhere to our network computing policy.

Students are expected to be prepared and bring a charged and ready laptop to school. If a student habitually is not prepared, a call will be made home for assistance from their parent/guardian. Additionally, the student's class participation grade will be impacted. In the event that the device is used inappropriately, students will be subject to our disciplinary code of conduct. Parents/Guardians are expected to monitor their children's computer use while outside of school and address any possible inappropriate use.

As a reminder, the administration reserves the right to limit or suspend the issued computer privilege. Teachers can establish their own procedures for use of technology in their classrooms and the student must comply. Teachers may allow additional technology in their classrooms (e.g. tablets and phones) to be used at the teacher's' discretion. The school policy on cell phones will be in effect and enforced at other times.

Helpdesk Procedure - Lost/Broken/Damaged Devices

If a student has lost his or her laptop or if a device was taken without permission, they must report it immediately to Tech Services in B104. The Tech Help Center is open from 7 am until 4 pm. Students should also report it to the Main Office and a report will be logged. If it is not recovered, the student will be required to report it to the police.

Students may bring their malfunctioning or damaged device to Tech Services for assistance. BYOD students may find out if the problem is hardware or software related. Tech Services will not repair BYOD hardware and students will have to repair them with an outside vendor. Students may also go to the Media Center for general technology assistance.

In the event that a school-issued device is not working, Tech Services will try to repair the device. In the interim, they may swap and give the student a device on loan until the repairs are completed. Students are expected to treat the loaner with the same care as they would with their original device. All rules apply to the loaner as they would to the original device.

Securing Computers

Students are reminded not to share their passwords with others. In the event that a password has been compromised, please see a member of Tech Services in order to change your password. Students may only use their assigned accounts.

Students must lock their laptops in their lockers when not being utilized. Students must report any malfunctioning locker to the administration. During Physical Education, students must use a combination lock to secure their belongings in a locker. Failure to secure their laptop will result in the student deemed negligent and responsible for their device.

In the event of a Fire Drill or Emergency Drill, students will close the covers to their devices and leave them in place with other student belongings. Teachers will secure and lock the rooms prior to exiting.

Unauthorized Use

Students are expected to use their BYOD or school issued device in a responsible manner and to adhere to local, state, federal and international laws. Students may not use a private Internet connection as a means of bypassing our school network. If a student is using a device without authorization the following disciplinary sanctions were added to the Disciplinary Code:

- Unauthorized video or audio recording 12 points - suspension
- Violation of Network Computer Policy (BOE Policy 3514.1) 6 points - suspension
- Creating a private Internet connection to bypass our network 6-12 points
- Unauthorized possession of a device 12 points - suspension

Non-Compliant Students

Students who leave their laptops at home, will go to the Media Center to sign a laptop out. Non-compliance and BYOD students with broken devices must sign out a rented device on a daily basis. Students that do not return their rented devices to the library will be fined \$5 per day. After 5 days of rentals for non-compliance, the media specialist will report the delinquency to the appropriate assistant principal. The Media Specialist will send out emails to students after the device is overdue and informing them of the rental fee.

Software

School issued devices will be pre-imaged with software for student use. Students who bring their own laptops will use the Casper MDM Self-Service Portal to install the same software. Students experiencing difficulty with this process may seek assistance from Tech Services. Software required for classes that is not part of the generic image may be made available via the Casper MDM Self Service Portal.

Plagiarism and HIB Policies

Students using a BYOD or school issued device and are reminded that they must adhere to the Plagiarism/Integrity Policy as well as the HIB policy. Failure to comply will result in disciplinary sanctions. Please see the sections regarding Plagiarism and HIB.

Storage and Backup

Keeping and management of a student's files and data are the responsibility of the student. Although the district is providing backup service (OWN Cloud Software) students are encouraged to manage and backup their files to a personal external cloud service such as Google Drive, Evernote or Dropbox.

Checkout Procedure

School furnished electronic device and accessories must be returned to Technology Services at the end of each school year. The administration will inform students regarding the due date and process. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at school for any other reason must return their school furnished electronic device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the device, or, if applicable, any insurance deductible. Failure to return the school furnished electronic device will result in a theft report being filed with the police department.

Any student issued a school furnished electronic device will be responsible for any damage to it, consistent with the district's Protection Plan and must return the electronic device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs or missing accessories not covered by the Protection Plan, not to exceed the replacement cost.

School District Student Pledge for Computer Use

1. I will take good care of my computer.
2. I will never leave my computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer is at all times.
5. I will keep my computer's battery charged and ready when school is in session.
6. I will keep food and beverages away from my computer since they may cause damage to the device.
7. I will not disassemble any part of my computer or attempt any repairs.
8. I will protect my computer by only carrying it while in the case provided.
9. I will use my computer in ways that are appropriate, meet school district expectations, and are educational.
10. I will not place unapproved decorations (such as stickers, markers, etc.) on my computer or provided case; I will not deface the serial number computer sticker on any

computer.

11. I understand that my computer is subject to inspection at any time without notice and remains the property of the Northern Valley Regional High School District.

12. I will follow the policies outlined in the computer regulations and the Acceptable Use Policy while at school, as well as outside the school day.

13. I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the

14. I will be responsible for all damage or loss caused by neglect or abuse.

15. I agree to return the computer and any issued accessories including case and power cords in good working condition.

16. I agree to the stipulations set forth in the above documents including the Technology Policies, Procedures and Information, the Acceptable Use Policy, the Protection Plan, and the Student Pledge for Technology Use.

17. I received a laptop, charger, and hard protective case.

Anti-Big Brother Statement:

School-issued devices may record or collect information on the student's activity or the student's use of the device since the electronic devices are equipped with a camera, global positioning system, and other features capable of recording or collecting information on the student's activity or use of the device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

NVRHSD Bring Your Own MacBook Agreement

Any parent permitting their child to use a personally owned technology device in accordance with this agreement on school district property, must read, sign, and return this agreement to the school of ice. Each student and parent must complete required training prior to bringing the equipment to class.

1. If a student elects not to receive a school-issued computer, he or she may provide their own device that meets minimum specifications that are to be set and revised by administration every two years beginning with the 2015-16 school year.

2. The student is responsible for keeping the device in their possession or properly securing it at all times. District personnel are not responsible for the security or condition of students' personal devices.

3. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.

4. The district reserves the right to confiscate and/or inspect personal technology devices, if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.

5. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.

6. The student must comply with the teacher's request to refrain from using a

device, verify/display the authentication login screen, or to power down (turn off) the device.

7. The student may not use any devices to record, transmit or post photos or videos of any person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.

8. The student should only use personal technology devices with consent and under the direct supervision of a district faculty member.

9. All users are required to utilize the district's secured wireless network to access the Internet while on school grounds.

10. The student must allow for the district installation of software and user profiles that may be required to access the computer network, install software, filter content, and/or for test administration.

11. The district shall not be responsible for damages to devices brought from home. Parents/guardians should refer to homeowner's insurance coverage for damages and theft coverage.

12. Accidents, vandalism, or theft must be reported to the appropriate technician or administrator within one school day following the incident.

NOTE: The use of private wireless Internet connections is not allowed!

Guidance

Guidance Department

School Counseling Program and the Role of the Guidance Counselor

Framed by the American School Counseling Association's National Model, we are a comprehensive, data-driven, school counseling program focusing on three domains: academic, career (including college) and social-emotional development of every child.

The counselor's role is to facilitate the process of student growth and development in the educational program while planning for future success. Students can expect professional advice and assistance from the Guidance Department. The counselor serves as an important connection among the student, teacher, school and home.

Student contacts with a guidance counselor are both voluntary and scheduled. Counselors meet with students individually, in small group and larger group settings.

Tutoring

The counselor assists the student in the following ways:

1. Encourage the student to seek help from the subject teacher after school;
2. Make the student aware of teacher availability;
3. Assist in arranging in-school tutoring with a member of the National Honor Society at a time convenient for both students;
4. Provide a list of out-of-school tutors, approved by the Superintendent, who can be hired at current tutoring rates at the discretion of the parent. Please refer to [Northern Valley Tutoring Policy 4138.2](#) for more information about tutoring.

Class Meetings

Guidance Counselors meet with students by grade level several times each year to process grade-level appropriate inventories, assess learning and personality strengths, set short and long term goals, update resumes, research careers, majors and colleges, review the college process, sign on to Common Application and prepare for college application.

