

NORTHERN VALLEY

REGIONAL  HIGH SCHOOL  
at OLD TAPPAN

STUDENT HANDBOOK

2016-2017



*A Nationally Recognized School of Excellence  
Newsweek Magazine - "One of America's Best High Schools"*

Northern Valley Regional High School at Old Tappan

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Central Avenue • Old Tappan, NJ 07675 • (201) 784-1600 • [www.nvnet.org](http://www.nvnet.org)

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\*Please refer to pages 103-107 for a complete telephone extension list.

## Table of Contents

### I. Administration

Administering Medication - Health Office . . . . .	40
Affirmative Action . . . . .	7-8
Announcements . . . . .	8
Arrival/Departure Procedures . . . . .	8
Attendance Guidelines	
Absences . . . . .	10
Cutting Class . . . . .	15
Cutting Consequences . . . . .	15-16
Early Dismissals . . . . .	14
Documented Absences . . . . .	9
Limit of Absences . . . . .	9-10
Make-Up Work,	
Classroom Assignments & Field Trips . . . . .	12-13
Late Policies . . . . .	10-12
Bell Schedules . . . . .	14
Board of Education & Administration . . . . .	1
Bus Transportation . . . . .	16
Cafeteria . . . . .	16-18
Cell Phones . . . . .	18-19
Code of Conduct . . . . .	6
<b>Disciplinary Information</b>	
Administrative Guidelines for	
Disciplining of Students (Point System) . . . . .	20-22
Appeals . . . . .	24
Chain of Command . . . . .	23-24
BOE Policies . . . . .	25
Harassment, Intimidation and Bullying (HIB) . . . . .	25-27
Disciplinary Phase System . . . . .	20
Disciplinary Point System . . . . .	20-22
Drug/Alcohol Abuse . . . . .	28
Electronic Communication . . . . .	27
Gambling . . . . .	28
Fighting . . . . .	28
Memorandum of Agreement . . . . .	25
Network Computing Policy . . . . .	29
Paging Devices (Beepers) . . . . .	35
Proms . . . . .	14-15
Suspensions . . . . .	24
Reinstatement of Privileges . . . . .	24
Sustaining Program to Discipline Students of the NVRHS District . . . . .	19
Tobacco Use/Consequences . . . . .	28-29
Weapons Possession . . . . .	35
Dress Guidelines . . . . .	35-36

Driver's License . . . . .	36
Electronic Devices . . . . .	36-37
Emergency Contact Information/InfoSnap . . . . .	37
Emergency Response Plan. . . . .	37
Emergency School Closing . . . . .	38
End of Marking Period . . . . .	100
Examinations . . . . .	38,39,100
Field Trips . . . . .	12-13
Hall Lockers. . . . .	39
Honor Code . . . . .	46
Important Phone Numbers . . . . .	103-107
InfoSnap . . . . .	37
Insurance . . . . .	40
Integrity Policy (Plagiarism/Cheating) . . . . .	43-45
Library Media Center . . . . .	40-41
Lunch Evacuation Plan . . . . .	38
Lunch Program - Free and Reduced. . . . .	18
Maps . . . . .	97-98
Medical Aid . . . . .	39
Mission Statement . . . . .	6
Number of Days. . . . .	100
<b>One to One Initiative</b>	
1:1 Program Overview . . . . .	29-30
Technology Care/Expectations . . . . .	30
Help Desk Procedure Lost/Broken/Damaged Devices. . . . .	31
Securing Computers. . . . .	31
Unauthorized Use. . . . .	31-32
Non Compliant Students . . . . .	32
Device Storage During Drills . . . . .	32
Software . . . . .	32
Plagiarism and HIB Policies. . . . .	32
Anti Big Brother Statement . . . . .	32
Storage and Back Up . . . . .	32-33
Checkout Procedure . . . . .	33
Student Pledge For Computer Use . . . . .	33-34
Bring You Own Macbook Device Agreement . . . . .	34-35
Open Campus Senior/Junior Privilege . . . . .	42
Outstanding Obligations . . . . .	65
Parking. . . . .	42-43
Passes . . . . .	43
Point of Sale. . . . .	17-18
Regulations for Riding Bus . . . . .	16
School Activities 2016-2017 . . . . .	101-102
School Calendar. . . . .	99
Search and Seizure. . . . .	47
Senior Options. . . . .	47-51
Statement of Beliefs . . . . .	6-7

Textbooks . . . . .	51
Truancy . . . . .	15
Visitors . . . . .	51
Working Papers . . . . .	51

