

# Northern Valley

Regional High School at Old Tappan

Matthew P. Spatz  
Director of Guidance



March 2018

Dear Parents and Students in grades 9, 10, and 11:

As mentioned in my previous communication, planning courses is one of the most important aspects of the academic year. We strongly encourage you to review the scheduling resources on the [Guidance Department Homepage](#), including the [Program of Studies](#) as you continue to discuss course planning with your child.

Teachers consider many factors when making academic level recommendations, including: student mindset, assessment performance, class participation, engagement in coursework and consistency in completing assignments. Teachers make recommendations based on where they predict the student will find the most success. Likewise, families should consider a number of factors when selecting courses, including: student interests, overall course load, short and long-term goals, college and career plans, academic ability, learning needs, time demands and stress management issues. Students received course recommendations in February and are encouraged to discuss these with their teachers. These recommendations may be viewed through PowerSchool. Any appeals to the recommendation should be addressed with the subject supervisor. While we pride ourselves on offering various academic levels designed to meet a range of students needs, it is our philosophy that students may challenge themselves as they progress through high school – provided they are willing, able, and prepared to support themselves appropriately.

While teachers make level recommendations with the student's best interest in mind, Northern Valley allows 10th, 11th and 12th grade students to challenge themselves to more rigor through either an 'Earn In' grade or a qualified 'Waiver'. Please read the Program of Studies for more details. We invite families to use these processes only after careful consideration.

For those interested in pursuing a waiver: **Parent AND student must attend a mandatory waiver meeting on either Tuesday, March 20, 2018 in NV Demarest or Wednesday, March 21, 2018 in NV Old Tappan. Waivers must be signed and returned to the guidance office by March 23, 2018.** (See page 2 of this letter for further details of the waiver process and specific waiver meeting times.)

As mentioned earlier, parents are welcome to contact the student's counselor directly at 201-784-1600 (extensions listed below), and they are also welcome to attend the scheduling conferences. We look forward to working with your child throughout the scheduling process.

Sincerely,

Matthew P. Spatz  
District Director of Guidance

<b><u>Guidance Counselors</u></b>	<b><u>Ext.</u></b>
Kerri Hubbard*	24100
Laura Cavanaugh	24120
Meghan Coren	24380
Matthew Corso	24160
Amanda Fitzpatrick	24360
Laura Rupp	24170
Melissa Vion	24110

\*Lead Counselor

## WAIVERS FOR HONORS/ADVANCED PLACEMENT

Students currently in 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> marking periods and midterm exam (SI) and maintain that C+ average.
- be in a **College Preparatory Enriched-level '(E)'** class without being recommended for the honors/advanced placement level and have a minimum cumulative grade of **B+** at the time of recommendation, including 1<sup>st</sup> and 2<sup>nd</sup> marking periods and midterm exam (SI) and maintain that B+ average.
- 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.

**Advanced Placement course waivers will be considered for the following:**

Biology, Calculus AB, Calculus BC, Chemistry, Chinese, English Literature & Composition, French, Italian, Japanese, Physics 1, Physics 2, Physics C, Spanish, United States History, World History

**Honors course waivers will be considered for the following:**

English 2H, English 3H; Geometry H, Algebra 2H, Precalculus H; Chemistry H, Physics H; Chinese, French, Italian, Japanese, Korean, Latin, Spanish - 2H, 3H, 4H

**NOTE:**

- Students may not waive into both AP Calculus AB and AP Physics C
- Students must be enrolled in Precalculus Honors to waive into AP Calculus AB
- Students may not waive from Precalculus Honors into AP Calculus BC (unless recommended to AP Calculus AB)
- Students must be enrolled in AP Physics 1 to waive into AP Physics 2

**The following steps must be completed in order to receive a waiver. The student must:**

1. Meet with guidance counselor to review recommendations, verify S1 grades and discuss potential outcomes of waiving. Complete the waiver form and obtain counselor's signature.
2. Obtain teacher's signature to verify that the student and teacher have discussed the potential outcomes of waiving.
3. **Attend mandatory evening meeting with parent conducted by the subject supervisor** of the content area for which waiver is being requested to review requirements of honors/advanced placement program. Bring waiver form to evening meeting for attendance verification. Meetings will be held as follows:

**Tuesday, March 20, 2018 (Northern Valley Demarest Academic Theater)**

**Wednesday, March 21, 2018 (Northern Old Tappan Academic Theater)**

7:00 p.m.	Science	Mrs. Cusmano
7:20 p.m.	Mathematics	Ms. Vella
7:40 p.m.	English	Mrs. Paolucci
8:00 p.m.	World Languages	Mr. Buoye
8:20 p.m.	Social Studies	Mr. Romano

4. Submit the waiver form with the evening meeting attendance verification for each waiver requested (maximum of two per student) to the guidance office for Supervisor and Principal review.

**In the event of limited space in the class, recommended students will have enrollment priority over waiver students.**

*Parent and student signature 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 12<sup>th</sup> 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); *CPE* 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 providing 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.

**ALL WAIVER FORMS MUST BE COMPLETED AND RETURNED TO THE DIRECTOR OF GUIDANCE**

**BY MARCH 23, 2018**