Individual Conferences

Counselors conferences with students individually to plan academic pathways and monitor progress, process personal or social issues and research and explore plan career and college pursuits. Students are encouraged to make appointments during unscheduled time, lunch or during extra help. They are also welcome to drop in. If the counselor is already engaged, the student may request for appointment. The student will be called in the next school day.

Parents are encouraged to contact the counselor or teacher for a conference when necessary. At times, such a conference will be initiated by the counselor. The counselor often confers with teachers, administrators, child study team members, student assistance coordinator and the school nurse to discuss effective means for helping the students.

Programs

The School Counseling and Guidance department offers programs throughout the year. All are welcome to attend, regardless of grade level:

Freshman Parent Night	PSAT/SAT/ACT Information
Sophomore Parent Night	College Fair
Junior Parent Night	College Essay
Senior Parent Night	Program of Studies/Scheduling Nights
Financial Aid Night	Alumni Return Day
College Panel	Successful College Transition

Help With Academic Concerns

The counselor can assist the student in the following ways:

- Encourage the student to seek help from the subject teacher after school.
- Make the student aware of teacher availability
- Encourage the student to visit the writing center and math center, etc.
- Assist in arranging in-school tutoring with a member of the National Honor Society. Information on the availability of Honor Society Student tutoring will be available beginning October 1st.
- Provide a list of out-of-school tutors, approved by the Superintendent, who can be hired at current tutoring rates at the discretion of the parent. Please refer to [Northern Valley Tutoring Policy 4138.2](#) for more information about tutoring.

Managing Student Assessment Overload

Northern Valley is a rigorous academic environment that demands a high level of engagement in order to be successful, and our students often challenge themselves with multiple opportunities. Within this environment, classroom assessments can often be scheduled concurrently. Managing high school coursework and multiple assessments provides students real-time practice in the life skills they will need in college and career. This process involves good time management, responsible work balance, and self-advocacy. We understand that with the high demands of our academic programs, comes some stress and anxiety for our students.

To assist in these skills and the stress and anxiety associated with our rigorous academic environment, we have developed a system to limit the number of major assessments a student can have in a given day to three. A major assessment will be defined as an assessment that requires 30 minutes or more time to complete. We encourage students to further develop their self-advocacy skills by reaching out to teachers if they have more than three assessments that will last 30 minutes or more on a given day. The student should send an email within one day of the 4th assessment being assigned; 'copy' all teachers involved and his or her guidance counselor; speak directly with the teacher who assigned the fourth assessment and arrange an alternate time to take it. It would be expected that the student take the assessment the very next opportunity after its administration on the following day. The default time would be right after school during extra help time in media center if a mutually agreed upon time cannot be decided.

We understand that there are many other ways in which students can be academically overloaded (tests, quizzes, reports, presentations, term papers, etc.). We encourage students to communicate with their teachers and counselors to help manage these demands effectively.

Homework Mission Statement

The Northern Valley Regional High School District strongly supports independent practice and the extension of learning as an integral part of a student's academic program. Student achievement increases when homework is regularly assigned and when students complete it as part of their total program. Homework encourages student self discipline, independence, and responsibility.

Homework assignments can serve to help students practice previously-learned material, learn new material, incorporate higher-order thinking skills, and improve study skills.

Teachers are expected to state clearly the purpose of assignments, explain how the assignments might best be carried out, outline what the student needs to do to demonstrate that the assignment has been completed and how the homework will be incorporated into the student's assessment. Parents are encouraged to access PowerSchool on a regular basis to monitor student progress on assignments. Teachers and counselors will work with parents to support satisfactory completion of assignments. Information about assignments is posted on the teachers' PowerSchool Learning (formerly Haiku) pages and are accessible by students. The expectations are that teachers will post long-range assignments and due dates, upcoming assessments, stage 1 and 2 of unit plans as they are developed, and support

material. No new daily assignments due the next school day are to be posted after school hours unless advanced notice has been communicated directly to students. Additionally, nothing that supports a daily assignment is to be posted after school hours.

Parents are encouraged to provide an environment in which students can complete homework. It is important that parents be aware of the types of assignments given and assignment deadlines so that they can monitor effectively.

Homework for Extended Illness

When absent, students are encouraged to contact their teachers using their school Gmail account. An alternate method is by contacting the appropriate guidance counselor who will forward a message to the teachers. Sometimes a sibling or classmate may bring home assignments. Faculty voice mail extensions are listed in the Student/Parent Handbook and online at <https://nvd.nvnet.org/academics>, click on the appropriate department then staff. Students are encouraged to log onto PowerSchool Learning in order to keep up with their class.

Please allow 24 hours for assignments to be submitted by teachers.

Graduation Requirements of The Northern Valley Regional High School District

In accordance with the New Jersey Department of Education (NJDOE), Northern Valley requires that each student satisfactorily completes a minimum of twenty-four (24) credits for graduation, including:

- Four courses in English Language Arts (ELA) (typically English 1, 2, 3 and 4);
- One course each in World History/Cultures, U.S. History 1 and US History 2;
- Three sequential courses in Mathematics (beginning with Algebra at a minimum);
- Three laboratory/inquiry-based courses in Science, including Biology;
- One course in World Language;
- One course aligned with Career Education, Consumer, Family, and Life Skills standards;
- One course aligned with Visual and Performing Arts standards;
- Health, Physical Education and/or Driver Ed during each year in attendance;
- One half-year course aligned with Financial, Economic, Business and Entrepreneurial Literacy
- (Personal Financial Literacy or 'PFL') standards;
- Career Exploration, infused into the existing subject areas over the student's four-year program;
- Technological Literacy, consistent with the Common Core Standards, integrated throughout the curriculum.

In addition to curricular requirements, students must also:

- participate in state-mandated assessments, including PARCC and New Jersey Biology Competency Test (NJBCT);
- demonstrate mastery in English Language Arts (ELA) and Mathematics skills as determined by the NJDOE and measured through the Partnership for Assessment of Readiness for College and Careers (PARCC) Assessments (or NJDOE-defined equivalent).

Notes:

Generally, courses meeting for one school year are equivalent to one credit. Courses meeting for one semester are equivalent to one-half credit. Courses meeting for one marking period are equivalent to one-quarter credit. Vocational education and cooperative work experience programs are generally equal to three credits.

Most NVRHSD students successfully complete more than the NJDOE minimum.

NVRHSD requires that students pursue a minimum of seven (7) courses each year in order to remain a student in good standing.

If required, students must enroll in a prescribed remediation program and complete assessments to fulfill standards established by the NJDOE.

Graduation

Graduation requirements must be completed by every student to be eligible for a diploma and/or to participate in the high school graduation ceremony unless exempted by an individualized education program (IEP) and with approval of the Superintendent. The Northern Valley Child Study Team shall recommend exemptions to the Superintendent of Schools.

To receive a diploma, a senior must settle all fines and obligations. Laptops must be returned to have final transcripts sent out.

Students In Good Academic Standing

All students enrolled in Northern Valley Demarest/Old Tappan must be enrolled in seven (7) academic credits with the exception of Cooperative Business Education (CBE) students who must be enrolled in six (6) academic credits*. Anytime during the school year that a student is enrolled in six (6) or fewer (5 or fewer for students enrolled in CBE) academic credits, he/she will not be in good academic standing. Please refer to the discipline section for

consequences. (* Up to and including each semester) Students not in good standing will forfeit any future field trips or class trips.

Senior Failures

The Guidance Department will send a letter to the home of any potential graduate whose progress indicates that graduation is in peril.

Teachers and counselors will coordinate interventions and continued contact with the family and student to support the goal of graduation.

Placement in certain Honors and Advanced Placement (AP) courses is by recommendation from current year's teachers and subject supervisors. The recommendation is based on demonstrated ability as evidenced by course evaluations, grades and standardized test results. Students in Honors/AP courses are expected to learn more independently with deeper understanding and at a faster pace.

In order to be invited into a sequential Honors/AP course, a current Honors student must, at the time of recommendations, achieve and maintain at least a C+ grade in the current course and have the recommendation of his/her teacher. Qualified students without a recommendation may have access to sequential Honors/AP courses through a waiver (see Waiver Process).

Certain non-sequential AP and Honors courses are available by student choice. See Program of Studies for more details.