## II. Guidance

### Guidance Department

Advanced Placement Program Testing . . . . .	60-61
Child Study Team . . . . .	59
Conferences . . . . .	53-54
Counselors . . . . .	52
Grade Point Average . . . . .	54-56
Grading System . . . . .	54
Grading Policy & Class Ranking . . . . .	55-56
Graduation Requirements . . . . .	52
Help with Academic Concerns . . . . .	56
Homework Mission Statement . . . . .	56-57
Homework for Extended Illness . . . . .	57
Home Instruction . . . . .	57-58
Honors/Advanced Placement . . . . .	59-60
Honor Roll . . . . .	59
Intervention and Referral Service Team . . . . .	58-59
Permanent Records . . . . .	61-62
PowerSchool(Web Access-Grades) . . . . .	56
Referrals(Community Resources) . . . . .	58
Rights to Privacy . . . . .	61
Report to Parents . . . . .	65
Role of Counselors . . . . .	53
Schedule Changes . . . . .	63-64
Scheduling Process . . . . .	63
Scholastic Achievement Awards for Seniors . . . . .	53
Section 504 Policy . . . . .	59
Student Assistance Coordinator . . . . .	58
Student Directory Info . . . . .	62
Student Schedules . . . . .	62
Students in Good Standing . . . . .	22,53
Testing Program . . . . .	64
Waiver Process . . . . .	60
Withdrawals . . . . .	64

### III. Physical Education

Appropriate Dress for Physical Education . . . . .	65-66
Physical Education Excuses . . . . .	66

### IV. Athletic Department

#### Athletic Information

Activity Fees . . . . .	68
Athletes . . . . .	77-78
Athletic Mission Statement . . . . .	66-67

Athletics School Physician .....	68
Athletic Season .....	69
Athletic Awards .....	75
Athletic Awards Night .....	75-76
Athletic Department General Information .....	69
Athletic Selection .....	71
Communication with Athletic Director .....	78
Commitment Guidelines .....	71
Directions .....	75
Eligibility .....	74
Equipment & Locker Room .....	76
Expectations of Student Athletes .....	69-71
Hazing .....	77
Insurance .....	74
Lateness & Absences .....	78
Transfer Rules .....	72-74
Big North Conference Code of Conduct .....	76-77
Scholar Athlete .....	75
Spectators .....	78
Sportsmanship .....	76
Squad Size .....	74
Steroid Testing Policy .....	72
Training Room .....	76
Transportation .....	75
<b>V. Co-Curricular/Organizations</b>	
Activities, Clubs & Advisors .....	81-93
Activity Fee .....	81
Class Officers .....	78-79
Dances .....	79
Expectations of Extra & Co-Curriculars .....	69-71
Golden Knights Athletics Association .....	95
Golden Knights Music Parents Association .....	95
National Honor Society .....	79-80
National Honor Society Officers .....	80
NVOT-Korean Parents Organization .....	96
NVOT-Parent Teacher Student Organization .....	95-96
PaySchools .....	94
Project Graduation Chairperson .....	96
<b>VI. Calendar/Important Events/Building Maps</b>	
Building Maps .....	97,98
District Calendar .....	99
Important School Activities/Events .....	100-102
<b>VII. Staff</b>	
Staff Directory .....	103-107
Voice Mail Boxes .....	103-107
How to Use Our Phone System .....	103

## 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 all 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 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.

### *I. ADMINISTRATION*

#### 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.

#### Statement of Beliefs

1. We believe that education is the shared responsibility of family, students, school, and the community.
2. We believe that the pursuit of academic and personal excellence offers the best opportunity for success.
3. We believe that as a comprehensive high school, a rigorous college preparatory curriculum with high expectations provides a strong foundation for life-long

learning, including the development of communication skills, critical thinking, and problem solving.

4. We believe in providing alternative learning programs to accommodate all students' abilities and needs.
5. We believe that students learn best when they are actively involved in their education and share a voice in creating the learning environment.
6. We believe that students are entitled to a secure educational environment in light of an evolving world.
7. We believe that respect for the diverse ideas and beliefs of others is essential in order to provide a safe and supportive learning environment.
8. We believe that moral integrity and a core of common values are essential for individual growth and a commitment to community service.
9. We believe that productive use of technology is vital to learning and helps students connect with a rapidly changing world.
10. We believe educational excellence requires a commitment to staff development, collaboration among the staff, and articulation with the seven sending districts.
11. We believe that our extra-curricular activities complement the academic program enabling our students to become contributing members of society by fostering the development of ethical values, knowledge, and skills.
12. We believe that education will develop the students' ability to make informed decisions and recognize the consequences of those decisions.

## 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, sexual orientation, 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 extra-curricular 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
- Media Center



The Affirmative Action Officer is Mr. Rabelo, Assistant Principal, Old Tappan (201) 784-1600, ext. 24040.  
The District Affirmative Action Officer is Ms. Joannette Femia, (201) 784-1600 Ext. 12100.

## Announcements

Announcements will be made via TV monitors placed in each cafeteria, the media center, and throughout the building. In addition, class activities and notices will be placed on bulletin boards around the building, and via HAIKU. Some announcements are displayed on the marquee in front of the school. We will make P.A. announcements at the beginning of period 2. There will be no announcements made during classes.

## Arrival/Departure Procedures

At certain times during the school year our driveways are bumper to bumper.

To insure student safety and that students and staff arrive to school at a designated time, please consider the following:

1. Bus routes have been planned to arrive at school not less than ten minutes before the first bell. If your child is eligible for busing, use that method of transportation first.
2. Leave your home early. Plan for a delay by allowing additional time so not to pressure your child as you wait in front of the school on a long line.
3. Remember that we have two canopy drop-off points in front of the school. The first lane in the front parking lot is also a drop off point. When driving in the front lane, drive down as far as possible so other cars can enter. Avoid stopping at the first canopy and only drop off at the curb. A second lane is also available in the front of the building. When entering our lot, make the first immediate left onto the teacher parking lot. Students may disembark and use one of two designated crossing lanes manned by crossing guards.
4. We also have a gate to the school on Russell Avenue at the back of our building that students may use to enter the campus.
5. ONLY seniors with a valid permit may park on school grounds in a student parking space throughout the school year until late May. When Senior Options begins, Juniors in good standing will be permitted to qualify for a parking spot.
6. Visitor Parking is located at your second left after you enter. The first five (5) spaces are designated for visitors. All other spaces are staff parking.

# ATTENDANCE GUIDELINES

## Documented Absences

Students receive a documented absence when they are absent from school for the following reasons only:

1. Extended illness of three or more days with a medical verification presented within one week after the student's 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, parent note required
4. Court appearances
5. Driver's license examination - road test
6. School sponsored county and state athletic events requiring early dismissal
7. Actions initiated by the authorities of the school

According to the New Jersey State School Register Attendance Rules and Requirements, religious observance, take your child to work and up to 3 college visits (11<sup>th</sup> and 12<sup>th</sup>) grade are the only recognized excused absence. Therefore, any absence, other than an absence for religious observance, take your child to work day or up to 3 college visits (11<sup>th</sup> and 12<sup>th</sup>) grade, 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 religious observance, take your child to work day or up to 3 college visits (11<sup>th</sup> and 12<sup>th</sup>) grade per NJAC 6A:32-8. Documented absences may be considered when determining loss of credit for courses.

## Limit of Absences

A student will be limited to **14 absences per year**. Absences in semester courses are limited to 7, in Physical Education to 11 and in Health and Driver Education to 4. If a student misses 15 or more minutes from any class, he/she will be considered absent. If more than the maximum number of absences is accumulated, **credit for that course will not be given and a 'T'** will be entered on the student's record, which indicates an administrative withdrawal. The student will be assigned to a designated area in place of the withdrawn class. If a student is absent from a class that meets twice in one day, they will receive 2 absences from that class.

This policy applies to students who absent themselves from class for any combination of the following reasons:

1. Illness (not requiring home instruction)
2. Medical/dental appointments
3. Voluntary signing out during the day
4. Family vacations
5. Cutting/Truancy
6. Special programs (guidance meetings, military, non-school sporting events, counselor training for summer camps, etc.)

When a student accumulates 4 or more unexcused absences to school, an action plan will be developed to assist in maintaining regular attendance. The guidance counselor will review the academic record if further recommendations are necessary.

When a student has accumulated between 5 and 9 absences (4 for semester courses) a letter will be sent informing the parent or guardian. The action plan will be developed to address the unexcused absences, with interventions. Upon accumulation of the 10th absence, another letter will be sent to the home informing the parent or guardian that a mandatory attendance hearing must be held. Students who exceed 10 unexcused absences will be considered truant and not in good standing. (see page 23)

## Absences

If a student is absent, a parent/guardian must call the attendance secretary line at (201) 784-1600 extension 24020 between 7:40-9:00 A.M. with the reason for the absence.

All students who are absent must present an acceptable written excuse for absence signed by a parent, on the first session following the absence. The written note should be given to the attendance secretary. Students returning from extended illness or surgery must present a doctor's note permitting them to return to school. Any student requiring crutches must provide a doctor's note prior to coming back to school. If a student fails to report or leaves school without authorization, he/she will be considered truant (see section on Disciplinary Information). If a student is leaving school early, they must sign out via the nurse's office or via the attendance secretary in the main office.

Absences and tardies are part of the permanent record and the totals will appear on the transcript for all four years. Since we have a rotating schedule, students may be absent more from some classes than others. There are two types of absences; daily and period by period. If a student is absent all day he/she will receive an absence for all classes that day. If a student misses more than 15 minutes from a class, they will receive an absence. If they miss a class that meets twice in one day, it will count as 2 absences from that class.

## Late Policies

### Tardy To Class

There is NO late 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. Students who are fifteen or more minutes late to class are considered absent from that class. Seniors that are habitually late returning to school from lunch may have their privileges revoked.

## Tardy To School

If a student arrives late to school between 7:40 and 7:55 am, they will report to their class and their teacher will record their late. All students arriving late to school after 7:55 am or leaving early must check in and out with the attendance secretary. Parents must contact the attendance office when the student is going to be late. After 7:55 am the student will be considered truant and cutting a class. Please see page 21 for disciplinary concerns. A student may not come to school for a single class or to take a test and then leave. Violation of this rule will result in an F grade on the test. A student missing an announced test, quiz or assessment because of tardiness will receive a grade of F unless a parent calls in by 7:55 am and the absence is a Driver's Test, Religious Holiday or Court Appearance.