Advanced Placement Program

Advanced Placement courses are considered the most rigorous high school courses and are offered in a number of subject areas. Northern Valley Regional High School offers the following AP courses:

Art History

Biology *

Calculus AB *

Calculus BC *

Chemistry *

Chinese Language & Culture *

Computer Science A

Computer Science Principles

English Language & Composition

English Literature & Composition ^{1*}

Environmental Science

European History

French Language & Culture *

Italian Language & Culture *

Japanese Language & Culture *
Macroeconomics²
Microeconomics²
Music Theory
Physics 1^{1*}
Physics 2 *
Physics C: Mechanics
Physics C: Electricity & Magnetism *
Psychology

Spanish Language & Culture *
Statistics
Studio Art: 2-D Design
Studio Art: 3-D Design
Studio Art: Drawing
U.S. Government & Politics
United States History ^{1*}
World History

* Teacher recommendation/earn in/qualified waiver and AP examination are required for this course.

¹ Course fulfills graduation requirement.

² Macroeconomics and Microeconomics must be taken together

Note: students enrolled in at least one AP course must take the exam for that course (even if it is an 'open-enrollment' course).

A student who does not take a required AP examination will receive a grade of "F" for the course, and the GPA will be re-calculated. A senior's transcript will be amended, and the attending college will be notified.

To honor workload balance, students must request permission to take more than **four** AP courses in 11th grade and **five** AP courses in 12th grade (AP Macroeconomics and Microeconomics taken together are considered the equivalent of one course).

AP courses not offered at Northern Valley may be taken through a College Board-approved provider under Option 2. With administrative pre-approval, the course, credit and grade may be included on the high school transcript (without GPA impact) upon completion of the course. Students have the option to take the AP examination. The family is responsible for all tuition and textbook costs and must order the AP examination by February.

Comparative Government & Politics
German Language and Culture
Human Geography

Latin
Spanish Literature and Culture

A student who does not take a required AP exam will receive a grade of "F" for the course. If a transcript has been sent to colleges, the transcript will be amended and the colleges will be notified of the change.

All AP students in all AP courses will be held to a required summative assessment of AP aligned knowledge and skills that will be included as part of the final course grade.

Students taking at least one AP course must sit for a minimum of one exam (even if this is an open enrollment course).

Students are advised to consult with their current teachers, parents and counselors prior to selecting an AP course to determine if the selection is appropriate. Students wishing to sit for an AP exam who have not been enrolled in the AP course are to consult with the Subject Supervisor and Director of Guidance for approval.

Waiver Process

Students currently in 9th, 10th, or 11th grade may be eligible to apply for a maximum of two waivers per academic year into an Honors or Advanced Placement course provided that they meet one of the following criteria:

- be in an Honors class but not receive teacher recommendation for the next level Honors/Advanced Placement course and have a minimum cumulative grade of C+ at the time of recommendation, including 1st and 2nd marking periods and midterm exam (SI) and maintain that C+ average for the F1 grade.
- be in a 'CPE' (Enriched) class without being recommended for the Honors/Advanced Placement level and have a minimum cumulative grade of B+ at the time of recommendation, including 1st and 2nd marking periods and midterm exam (SI) and maintain that B+ average for the F1 grade.
- be in an Honors/Advanced Placement class, be recommended to move on to the next level course but receive a final grade of C or lower. That student will be counseled either to exit the honors/advanced placement level or to sign a waiver to remain in the honors/advanced placement class.

Note: since students may only apply for a maximum of two (2) waivers per year, if a student falls into this category and has already signed waivers for two other classes, he/she must withdraw a waiver previously submitted and the schedule will be changed accordingly. In the event of limited space in the class, recommended students will have priority over waiver students for enrollment.

NOTE: The student and parent must attend a mandatory meeting conducted by the subject supervisor(s) of the specific department in which the waiver is being sought. The waiver

meeting dates will be on March 26, 2019 at NV Demarest and on March 28, 2019 at NV Old Tappan. (Dates subject to change)

Students considering use of a waiver should maintain the required average throughout the year. Students who do not qualify at the time of the waiver but who are still interested in challenging themselves to seek a higher level should reach out to the supervisors to discuss options. Waiver consideration can be reviewed by supervisors at the end of the academic year. In the event of limited space in the class, recommended students will have enrollment priority over waiver students.

Signature on waiver form acknowledges: the requirements and demands of the honors/advanced placement course; willingness to enroll in the course without the recommendation; maximum of two waivers per year; withdrawals from course follows standard parameters, including:

- No transcript notation if withdrawn by end of Q1.
- Transcript notation of U (Withdrew Fail) or W (Withdrew Pass) if withdrawn by end of Q2.
- No withdrawal permitted after start of Q3.
- Earned grade and/or grade in progress travels with the student.
- Updated transcript will be sent to colleges in the case of any 12th grade course changes.

Placement into a new course:

1. Placement into a lower-level course if offered and if space is available (example: AP U.S. History to U.S. History 2 (E) or Algebra 2 H to Algebra 2 (E)); or
2. Entry in a new course in a different department pending the subject supervisor's approval, provided that the request is made prior to 14 class meetings; or
3. Auditing of a ½ year elective followed by entry into a new ½ year elective for the second semester with the approval of the subject supervisor; or
4. Entry into a new ½ year elective in the second semester.

Earn In

For a student to remain at an academic level:

- Teacher recommendation is not required for a student to remain in a specific academic level if the student achieves and maintains an 80 (B-) in that academic level.

- Teacher will indicate that the student has ‘earned in’ to the present level in the recommendation comment area.
- For a student to ‘move up’ to a higher academic level (From ‘*CP*’ to ‘*CPE*’ (Enriched) or from ‘*CPE*’ (Enriched) to Honors (or the sequential AP)):
 - Teacher recommendation is not required for a student to ‘move up’ an academic level if student achieves and maintains a 92 in the present academic level
 - Teacher will indicate that the student has ‘earned in’ to the higher level in the recommendation comment area.

Home Instruction

Home instruction may be provided for a student who is in need for an alternative school setting for a period of 10 consecutive school days or 15 cumulative school days or more during the school year. The parent must have a form (available in the Guidance Office) completed by the student’s physician indicating:

- diagnosis
- anticipated length of absence
- that the student requires home instruction
- that the student is able to undertake home instruction.

In the event that the length of absence needs to be extended, a new request must be made in writing from the doctor. The initial home instruction request provides instruction for a maximum of 30 days. In the event that the length of absences needs to be extended, a new request must be made in writing from the doctor. Eligibility for home instruction is reviewed by the school physician. **The documentation must be submitted to the school nurse for review by the school physician and approval by the Superintendent.** The home instruction contract must be reviewed, signed and returned to the guidance office.

The counselor assists in arranging subject area tutors through Educere, a virtual provider or by the student’s teachers, other staff members, or certified personnel from the surrounding communities. A student is entitled to ten hours of instruction per week, or more if deemed appropriate by the Superintendent. Priority for home instruction is given to courses, which fulfill graduation requirements. AP and Honors Courses cannot be maintained through extensive home instruction. The student must secure written acknowledgement from his/her doctor authorizing return to school. In-person home instruction cannot take place unless an adult family member or neighbor is on the premises during the time of instruction.

Cancellation of in-person home instruction sessions must be made 24 hours in advance by the parent/guardian. Failure to do so results in forfeiture of that home instruction session. Home instruction is designed to assist students in catching up and not in lieu of attending school.

REFERRALS

Community Resources

A list of community resources including health care providers and social services providers is available from our guidance counselors and Student Assistant Coordinator. This list will provide support for a student and his/her family and legal resources to serve the community. In most cases these services are not paid for by the district.

Student Assistance Coordinator (SAC)

The Student Assistance Coordinator is a licensed certified individual who works with students in crisis, addresses issues related to substance abuse, peer pressure, eating disorders and refusal skills. The SAC works closely with students, parents, counselors and administration to provide counseling services as well as appropriate referrals as needed.