Habitual lateness to school is not acceptable behavior at Northern Valley and will be dealt with according to the following procedure:

1. Every late after 3 = 1 detention at 7:15 AM-7:35 AM in the South Cafeteria or 3:00-3:30 PM in B106.

Beginning with the fourth unexcused tardy, the student is assigned one detention at 7:15 AM or 3 PM. Detentions must be fulfilled within 24 hours.

**Failure to attend detention will result in additional discipline that may include suspension.**

On the 11th late the student is not in good standing (see page 23,49)

- A. Students will not be permitted to attend future field trips or class trips.
- B. On the 12th late, there will be a mandatory meeting with student, parent, Assistant Principal and Guidance Counselor. The student will be assigned to a designated lunch detention location until attendance improves.
- C. On the 19th late, the student will receive an **in school suspension** followed by a mandatory meeting with parents and administrator. The student will continue to report to a designated lunch detention and they will be assigned to the media center during any free periods until attendance improves significantly. Attendance will be taken. Failure to report will result in a cut. Parking privileges will be suspended.
- D. On the 24th late, the student will receive an **out of school suspension** followed by mandatory reentry meeting with the student, parent, Assistant Principal, Guidance Counselor. Students will be permanently assigned to the media center. Attendance will be taken. Failure to report will result in additional disciplinary actions.
- E. On the 30th late, the student may be placed in a suspension alternative program (SAP) or in an out of school suspension for not less than 5 days. There will be a mandatory reentry meeting with the student, parent, Assistant Principal and Guidance Counselor. Further lates will result in additional disciplinary actions.

2. No student will be admitted late to school after 9:30 AM and be considered present for that day. Any student entering school after 9:30 AM or leaving prior to 12:30 PM may not participate in any extra-curricular or co-curricular activities (any sport, or club or prom, etc.). 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. If a student is truant, they may not make up the work missed.
3. Any student entering school after 9:30 AM or leaving prior to 12:30 PM on a Friday excludes students from participating in or attending any co-curricular, extra-curricular, or athletic activity that weekend.
4. A student cannot come to school just to take a test and then leave. This will result in an “F” for that test.
5. Unexcused “Lates” result in F’s for all work and tests in missed classes. **If a student is late and misses a class and a parent does not call them in by 7:55 AM, the student will be considered truant and a zero will be entered for the assessment.**
6. Students who exceed 10 lates will be considered not in good standing (see page 23,49).

Absences and tardies are part of the permanent record and the totals will appear on the transcript for all four years.

## Make-Up Work, Classroom Assignments 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 documented absences (see page 9), including time missed because of actions initiated by the authorities of the school.

1. Time to make up 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 and counselor in person or through the use of Email or HAIKU.
2. Pupils who have undocumented absences, will not be permitted to make up work missed.
3. Pupils who cut class or are otherwise found truant will not receive credit for the work missed.

4. Pupils may make up work for time missed because of actions initiated by the authorities of the school, i.e. suspensions, exclusions, etc.
5. **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.
6. **Make-up exams** - No student will take an exam before the rest of the class. Any student participating in an NVRHS sponsored activity will be required to obtain the prior approval from the principal in order to take the assessment upon their return.
7. **Mid-Term and Final Exams** – If a student is absent during a Mid-Term or Final Examination, he/she may not take a make up exam unless a doctor's note is provided. These dates are posted a year in advance, so students and parents should plan accordingly.
8. **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. Any student exceeding 10 unexcused absences or 10 lates is deemed not in good standing and will not be permitted to go on future field trips or class trips.

## Bell Schedules

Regular Bell Schedule *(Please see new schedule on p. 62)*

Time Slot 1	7:40-8:36
2	8:40-9:36
3	9:40-10:36
Unit Lunch/Science Labs	10:36-11:40
5	11:40-12:36
6	12:40-1:36
7	1:40-2:36
Extra help	2:36-3:00

### Delayed Bell Schedule

*Students and Staff arrive at 9:15 AM*

*Buses will pick up students approximately 60 - 90 minutes later in the morning. Bus drivers will advise as to an approximate pick up time.*

Time Slot 1	9:30-10:11
2	10:14-10:55
3	10:58-11:39
Unit Lunch	11:42-12:27
5	12:30-1:10
6	1:13-1:53
7	1:56-2:36

### Buses will pick-up at 2:40 PM

#### Half Day Schedule

Time Slot 1	7:40-8:20
2	8:24-9:04
3	9:08-9:48
5	9:52-10:32
6	10:36-11:16
7	11:20-12:00

### Buses will pick-up at 12:10 PM

## Early Dismissals

Dental and medical appointments should be scheduled when school is not in session. There are occasionally logical reasons for such appointments during school hours. When this is true, the parent/guardian must submit a note stating the time of dismissal and whether or not the student will return. The student will submit the note to the attendance secretary first thing in the morning. Upon return to school, a doctor's note is required to confirm the appointment. There will be no excused early dismissals for non sanctioned events.