In NVOT, Ms. Lydia Greco can be reached at 201-784-1600 (Ext. 24430)

In NVD, Mrs. Deborah Bajakian can be reached at 201-768-3200 (Ext. 13260)

Intervention and Referral Services Team (IRST)

This is a committee comprised of teachers, counselors, child study team members and assistant principal who meet on a regular basis to address academic, social, or behavioral issues that students may be demonstrating. Referrals to the IRST are generally made by classroom teachers seeking assistance in working effectively with their students. The committee meets with parents and students to develop a plan of action to help the student improve and modify the presenting problems. Progress is monitored by members of the Intervention and Referral Services Team. For further information please contact your child's guidance counselor or Ms. Salerno, IRST Chairperson, salerno@nvnet.org.

Child Study Team

A student experiencing difficulties may be referred to the Child Study Team after appropriate interventions are attempted and documented through IRST. Parents may contact the Guidance Counselor to inquire about referrals to the Child Study Team. The CST consists of the School Psychologist, School Social Worker and Learning Disability Teacher/Consultant.

With parental consent, the CST will conduct an evaluation plan meeting with the parents. The CST monitors the IEP for students who are classified according to NJAC 6A:14. For further information please contact Ms. Barbara Battaglia, Director of HS Special Education at ext. 12230.

Rights to Privacy

In accordance with state and federal laws and regulations students retain the right to confidentiality and privacy of their education and health records. Northern Valley provides the following safeguards to ensure privacy of all student records:

1. Student information is shared with individuals within the school with those who have a legitimate educational purpose. Those individuals include district and school administrators, guidance counselors, CST members, teachers, the school nurse, the school physician and relevant support staff. In addition members of law enforcement and the Division of Family Services as outlined in the district Memorandum of Agreement may have access to student records.

2. No information is shared with individuals outside of the school without prior written consent by the parent.

Permanent Records

Every student has a permanent record on file in the Guidance Office. A permanent record contains the following:

1. Census information; for example: name, address, telephone, etc.
2. Name of sending school and date of entrance to Northern Valley
3. Attendance and tardy record
4. An explanation of the grading system
5. Grade point average
6. Courses and final grades for each year in attendance, including summer school grades
7. Scores for the following tests (if taken and submitted):
 - a) Partnership for Assessment of Readiness for College and Careers (PARCC)
 - b) PSAT and SAT Reasoning Test
 - c) SAT Subject Tests
 - d) ACT Test
 - e) Advanced Placement Tests

- f) State-related exams, such as NJBCT
- 8. School sponsored co-curricular activities by year
- 9. Special school sponsored awards and achievements

Student Directory Information

Federal statutes presently allow the Armed Services to have access to directory information relative to our junior and senior students. This information includes name, address, telephone numbers and some biographical information. Parents who prefer to have their child's name omitted from a directory requested by military recruiters should indicate so during the registration process. Alternatively, a request may be made in writing and returned to the guidance department.

Scheduling Process

9th 10th and 11th grade students receive course recommendations at the end of first semester. Students are encouraged to discuss recommendations with their teachers. However, any appeals to the recommendation must be addressed with the subject supervisor.

Students make course requests in a meeting with their counselors based on graduation requirements, teacher recommendations, prerequisites, student interests, and future plans. Students may not request courses requiring teacher recommendation unless they have received those recommendations or if they meet the 'earn in' criteria. If they qualify, current 9th, 10th or 11th grade students may use a waiver for honors or AP level courses (see Waiver Process).

Schedule Changes – Course Requests

After the request deadline date has passed (End of March), students may not alter their course requests. Any appeal for a course request change must be initiated in writing by the parent and requires a discussion or conference with the Guidance Counselor before being reviewed by the District Director of Guidance, Subject Supervisors and Principal.

Scheduling - Changes to Academic Schedule and Elective Courses

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

- To resolve schedule conflicts or correct clerical errors.
- Child Study Team recommendation.
- Intervention and Referral Services Team (IRST) or 504 Committee recommendation.

- Teacher, subject supervisor and counselor agree that the selection of a course was inappropriate due to indicators such as previous grades, standardized test scores or classroom performance.
- Student repeats a course taught by the same instructor he or she has previously failed or in which there was an unresolvable conflict (based on staffing ability).

Any request for a schedule change not fitting within the categories listed above must be initiated in writing by the parent and requires a discussion or conference with the guidance counselor before being reviewed by the District Director of Guidance, Subject Supervisors and Principal.

Schedule changes other than for the reasons listed above will only be considered after the completion of the initial, four-day schedule rotation.

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, physical room size and district budgetary staffing requirements.

Students may not be permitted to enter a full year course after 14 class meeting days. Students may not be permitted to enter a 1/2 year course after 7 class meeting days.

For any approved schedule changes, the student is responsible for completing any missed work. Appeals to decisions follow the district's posted Procedures for Processing Concerns – 'Chain of Command.'

Scheduling – Withdrawals

A student who withdraws from a course prior to the close of the initial marking period for that course will have no entry on his/her permanent record nor on his/her report card. In full year courses, after the close of the first marking period and prior to the close of the second marking period, a student who withdraws from a course will receive a "W" indicating withdrawal passing or a "U" indicating withdrawal failing. This grade will not be included in the computation of class rank. After completion of 50% of the course, the student is not permitted to withdraw. A student withdrawn due to violation of the attendance/cutting policy will receive a "T" on his/her transcript and will not receive any course credit. This grade may be included in the computation of the GPA and class rank.

Students carry earned grades with them when they change course sections and/or when they move from one academic level to another. For example, a student will carry the 65 earned in a Geometry H to a Geometry (E) course, and will have the opportunity to improve that grade with subsequent work in the course.

Testing Program

The New Jersey State Department of Education (NJDOE) introduced the Partnership for Assessment of Readiness for College & Career (PARCC) testing in English Language Arts and Mathematics in 2014-15. All students enrolled in applicable courses are expected to participate.

New Jersey Biology Competency Test (NJBCT) is administered in May and must be taken by all students who are enrolled in Biology or Life Science.

The Office of Curriculum and Instruction administers Criterion Reference Tests (CRT) in various subjects.

Advanced Placement (AP) examinations are administered in May according to the College Board schedule.

Northern Valley is a testing location for College Board and the ACT. SAT, SAT Subject tests, PSAT/NMSQT and ACTs are offered throughout the school year. Please see school calendar for details on locations and dates.

Transcripts

Student transcripts reflect the final average grades for each class. Individual marking period grades are not recorded on the transcript. Mid-year reports are completed for seniors for use in the college application process after the 7th semester and consist of courses in progress and semester averages.

Athletics

Athletic Director: Mr. Butler

2018-2019 Coaching list is available on the NVD website at <https://dmhs.nvnet.org/athletics/coaches/>

Athletic Information

We believe the athletic program has much to contribute to the overall education of our students. The interscholastic sports program includes the following: baseball, basketball, bowling, cross country, field hockey, football, golf, ice hockey, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball, and wrestling.

Athletic/Co-Curricular Activities

There is a maximum \$50 annual fee for students who participate in athletic or co-curricular activities. Payment is due before the student(s) participate in athletic or co-curricular activities. Online payment can be made through PaySchools that can be found by selecting "online Payments" from the "For Parents" tab on the Northern Valley website.

Opening dates for the athletic season are the following:

Fall season – August 13, 2018

Winter season – November 26, 2018

Spring season – March 1, 2019

Practices every day after school begin about 3:15 p.m. and last until approximately 6:00 p.m. Teams practice and/or have games on Saturdays.

Game schedules are published prior to the start of the season.

Because schedules may be changed, consult your child about exact time and date of athletic contests.

Some athletic contests may require early dismissal from school. Students are responsible for work missed or assigned when they miss class. Classes interrupted because of games are kept to a minimum.

Athletic Selection

The goal of our athletic program is to involve as many students as possible. Any student may try out for a Northern Valley team. The student must present a signed parental permission form; get a physical examination from their doctor on the school medical form; and complete the state steroid form and the health questionnaire before they can begin practice. These forms will be mailed home in early June, can be picked up in the athletic office, the high school of ice, or downloaded from the Northern Valley website. Only one

physical examination is required per year.

Eligibility

Northern Valley follows the eligibility rules of the N.J.S.I.A.A. To be eligible for both the fall and winter sports season, students must have passed 6 courses at the end of the previous year (Q4 report card or summer school if class is taken again - F1 grades.) To be eligible for the spring sports season, students must pass the same number of courses, 6, at the end of the fall semester (Q2 report card- S1 grades). All ninth graders are eligible for the fall and winter sports season.

Transfer rule

The NJSIAA website provides information and forms required regarding all student eligibility. Please go to www.njsiaa.org/resources/eligibility.

If you have any questions or need further clarification on the above, please contact Athletic Director Greg Butler at (201) 768-3200 x 24370

Insurance

Parent's health insurance is primary in case of accident or injury occurring during the play or practice of interscholastic sports and for injury sustained while traveling to and from such activity. The Board of Education purchases a limited secondary insurance policy for all interscholastic sports. Intramural activities along with physical education class activities are not covered by the Board's secondary insurance policy. This coverage is a secondary policy. The insured must first claim benefits under any other medical insurance. Other coverage would include Blue Cross-Blue Shield, and private A & H policies or group policies through your employer, etc. If there is any balance due after payment has been made by your other carrier, you would then submit all receipts of payment made by the other carrier and all the medical bills incurred on the claims for consideration of payment of the balance due under this athletic policy. If your medical coverage is under an HMO or similar plan, you must follow their rules for obtaining benefits, or we will be unable to consider balances under our excess plan.

Insurance forms are obtained from the school nurse. Insurance forms must be filed within 90 days of the injury. Before insurance forms will be issued, there must be an incident report on file with the school nurse. The coach/trainer and the athlete complete this incident report.

Squad Size

Maximum participation of girls and boys in accordance with interest, maturity and ability to benefit is encouraged. However, our interscholastic athletic program is recognized as a competitive program. There are occasions when it becomes necessary to "cut" students in some sports.

Transportation

Away contests are athletic events held at schools other than Demarest High School. Transportation is provided to and from all away contests. Participating athletes driving to the site of opposing schools is prohibited. The Athletic Director may approve an athlete riding home with his/her parent if the parent completes the Alternate Transportation form before the contest. The form is available in the Athletic Office.

Training Room

The training room is open by 2:45 p.m. Services include injury assessment, taping, treatment and follow-up care. Athletes must report all injuries to their coach and the trainer. Training room rules are posted in the room.

Equipment and Locker Room

Equipment issued by the school becomes the responsibility of the athlete. Special care must be taken to lock all equipment in the locker that will be provided. Athletes will provide their own lock. Athletes are responsible for securing their lockers. No equipment is to be taken from school grounds except for use in contest, practice and cleaning purpose. Athletes must clean their own uniforms. Athletes are only permitted to wear athletic uniforms when participating in school-sponsored contests. Uniforms are not to be worn in physical education classes. At the end of the season, all equipment and uniforms must be returned. Any missing equipment will result in a fine totaling the replacement cost.

Student Athletic Awards

1. The coach of each sport will be responsible for developing the criteria for earning a Varsity, Junior Varsity, or Freshman award. The coach will make known to the athletes, before the season, the criteria for Athletic Awards.
2. A prerequisite for all awards is a demonstration of good school citizenship, both on and off the court or field, at all times. Any player, whose conduct or attitude requires unusual discipline, may forfeit his right to an award during a particular sports season.
3. In order for a student to be eligible for an award, he/she must complete the entire season as a member of a squad.
4. In order for a student to be eligible for an award, he/she must return all equipment or pay for any lost or damaged equipment issued to him/her.
5. A student will be awarded only one varsity chenille letter for participation in athletics during his/her four years at N.V.R.H.S. He/she will receive an athletic certificate after winning additional varsity letters.

Athletic Department Scholar-Athlete Award

To be recognized by the Athletic Department as a Scholar-Athlete Award recipient, you must earn a varsity letter and earn a 3.7 GPA for the marking period of your season (Fall - 1st MP, Winter - 2nd MP, Spring - 3rd MP) as well as earning High Honor Roll, Honor Roll or Credit List. The student athlete will be recognized at the seasonal Athletic Awards Assembly and receive a certificate.

Hazing

Definition: Hazing is a fundamental violation of human dignity. Hazing is any action taken or situation created, intentionally, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Policy: Northern Valley will not tolerate hazing and harassment of any kind, anywhere at any time. Violations of this policy will be cause for disciplinary action, which may include verbal censure to dismissal. Penalties such as stripping of captainship, paying for physical damages, making public apology, or restriction/ elimination from future participation may also be imposed.

Discipline: Coaches can develop their own training rules with the athletic director's approval. They must inform players and parents prior to the season of their rules. No coaches' rule can be contrary to school policy. Where a coach doesn't have a rule, school policy must prevail.

Hearing/Appeal Process: Building administration shall conduct an investigation of an offense on the first school day following report of the offence. Based upon the investigation, penalties shall be implemented. The student's parents will be notified in writing of the assigned penalties. Any student suspended may request an appeal hearing. This hearing shall occur as close to the date of the infraction as possible, but not longer than five school days following the infraction. Members of the appeal hearing committee may include student(s), parents, coach, athletic director, and building administrator.

Sportsmanship

Sportsmanship, the quality of fair play, is of the utmost importance and needs to be given the highest priority in an athletic program. Therefore, the Big North Code of Behavior for Athletic Events must be stressed at all levels.

The Big North Code of Behavior for Athletic Events

1. Enthusiastically encourage your own team.
2. Refrain from abusive or irritating remarks and booing.
3. Accept the decisions of officials with good grace.
4. Protect the safety and comfort of the players or other spectators. Do not throw objects; use noisemakers; or display signs or banners.
5. Any person obviously and intentionally violating the letter and spirit of the code will be

subject to ejection from contest and will / may not be allowed to attend any further athletic contests.

Athletes

One mark of a good player is good sportsmanship. Do not swear or fight. Use self-control. Do nothing that will bring discredit to your school. Win graciously; lose without alibi. Accept official's judgment without question. Give the best that is in you for your team. Avoid any reference to color, creed, and nationality of your opponent. All team cheering should be positive. There is no place for intimidating or demeaning chants, gestures, etc. All players must follow the Big North Code of Behavior for Athletic Contests. Disqualification from a contest will result in suspension from participation in future game(s) in compliance with NJSIAA rules. The high school reserves the right to extend suspension from an athletic team for additional contests depending on the nature of the incident.

Spectators

Spectators have an important role in the success of an athletic program. If the program is to be successful, spectators must encourage good sportsmanship; courteous treatment of visitors; and absolute fairness under all conditions. It is important that spectators allow the athletes to play the game; the coaches to coach; and the officials to officiate. All spectators must follow the Big North Code of Behavior for Athletic Events.

The Big North Adult Conduct Code

Adults play a vital role in the development of our student-athletes. Therefore, we believe that adults should:

- Be positive role models through actions that ensure that student/athletes have the best athletic experience possible.
- Be supportive of the team as a whole.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Be respectful of all official's decisions.
- Be careful not to instruct players before or during games because your instructions may conflict with the coach's plans or strategies.
- Praise student athletes in their attempts to improve themselves as athletes, students, and people.
- Gain an understanding and appreciation of the rules of the contest.
- Recognize and show appreciation for outstanding play by either team.
- Help our student/athletes learn that success is measured by the development of skills, not necessarily wins and losses.
- Take time to talk with the coaches in an appropriate manner at the proper time and in the proper place.
- Reinforce the school's drug and alcohol free policies.
- Remember that it is a privilege to attend high school athletic contests.

Expectations of Student Athletes

The Northern Valley Regional extracurricular advisors/coaches have the following expectations for students who are candidates for extra-curricular, co-curricular and/or athletic activities. To help everyone better understand the time and effort required in order to participate in extracurricular activities, the advisors/coaches have compiled a list of expectations they would like parents and students to be aware of before he or she makes a decision to participate in an extracurricular, co-curricular and/or athletic activities.

Students who participate in extracurricular, co-curricular and/or athletic activities are expected to adhere to all school policies. In addition, students are expected to:

1. Maximize their academic performance by attending class every day, by being attentive in class, and by meeting all course requirements. Students who schedule extra help should meet their teachers before school, during a common period or after school. Students who arrive late to an activity (after 3:15PM) should present a late pass to their advisor/coach.

2. Conduct themselves in a manner that reflects positively on their school, their activity/club/sport, their family and themselves. Behavior unbecoming of a Northern Valley student will result in disciplinary/educational action that could include, but is not limited to, suspension or removal from the activity/club/sport or counseling services. If the school receives information related to unbecoming behavior, a meeting will take place among the student, coach/advisor, and administrator to review the incident.