## Proms

**Early dismissals for proms:** Students must attend four hours of academic time, not including lunch or change of class. Students who owe detentions will not be allowed to leave early for the prom or attend the prom. Students are required to attend a prom safety program or else they will not be permitted to attend.

A parent/guardian will be required to attend a mandated pre-prom presentation in order for their child to attend a prom. The projected pre-prom dates at NVOT are March 7, 2017 and May 31, 2017 (Dates subject to change) and the projected dates at Northern Valley Demarest are to be determined. Parents may attend a pre-prom at either school. Prior attendance in previous years will not exempt a parent from attending.

## Truancy

Truancy according to our BOE 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) According to NJSA 18A: 37-38, the definition of truancy and juvenile delinquency “any child between the ages of 6 and 16 years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vacant, vicious or immoral in conduct. If a parent is having difficulty getting their child to school, please contact the appropriate assistant principal.

## Cutting Class

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 administrative approval. If a student does not sign out properly (via nurse or main office) and misses a class, it will be processed as a cut. A student who has privileges and does not return to school from a free period or lunch will be considered truant and cutting the particular class.

A student who cuts a class three times will be dropped from that course. The student will receive a “T” which will be included in his/her class rank. The student may take the course for new credit in an approved summer school or via online at student’s expense.

Students taking a semester or 1/4 course (Health) will be dropped on the second cut.

## Cutting Consequences:

### 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. A meeting will be scheduled with the teacher, subject supervisor and student. This meeting is to be scheduled at the mutual convenience of the subject supervisor, teacher and student immediately after the offense. The purpose of the meeting is to discuss reasons why the cut took place and to review alternatives. The teacher will contact the parents, informing them of the student’s class cut. (The guidance counselor will be notified of the class cut.)



**Second cut: (Accumulation of points)**

The second cut from any class results in 10 days of detention and a zero for the lesson. A conference will be held with an 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: (Administrative Insubordination)**

Upon the third cut, the student will receive 10 detentions and be dropped from the course. The student will receive a "T", and this will be included in his/her class rank. The student will be assigned to a designated area in the media center for the remainder of the school year. It is the student's responsibility to sign in with a staff member during this period. Failure to do so will result in a cut. The student may take the course for new credit in an approved Summer School or via online at the student's expense. Upon appeal, the principal will review the case.

Students missing class because they are late to school will be considered as cutting that class unless the attendance office is notified by telephone prior to 7:55 am or a note from a parent or guardian when signing into school.

**Bus Transportation**

Bus transportation is issued to students who live more than 2.5 miles from school. This information is contained on the student's ID card that must be shown to the driver. Buses leave at 2:45 PM. An activity bus is scheduled for 3:30 and 6:15 PM. A special pass must be obtained from the club advisor/teacher, etc. who is detaining the student in order to gain admission to the 3:30 PM activity bus. Any student participating in an extra-curricular activity may use the 6:15 PM activity bus. Students may not obtain a bus pass without attending a valid school event or teacher meeting.

**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.

**Cafeteria**

Pomptonian Food Services will be providing food for students and staff in 2016-2017. A multiple serving station system will feature hot and cold items, including grilled selections, pasta, salad bar, sandwiches, pizza and complete hot meals.

It is the responsibility of the student to see that his or her area

is clean. Papers and trash must be placed in the receptacles. Students should discard recyclables in designated bins. Rowdy or noisy behavior or throwing of food are not acceptable and will be reported for disciplinary action.

A student is to eat lunch during the period assigned for lunch. Eating lunch is limited to the cafeterias, north gymnasium and outdoor commons (weather permitting). Students are not permitted in the second floor during lunch unless they are meeting a teacher for extra help. **Outside vendors** are not permitted to deliver lunches to the high school in the interest of maximizing safety. Parents are encouraged to pack a lunch for their children or purchase lunch from the food service in the cafeteria. Pomptonian Food Services has provided a means of pre-ordering lunch. Students can go to [oths.nvnet.org](http://oths.nvnet.org) and select Food Services from the menu.

### Point of Sale (Lunch Program)

Both Northern Valley Regional High Schools have implemented a computerized point of sale system (POS) in the school cafeterias. Students/parents may participate in this program by depositing cash or checks into an account developed for each student by our food service provider. This account can be used by students to purchase food or beverages from the cafeteria. In the future, beverage machines and photocopiers are proposed to become part of the POS system. Students have 2 options to pre-order food requests. See below under How to activate the account.

**How it works:** Students have been issued a student ID card with magnetic strip 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.

**Pre-ordering food requests:** Students may pre-order food requests by using their g-mail email account and emailing [ot-cafe@nvnet.org](mailto:ot-cafe@nvnet.org). In addition, students can set up an account to order online. This method will give more variety and choices to the students.

#### Instructions to set up an account:

1. Go to [www.orderyourdeli.com/oldtappan](http://www.orderyourdeli.com/oldtappan). This is the District site.
2. Click on Register
3. Once the account is set up for your child they can order

online by logging in at [www.oths.nvnet.org/foodserves](http://www.oths.nvnet.org/foodserves) and clicking "Click Here To Order" on the same page.

This will allow your child to order their lunch and create the meal they want.

The meal will be waiting for your child at the designated pick up location.

Should you have any questions about the POS program you may contact our food service office at 201-768-3200, extension 24240.

## Free Lunches/Reduced Lunches

Applications for free lunches may be made through the Guidance Department, which will advise the maximum family income requirements for eligibility. Students who may not be eligible for a free lunch may qualify for a reduced lunch. If qualified the student will use their student ID card as a debit card for lunch. This is done in a discreet manner. The office of the assistant principal will assist the student with the process.

## 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 (7:40 AM), during unit lunch (10:45-11:30 AM) and after school (2:36 PM). Cell phones must be turned off and put away during the school day, including examination sessions. If a student is in possession or is using a cell phone 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.

Use of a cell phone will be defined but not limited to:

- Possession
- Talking
- Reading or sending text messages
- Checking voice mail, time, etc.
- Playing games
- Talking, sending or looking at pictures
- Internet browsing
- Taking photos and videos

If a student needs to contact a parent or make an emergency call, they may seek out their guidance counselor or assistant principal.

**Students may not take photos, videos or audio recordings without the permission of the staff and/or the administration regardless of the device.**

When a phone is confiscated and a student removes the battery, a parent will have to come to pick up the phone. Students who do not follow the above rules are subject to administrative discipline that may include confiscation of the cell phone, a parent conference, and appropriate points for noncompliance. On occasions staff members

may allow the use of electronic hand held devices for educational purposes only. Please refer to page 22 regarding disciplinary consequences for violating cell phone policy and non-compliance.

## DISCIPLINARY INFORMATION

### Disciplinary Point System

Students at the high school level are expected to develop a measure of self-discipline and control which reflects their increasing maturity and sense of responsibility, therefore, a point system is instituted for the control of student misbehavior. Any student who violates school regulations will be penalized with points, according to the scale below. A total of twelve points will result in a disciplinary action. It will form a basis for determining the type of recommendation to be made by the school authorities.

All rules and regulations will be in effect while a student is on CBE, on a bus, BOE sponsored trip, Prom or any athletic event at home or away. Violations of school regulations will be dealt with by the Assistant Principals. They may use, but are not limited to, the disciplinary phase system outlined below.

### Sustaining Program to Discipline Students of the NVRHS District

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

1. To provide a better educational environment - by fostering the health, safety, social and emotional well-being of students
2. To provide a strong accounting procedure of a student's attendance and a better atmosphere and control of discipline cases
3. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning
4. To provide a more professional procedure to deter future discipline cases and prevent the occurrence of problem behavior
5. To promote achievement of high academic standards.

A discipline point code has been established which categorizes various disciplinary difficulties, and 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.

## Disciplinary Phase System

### Phase #1 (at 12 points)

- (a) ten successive days detention at 7:15-7:35 AM or 3:00-3:30 PM
- (b) student and parent contacted by an Assistant Principal
- (c) the administration reserves the right to remove all privileges until the 10 days of detention are completed

### Phase #2 (at 24 points or suspension)

- (a) 1-3 day in school suspension
- (b) student and parent conference with an Assistant Principal to discuss the types of support services which can be offered to correct what is now classified as severe disciplinary behavior

### Phase #3 (at 36 points or suspension)

student will be placed in out of school suspension for the specified number of days. (Any student with privileges will have their privileges revoked and deemed a student not in good standing and have their privileges revoked.)

Depending on the severity of the infraction, students who are guilty of continued and willful disobedience of the school rules, regulations and policies shall be liable to extended suspension from school. Certain actions require immediate suspension.

## Administrative Guidelines for Disciplining of Students (Point System)

Any student, who practices good responsible school citizenship, has nothing to fear from the point system. **Any student with 36 or more points will forfeit their privileges.**

1. Failure to report to office when tardy to school (not signing in)  
6 points
2. Student in halls, lavatory or unauthorized areas of the building without a pass  
2-4 points
3. Inappropriate conduct  
6-12 points
4. Use of profanity or obscene language, either spoken, written, computer generated, or on wearing apparel is not permitted. (N. J. State Law Title 18:3 37-2)  
6-12 points
5. Insubordination to staff  
6-12 points
6. Truancy – Absence without authorization conference with an Assistant Principal apply