3. Violation of the Northern Valley Regional High School Substance Abuse Policy will follow BOE Policy R5131.6, which is a suspension from school, the activity/club/sport, practice, and competition. Additional consequences may include the loss of leadership positions, suspension or dismissal from a team. Consequences will be determined after consultation with the advisor, coach, athletic director, assistant principal and the principal.

4. Commit to their in-season school activity/club/sport Students are not to regularly miss contests, practices, meetings, or other extra-curricular related activities due to conflicts with non-school or out-of-season activities.

Missing a required activity/event will result in a loss of required participation credit or removal from the activity/ club/sport. If a student cannot commit to this policy, he or she should not participate in the extracurricular activity/club/sport.

5. Avoid scheduling activities that conflict with contests, practices, meetings, and other related activities during the scheduled extra-curricular activity/club/sport. Notify advisors/coaches as much in advance as possible of absences required for attendance at religious services or ceremonies. These will be considered excused absences.

6. Comply with additional extra-curricular activity/club/sport rules specified by each advisor/coach.

7. Comply with the HIB Policy. Students may not participate in acts of HIB when they see them. They should constructively attempt to stop acts of HIB. They should report acts of HIB to designated school staff such as teachers, counselors or administrators.

8. Adhere to our Technology Acceptable Use Policy.

Students who have concerns or complaints should:

- First contact the advisor/coach of the activity/club/sport to discuss the issue.
- If there remains a concern, the parent may follow-up with the advisor/coach.
- Only after this is done should the Assistant Principal be contacted.

Participation (e.g. leadership assignments, individual's role in an activity/club/sport, or “playing time”) in activities should be discussed with the coach/advisor.

Steroid Testing Policy of NJSIAA

The New Jersey Department of Education in conjunction with the New Jersey State Interscholastic Athletic Association has developed a program of random testing for steroids of teams and individuals qualifying for championship games. For further information, please go to the website <http://njsiaa.org/steroid-testing>.

Commitment Guidelines

Student/athletes are expected to understand that joining a team at any level includes a commitment to the other members of that team and the coach to be present for every practice and competition and to be prepared physically and emotionally to give maximum effort at each practice and competition. Any student/athlete who is not willing to commit at this level should not participate in that sport. Northern Valley school calendars are posted at www2.nvnet.org. Families of student/athletes are expected to arrange vacation plans around their child's athletic seasons. If a student/athlete violates this rule they will have to suffer reasonable consequences set by their coach and team for unexcused absences.

Notice to Parents of Students Participating in Extracurricular Activities and/or Sports

The advisors/coaches of all extra-curricular activities and sports will take attendance and dismiss students participating in an after-school activity/sport under the advisers/coaches' supervision. Once students are recorded as dismissed, students are no longer the responsibility of the advisor/coach and/or the school district. You are encouraged to arrange for pickup of your student if a late bus is not available or discuss with your student where he or she will go after dismissal by an advisor/coach.

Athletic/Co-Curricular Activities

There is a maximum \$50 annual fee for students who participate in athletic or co-curricular activities. Payment can be made through InfoSnap upon registration or through the main office during the school year.

Expectations

Please see Student Expectations for student-athletes as they are the same for students who participate in co-curricular activities.

Tardiness and Absences – Extra Curricular and Co-Curricular

Any student entering school after 9:30 a.m. or leaving prior to 12:30 p.m. may not participate in any extracurricular or co-curricular activities (any sport or club). Students who are in school for any part of the day are required to complete the work, including examinations in the classes they attend. Any student entering school after 9:30 a.m. or leaving prior to 12:30 p.m. on a Friday may not participate in any co-curricular or extracurricular activity that weekend.

Co-Curricular

National Honor Society

The purpose of the society is to promote those qualities of scholarship, leadership, character, and service to school and community that have been deemed most desirable in high school students. As its name implies, the organization is honorary and follows national criteria for selection. Membership in the NHS is a privilege, not an entitlement.

Students may be considered as potential candidates in the fall of the junior year. The basic selection criteria are summarized below: They are constantly being reviewed and are subject to change. The complete set of by-laws for the Norvalis Chapter, including a more detailed explanation of the criteria given below, may be available on the school's homepage (clubs) and is also available from the advisor.

Academics: The minimum cumulative GPA is 3.7500
(as calculated by the Demarest Guidance Department).

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Ideally, candidates should have served in several leadership positions in any combination of Demarest activities and Community activities.

Service: This quality is defined through the voluntary contributions made by a student to the school, to classmates, or to community, done without compensation and with a positive, courteous, and enthusiastic spirit. As a necessary condition for eligibility, the junior student must have participated in at least 6 in-school activities by the end of their sophomore year, and the senior student must have at least 7 in-school activities prior to the start of the senior year and confirmed by the advisor. Meeting the above-mentioned 'activity minimums' is not a sufficient condition for evaluation of 'Service' – it is only a starting point. All students will also be given the opportunity to document other services either unrecorded special work at Demarest or outside in the community that can help demonstrate their service commitment. The National Honor advisor will verify all such documentation.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. Part of the process in reviewing good character is the evaluation of the student's disciplinary record maintained by the administration.

Once they become members, students must maintain their performance to the same criteria or face possible dismissal from the organization, as indicated in the by-laws. All current members are required to tutor in the tutoring center. Students must also do 20 hours of community service each year. Of the 20 hours of community service, 10 hours each year must be performed through in-school activities. Students who fail to maintain these standards will be warned of their deficiencies and given an opportunity to re-establish their good standing. The dismissal process can be found in the by-laws and on the school's homepage (clubs). The NHS Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In the case of a flagrant violation of school rules (e.g., cheating) or civic laws, a warning is not required. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council Members who are dismissed from the National Honors Society by the NHS Faculty Council may appeal the decision to the building principal and under the same rules for disciplinary appeals in the school district.

Directory of Co-Curricular Activities 2018-2019

ACADEMIC TEAM Advisor: Mr. Robert Pugliese

Meets two to four times a week, September through March. The purpose of the club is to foster general academic growth and to compete in various academic competitions. To become a member, see Mr. Pugliese for details.

ALL SCHOOL PRODUCTION Advisor: Mr. Charles Miller

Advisor calls meetings when needed during December, January, February and March. The purpose of this activity is to participate in the production of the musical. Four performances are given.

ARCHERY CLUB: Mr. Mark Sterinsky

ART CLUB Advisor: Jessica Beebe

The purpose of this club is to create an interest in art. Meetings are held once a month or when needed. To become a member, sign up with advisor or club officer.

BACKGAMMON CLUB: MS. CARRIE OPDERBECK

CHESS CLUB Advisor: Mr. Jonathan Gray

The purpose of this club is to promote and learn the game of chess.

Meetings are held weekly on Wednesdays in G106. A member must attend a majority of meetings and participate in activities.

CHINESE CLUB Advisor: Ms. Lily Lee

COLOR GUARD AND FLAG Advisor: Ms. Jaclyn Milnes

Meetings are held several times a week during the fall on the Marching Band field. Open to all students.

COMMUNICATIONS CLUB (FORMERLY SOCIAL MEDIA) Advisor: Mr. Dave Caminiti

COMPUTER SCIENCE CLUB Advisor: Mr. Jamie Hudak

DEBATE TEAM Advisor: Ms. Angela Panagiotopoulos

The purpose of this activity is to learn and master forensics. Meetings are held once a month. Students enter the program at the JV level and participate in tournament debating.

DECA Advisor: Ms. Nancy Lopus

DRAMA CLUB Advisor: Mr. Charles Miller

The purpose of this company is to provide venues for students to learn all the arts and crafts connected in theatrical performances.

Meetings will be held as necessary for major productions in the auditorium and other sites to be announced. Members should take an active role in any of the productions.

EARTH CLUB Advisor: Mr. William Kerkendall

The purpose of this club is to make students and the community aware of environmental issues. For more information, see advisor.

EMS CLUB Advisor: Mr. Mark Sterinsky

FCCLA CLUB (Foods) Advisor: Ms. Alexis Goebel

Purpose of this club is to provide students with co-curricular opportunities in food production. Groups meet once a month and cook a menu based on a theme. To become a member, students must attend at least 50% of the meetings and pay dues of \$10 which is used to purchase ingredients and supplies.

FENCING CLUB Advisor: TBD

FILM MAKING CLUB Advisor: Mr. David Caminiti

The purpose of this club is to encourage the production of student-produced films and to showcase student films to the community. Meetings will be held twice a month at lunchtime. In order to receive club credit, students should produce at least one film and attend the majority of meetings. See advisor for further details.

FRENCH CLUB Advisor: Ms. Catherine Kong

The purpose of this club is to promote the French language and culture.

Meetings are held the second Wednesday of the month in C109.

To become a member, one must attend meetings, pay dues of \$4.00 and participate in two activities. See advisor for further information.

FUTURE BUSINESS LEADERS Advisor: Ms. Inga Grossman-Nelson

The purpose of this club is to participate in the activities sponsored by the State FBLA to create an awareness of business in the community, to operate the school store and to participate in community service. Meetings are held two Wednesdays per month, to be announced, in B120. Sign up in September during membership drive.

GARDEN CLUB Advisor: Mr. Chris Eftychiou

The garden club works throughout the year to “beautify” our school all while making it more environmentally sound. This club’s members plan, clean up, and plant indigenous lowers. For more information, please see Ms. Goebel. Participation is by selection only.

GIFTED AND TALENTED Advisor: Mr. Mike Ives

9th Grade VIA Convocation once a year at St. Thomas Aquinas. 10th through 12th grades: Ethical Issues series three times a year. Participation is by selection only.

GRAPHICS ARTS Advisor: Mr. Jonathan Spoelstra

GSA Advisor: Dr. Marisa Januzzi

NVD’s Gay-Straight Alliance (GSA) aims to educate our members, the school, and the community at large about issues of interest and concern to Gay, Lesbian, Bisexual, Transgender, and questioning youth, and their families, friends and allies. The GSA is an inclusive group formed to address student concerns about, and to provide safe space for discussion of, sex-gender issues.

HAND IN HAND Advisor: Mr. Marco Sforza

Hand in Hand is a club created to provide socialization for developmentally disabled students who live in our district but go to special schools. These students come to our high school about once a month. Activities such as baking cookies, decorating pumpkins, and dance lessons are planned. The group meets in between visits to plan.

HEROES & COOL KIDS Advisors: Mr. Brandon Silva, Ms. Denise Berke

H.O.P.E. Advisor: TBD

This club will get students involved in charity work and instill the value of giving back to others in need. H.O.P.E. gives students a supportive and friendly environment to raise awareness and support charities and organizations that mean the most to them.

INTRAMURALS

Volleyball Mr. Jerry Hill (Winter)

Basketball Mr. Mike Carcich (Spring)

Badminton Mr. Mark

Sterinsky(Spring)

The purpose of Intramurals is to get students involved in sports regularly during fall, winter and spring. These students do not wish to get involved with a varsity sport. To become a member, see advisor and listen for announcements.

ITALIAN CLUB Advisor: Ms. Paola Innocenti

The purpose of the club is to promote and foster an appreciation for the Italian language and culture. The Executive Committee is appointed in September. In order to receive credit for Italian Club, students must pay club dues and accumulate five club credits by June. Students earn club credits by participating in club events and by assisting the Executive Committee in organizing various events during the school year. Information about club events is posted on NVNET and sent to members via email. The Italian Club sponsors a variety of events such as Italian Movie & Pizza Night, Cannoli Sale, Pasta Fest, Carnevale, Bocce Tournament, museum trips, and end of the year dinner at an Italian Restaurant.

INVESTMENT CLUB Advisor: Mr. Brendan Kenny

Introduce the Stock Market through our online game of VSE Market Watch where students learn the skills of trading/buying/selling.

JAPANESE CLUB Advisor: Ms. Kei Sakayama

The purpose of this club is to introduce students and the community to Japanese and enhance students' interest and appreciation of Japanese culture. Monthly activities will be held usually in the cafeteria and will be announced. To receive credit for the club, students

sign up with dues in September and accumulate 2/3 of the participation points.

JAZZ ENSEMBLE Advisor: Ms. Lauren Delesky

Meets every Wednesday night during the school year in the Music Department. Performs at many concerts and assemblies during the school year. To become a member, a student should be registered in a music class.

K.A.R.E. Advisor: Mr. Robert Pugliese

The purpose of this club is to get students to volunteer for community service both in and outside of school. To become a member, please see Mr. Pugliese.

KINESIS (MODERN DANCE) Advisor: Ms. Angela Panagiotopoulos

The purpose of this club is to promote the arts and foster responsibility, talent, and creativity. Auditions are held in February - first auditions for choreographers and a second audition for dancers. Practice begins March 1st in the cafeteria. See advisor for further details.

KOREAN CLUB Advisor: Ms. Myung Jin Lee

The Korean club introduces and enriches the students' understanding and appreciation of Korean culture, history, and society." Through various activities and meetings, members will be introduced to Korean games, foods, and traditions.

KNITTING CLUB Advisor: Mr. Michael Theuerkhauf

LATIN CLUB Advisor: Ms. Carrie Opderbeck

The purpose of this club is to promote Latin awareness and celebrate Latin cultural events. Meetings are held once tri-weekly or once a month in the Demarest cafeteria. To become a member, take Latin and fulfill requirements.

LIBRARY COUNCIL Advisor: Ms. Courtney Reinfried

The purpose of this activity is to assist library staff with daily maintenance of collection and with on-going duties and services. Students meet about once a week during unassigned time. See Ms. Reinfried to become a member.

LITERARY MAGAZINE (RUNES) Advisor: Mr. Martin Springer

The purpose of this club is to produce an annual literary magazine promoting reading, writing and poetry. Meeting dates and times will be announced. One may either write for the magazine or work on production. See advisors for further details.

MARCHING BAND Advisor: Ms. Lauren Delesky

Meets during the fall on Tuesdays, Thursdays and Saturdays on the marching field. The band gives numerous performances plus participation in pep rallies and assemblies. To

become a member, register for Band class.

MATH TEAM Advisor: Mr. Tricia Pasarotti

The purpose of this club is for students to solve challenging math problems. There will be opportunities for members to participate in many different competitions. Meetings are held in room G-119 starting at the end of September. To become a member see Mr. Ives or attend the first meeting.

MILITARY HISTORY CLUB Advisor: Mr. John Reese

MINDFUL MOVES Advisor: Ms. Melissa Johnson

MOCK TRIAL Advisor: Mr. Joseph McCallister

The Mock Trial Team sets its goal to coincide with those of the New Jersey State Bar Foundation. Students in this club will increase their comprehension of the historical, ethical and philosophical basis of the American system of justice. Students will demystify the operation of the law, court procedures and the legal system. This club will also help students increase basic life and leadership skills such as listening, speaking, writing, reading and analyzing.

MODEL UNITED NATIONS Advisor: Ms. RuthAnn Inserra

MULTICULTURAL CLUB Advisor: Ms. Julia Bell

The focus of the club is to benefit from exposure to and discuss various cultures and multi-ethnic groups.

NATIONAL HONOR SOCIETY Advisor: Ms. Dianna Sopala

The purpose of this club is to recognize academic achievement, leadership, and character and to serve the community and school. Students must have a minimum number of activities, 3.75 GPA, a leadership role and be a junior or senior who has demonstrated ethical behavior.

NORTHERN LIGHTS (YEARBOOK) Advisor: Ms. Courtney Reinfried

We are here to enrich the memories of the graduating class through the production of the yearbook. We hope to advance the organization of the yearbook and to strengthen the bond of the classes. Ultimately, we want to maintain a historical and memory record of the school.

NORTHERN STAR (NEWSPAPER) Advisor: Ms. Sheila Egan

The purpose of this activity is to publish the school newspaper. Meetings are held in Journalism I and II and after school at publication time. To participate in this activity, you

must register for the Journalism One course.

ORIANA SINGERS (previously Select Choir) Advisor: Ms. Anna D'Achille

Students who are already enrolled in a vocal music course during the school day are eligible to audition for Oriana Singers, a small select choir of men and women. Auditions are held in June and all those who are currently in ninth through eleventh grade can audition as long as they are enrolled in a choir for the next school year. Rehearsals are on Tuesday evenings from 6:30 until 9 PM in the choir room. Audition material is handed out at the beginning of June and taught in class. Students will need to sing 2 scales, a solo in 2 different keys and a quartet, acappella. All women who audition successfully for Oriana Singers are automatically placed in Bel Canto. Performances include concerts, the festival competition during the music department trip and community gigs.