- absence/cut policy / leaving school grounds, etc.
7. Cutting study hall, compensatory education, tutoring or teacher detention  
3 points
  8. Leaving the building or being in parking areas or any unauthorized areas without permission  
12 points
  9. Vandalism anywhere on school grounds or in the school building  
12 points – suspension plus payment and parent contact
  10. Fighting - Zero Tolerance Rule Policy  
complaint filed with local police plus 3 day out of school (minimum) suspension
  11. Unsportsmanlike conduct and inappropriate behavior at any school activity  
6-12 points
  12. Forgery or alteration of school papers, records or school passes  
6-12 points
  13. Careless driving or violations of parking regulations  
6-12 points and/or denial of driving privilege and from parking on campus.
  14. Inappropriate conduct while on, boarding or leaving a school bus  
6 points – suspension and parent conference
  15. Theft anywhere on school property or on school sponsored trip/events  
6 points – suspension and parent conference
  16. Use of tobacco in the building or on school grounds  
12 points and 10 days detention  
2nd and subsequent offenses will result in an out of school suspension, a complaint being filed with the Old Tappan Police and shall result in a court appearance and fine
  17. Possession of tobacco products including “e” cigarettes, “vapes”  
12 points & 10 days detention
  18. Violation of Network Computer Policy (BOE 3514.1) or AUP  
6 points – suspension
  19. Unauthorized video or audio recording  
12 points – suspension
  20. Creating or using a private internet connection to bypass our network  
6-12 points

21. Unauthorized possession of a device  
12 points – suspension
22. Theft of Laptop or False Claim of Theft  
1-3 day suspension and mandatory report to police
23. Cutting class  
6 points & a zero in the class missed
24. Endangering or causing injury to a student or faculty member (assault, whether accident or intentional)  
3-10 days suspension
25. Failure to show privilege card  
12 points
26. Use of cell phone/electronic device  
1st offense - warning  
2nd offense - 6 points (parent must pick up device)  
3rd offense - 6 points & 10 detentions  
4th offense - In school suspension for administrative insubordination
27. Security Breach/Endangering Welfare of Others - Opening doors to allow unauthorized entry  
12 points - suspension
28. Harrassment, Intimidation, Bullying (HIB)  
Consequences as per BOE Policy 5131

The administration reserves the right to assign additional penalties depending on the severity of the infraction. The administration also reserves the right to suspend, limit or revoke computer privileges depending on the infraction. If a student is charged by law enforcement with a crime in or out of school, the administration reserves the right to review the charge in light of safety and security concerns, and participation in co-curricular and extra curricular 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. Any student with privileges may forfeit their privileges until the obligations are fulfilled.

All points accumulated in June **WILL BE** carried over into the following year.

## Not In Good Standing

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

1. Termination of off-campus privileges for free/unassigned periods.
2. Termination of parking privileges. (At 24 Points or any suspension)
3. Assignment to a designated area in the media center during unassigned time or during lunch time.
4. Denial of attending (Freshman, Sophomore, Junior, Senior class trips. (At 24 Points, any suspension or 11 lates or absences)
5. Ineligible for the Junior or Senior Prom. (At 30 or more lates or 24 absences)

6. Ineligible for Senior Options.
7. Ineligible for graduation exercises. (At 34 or more lates or 30 absences)
8. Denial of running for office. If a student is an officer or is in a leadership position, they may be asked to step down from that position.

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

## Procedures for Processing Academic 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.

## Appeals – For Disciplinary Concerns

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.

## Reinstatement of Privileges

Students who have had their privileges revoked may have an opportunity to reclaim their privileges if they successfully abide by the following probationary requirements:

### 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 remain in effect.

Students who are suspended for substance related incidents shall be subject to 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](http://www.nvnet.org/boe/policy).

## BOE Policies

Board of Education Policies can be obtained online at the following address: [www.nvnet.org](http://www.nvnet.org) and clicking on the Board of Education tab and then clicking on Policies.

## Memorandum of Agreement (MOA)

As per the uniform state memorandum of agreement between education and law enforcement officials, the NVRHS District may communicate with these agencies in order to protect the educational environment.

## Harassment, Intimidation and Bullying (HIB)

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

The NVRHS 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 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; [or] 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: 201-784-1600 ext. 22000**.

A detailed HIB Policy may be viewed online at the NVOT website (<http://oths.nvnet.org>).

## **Sexual Harassment**

Sexual harassment is prohibited by law. Board of Education policy 4111.1: Sexual harassment shall consist of unwelcomed 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 a 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. Any person who alleges sexual harassment by any staff member or pupil in the school district may use the procedure detailed in the affirmative action policy or may complain directly to his/her immediate supervisor, Mr. Rabelo the affirmative action officer, an affirmative action committee member, principal, or superintendent. (See page 7) Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or work assignments. A drop box can be found in the guidance library in order to discretely report incidents involving harassment and bullying.

## **Cyber-Bullying**

“Cyber-Bullying” 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 and social media networks, internet chat rooms, internet postings, photo sharing sites and defamatory websites, that deliberately threatens, harasses, demeans, intimidates an individual or group of individuals.

## Electronic Communication Devices (for Students & Staff)

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 the 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 Gmail accounts or Haiku. Personal email accounts such as Hotmail, Personal Gmail, Yahoo, etc. are not acceptable for staff contacting students or for students contacting staff. The use of off-campus social media networking systems such as SnapChat, Facebook, Instagram and Twitter are not acceptable for staff to student and/or student to staff communication (Direct Messaging DM).
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 offcampus social media networking systems, students and staff are urged to be cautious with settings that provide access to personal information.
4. Staff should sign out a school phone when going on a field trip. Students may be given this number to communicate with the teacher in an emergency.