ORCHESTRA Advisor: Ms. Lauren Delesky

Performs at many concerts and assemblies during the school year. To become a member, a student must be registered for Orchestra.

P.A.N.D.A. Advisor: Mr. Jerry Hill

An organization of students who take action to protect defenseless animals from being abused in the medical field, clothing industry, and other facilities that abuse animals. Activities include letter writing, trips to the zoo, reading and discussing literature appropriate to the organization.

PEER MENTORS Advisor: Ms. Rebecca Glennon

The purpose of this club is to help freshmen with the high school transition. Meetings are ongoing during the school year. Students apply to become Peer Mentors in the spring of their sophomore year. Members are chosen from the questionnaire they are required to complete.

PHOTOGRAPHY/WORKSHOP Advisor: Mr. Jonathan Spoelstra

ROCKET CLUB Advisor: Ms. Patricia Guarino

SCHOOL SENATE Advisor: Mr. Steve Nix

This appointed committee will meet on a monthly basis during the school day to discuss issues relevant to our school. The committee is empowered to make recommendations and represents a cross section of our school community. These recommendations must have at least eleven votes in the affirmative in order to pass. This committee is comprised of students, teachers, one support staff member, and one supervisor.

SCHOOL STORE Advisor: Ms. Nancy Lopus

SCIENCE LEAGUE

Advisors:

Jen Hochenberg Biology I & II

Dr. Kathleen Zahos Chemistry I

Nicholas Murphy Chemistry II

Kristen Thompson Physics I

Dr. Marlene Almonte Physics II

The league meets during the month with the various advisors and participates in statewide competitive testing. See one of the advisors for further information.

SKI CLUB Advisor: Mr. Michael Carcich

Activities planned are ski trips to local ski areas. There is approximately one meeting a month, which will be held after school. To become a member, a student must sign up and make a deposit toward the cost of the trips. See either advisor for further details.

SPANISH CLUB Advisor: Ms. Jessica Beebe

The purpose of this club is to provide a variety of cultural activities to expose students to Hispanic culture. Meetings are held the third Thursday of each month in the cafeteria. To become a member, listen for announcements in September regarding sign ups.

STEM League Advisor: Mr. Eric Kane

STUDENTS AGAINST DESTRUCTIVE DECISION MAKING (SADD) Advisor: Ms. Deborah Bajakian

The focus of SADD is alcohol use and substance use, impaired driving, and other appropriate issues that deal with the well being of students.

STUDENT COUNCIL Advisors: Mr. Robert Pugliese /Ms. Jenn Glick

The purpose of the Student Council is to represent and serve the school and community. The student community elects members. Meetings are to be held bi-weekly in conjunction with daily meetings in homeroom.

TECH TUTORS (FORMERLY SCAG) Advisor: Mr. Jonathan Gray

The purpose of this group is to assist teachers and students with computer programs and to do minor repairs on software and hardware. Meetings are held daily in room C107. Sign up with Ms. Spoelstra and check database regularly.

TECHNOLOGY STUDENT ASSOCIATION (TSA) Advisor: TBD

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs.

TRI-M HONOR SOCIETY Advisors: Ms. Anna D’Achille, Ms. Lauren Delesky

VARSITY CLUB Advisor: Mr. Anthony Mottola

The purpose of this club is to promote Northern Valley athletics.

It also provides service to the Athletic Department, run elementary school tournaments and social activities for athletes. The club meets at various times during the school year.

VITA (VISUALLY IMPAIRED TOTAL ACCESS) Advisor: Ms. Denise Morrissey

WOMEN’S ISSUES Advisor: TBD

Departmental Personnel 2018-2019

Administration

Timothy Gouraige 13000

Luisella Marolda 13030

Nicolette Perna 13050

Barbara Battaglia 12210

Matthew Spatz 13130

ATHLETIC DIR./PHYS EDUCATION

Gregory Butler 24370

Bradley Foley, Athletic Trainer 13888

BUSINESS EDUCATION

Jonathan Harris 13536

Inga Grossman Nelson 13604

Nancy Lopus 13601

Chris Shaffsick 24452

ENGLISH

Anne Paolucci 24300

SOCIAL STUDIES

Daniel Austin 23330

Damon Affinito 13377

Julia Bell 13233

Jennifer Glick 13712

Athanassios Haralambopoulos 13561

Gerard Hill 13611

Ruthann Inserra 13898

Brendan Kenny 19230

Bill Kerkendall 13612

Stephen Nix 13711

Robert Pugliese 13710

Carl Von Tobel 13714

Kevin Walter 13618

TECHNOLOGY EDUCATION

David Janosz 13300

Chris Chamuris 13367

Patricia Guarino 13334

Brandon Klevence 13622

Alexandra Paspalas 13542

Jim Pepe 24401

David Caminiti 13558

Sheila Egan 13558

Zoe Gavriilidis 135

Marisa Januzzi 13718

Dayna Krachtus 13356

Grace Kim 13665

Joseph McCallister 24131

Jessica Miano 13545

Angela Panagiotopoulos 13892

Jeannie Ryan 24167

Martin Springer 13518

Kourtney Zoroich 13331

FAMILY AND CONSUMER SCIENCE

Jonathan Harris 13536

Heidi Kantor 13896

Alexis Goebel 13332

Debbian Sherwood 19334

MATHEMATICS

April Vella 24768

Lisa Barragato 19228

Kerry DeLalla 13616

Meghan Fetterly 19229

John Finn 13363

Jamie Hudak 13607

Michael Ives 13554

Melissa Johnson 13553

Kathleen Minneker 13566

Danielle Nix 13234

Tricia Passarotti 13556

Darrell Quazza 24188

TEENS-N-TOTS 201-768-8156

Jonathan Harris 13536

Morgan Schiffer 13045

Kate Midenberger (Aide)

Paula Sheehan (Aide)

VISUAL ARTS

Jonathan Harris 13536

Jessica Beebe 24142

Peter Scanlan 13606

Jonathan Spoelstra 13361

WORLD LANGUAGES

Jim Buoye 23280

Alana DeCosta 13362

Colleen El-Sawaf 13533

Jonathan Gray 24121

Krisy Ianna 13832

Paola Innocenti 24536

Yun Kim 13543

Catherine Kong 19333

Lily Lee 192226

Myung Jin Lee 24371

Carrie Opderbeck 13735

Arya Safa 24842

Kei Sakayama 24741

Michelle Szukics 13353

Shauna Wennerod 13544

Special Education/ Child Study Team

CHILD STUDY TEAM

John Reese 13862

Dianna Sopala 13608

MUSIC

Jonathan Harris 13536

Lauren Delesky 13890

Anna D'Achille 13551

PHYSICAL EDUCATION

Gregory Butler 24370

Jill Dunleavy 13111

Donald Merritts 13177

Anthony Mottola 13760

Suzanne Nolan 13583

John Rotella 13589

Jamie Siegrist 24304

Brandon Silva 13134

Mark Sterinsky 13503

SCIENCE

Jennifer Cusmano 13440

Marlene Almonte 13538

Hillary Aumack 13594

Daniella Barsamian 13366

Michael Carcich 13677

Alison Gill 13678

Jennifer Hochenberg 13597

Ko Jung (Maria) 13795

Ashley Amoruso 13106

Brenna Ballan (speech) 24412

Renee Carroll 13895

Stephen Kuwent 12190

Keri Nick 12330

Samantha Schulman

SPECIAL EDUCATION

Courtney Moran 13105

Denise Berke 12303

Linda Citro 24141

Christopher Eftychiou 13631

John Falduti 13351

Janine Foschino 24837

David Johnson 13555

Christina Nazarko 13797

Alyssa Vogel 13368

Michael Theuerkauf 24637

Leslie Van Slooten 13728

Transition Counselor

Guidance

Michael O'Malley 13100

Deborah Bajakian 13260 (SAC)

Jennifer Ferraro 13090

Tracey Salerno 13115

Rebecca Glennon 13080

Colleen Spafford 13280

Eric Kane 13592

Nicholas Murphy 13071

Robert Petrella

Stephen Ryan 13792

Kristen Thompson 13777

Kathleen Zahos 13411

Howard Tiell 13540

Media Center

Courtney Reinfried/Antonella Barilla 14105

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