Other acceptable use guidelines are outlined in Board of Education Policy 6142.10 Technology - Guidelines for Responsible Computing as well as 3514.1 - School Furnished and Bring Your Own Electronic Device Distribution and Acceptable Use.

Staff or students who have questions regarding appropriate communication should see Mr. Rabelo, the Affirmative Action /EEO Officer for details.

## Drug/Alcohol Abuse

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

If the school believes a student is in violation of the policy, the parents shall be notified by the school authorities in the hope that the problems can be solved cooperatively. Students and parents should refer to Board of Education Policy 5131.6. (Substance Abuse Policy)

## Fighting

There is to be no fighting by any student in any part of the school building, on school grounds, in a school bus, at any event supervised by the school or where the school is represented. Students will be disciplined according to policy. A complete investigation will be conducted which may include a parent conference and statements from participants and witnesses. (Policy of Board of Education, April 18, 1960). Complaint will be filed with local police.

Peer mediation may be implemented at the discretion of the administration and participants. Peer mediation, which is run by trained student mediators, is an optional program that attempts to reconcile disputes between parties.

Students may request peer mediation at any time by contacting an Assistant Principal or the Guidance Department.

## Gambling

Gambling of any kind and/or card playing, dice playing or wagering is prohibited anywhere on campus, on a school trip/event and on any computer connected to our network or other network. This will hold true for students using a cell phone or computer (either their own or school issued).

## Tobacco Use

Use of tobacco is prohibited by school policy 5131.6 and N. J. State Law. 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. This includes "e" cigarettes or "vapes". Student use of tobacco is prohibited on any bus at any time. The Borough of Old Tappan has a no smoking ordinance that prohibits smoking within 1000 feet of a school building. Appropriate fines will be accessed.

## Use of Tobacco Consequences

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

**First Offense** – twelve discipline points and 10 detentions.

**Second Offense** – a one-day in school suspension and a complaint will be signed requiring an appearance before the judge in municipal court and a mandatory parent conference. Student referred to Student Assistance Counselor (SAC).

**3rd & Subsequent Offenses** - One day outside suspension and a complaint filed with the police. Mandatory parent conference. Student will lose off campus privilege. Student will be referred to the Student Assistance Counselor (SAC).

Student offenses are cumulative throughout their school career.

## 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 the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action, including but not limited to temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations may result if disciplinary actions are 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 those 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. Students shall refrain from making any disparaging remarks on “blogging and social media networking” sites (see section on Bullying/Harassment and The Disciplinary Point System for consequences).

## Technology Guidelines for Responsible Computing (BOE Policy 6142.10 and 3514.1) One to One Initiative (1:1)

### 1:1 Laptop Program Overview

The commitment of the District to continue with the 1:1 laptop environment for the 2016-17 Academic year allows for families to receive a District issued 11” MacBook Air or families may pro-

vide their own Mac laptop to each student if the laptop meets the minimum specifications. Please go to [tech.nvnet.org](http://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. This includes the charger, edison cable, duck, case and box.

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 teachers' 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 their laptop or if a device was taken without permission, they must report it immediately to Tech Services in the second Floor E Wing (Near Elevator). 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. The student will be required to report it to the police within 48 hours and provide a copy of the report to the main office.

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 must go to Tech Services 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.

Note: For discipline infractions involving devices, please see Disciplinary Information.

## 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
- Theft of a device  
1-3 day suspension and mandatory reporting to police

## Non-Compliant Students

Students who leave their laptops at home, will go to Tech Services 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 Tech Services will be fined \$5 per day. After 5 days of rentals for non-compliance, Tech Services will report the delinquency to the appropriate Assistant Principal. Main Office will send out e-mails to students after the device is overdue and informing them of the rental fee.

## Device Storage During Emergency Drills

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

## 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.

## 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.

## 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 anything saved on the desktop)

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. This will include the laptop, charger, edison cable, duck, case and box. 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.

### Northern Valley 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 Northern Valley Regional High School District (Main Office).
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, power cords, edison cable, duck and box 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, edison cable, duck, hard protective case and box.

**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.

The school-furnished electronic device and accessories must be returned to the district at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, terminate enrollment at school, or for any other reason, must return their computer on the date of termination.

### **Northern Valley School District 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 office. 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 2014-15 school year. Please visit [ottech.nvnet.org](http://ottech.nvnet.org) for specs.
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 teachers' 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 video 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 home owner'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!!**

### **Paging Devices (Beepers) Not Permitted**

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. Charges will be filed with police and the paging device will be given to local police.

### **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.

### **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, but appropriate within the context of an education institution. 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 Commissioner 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, anti-racial, obscene dress or clothing promoting the use of illegal substances
2. dress harmful to the individual's safety or health, or to the communal safety or health
3. costumes, recreational uniforms, or ludicrous dress, unless prescribed for special occasions
4. dress which is disruptive to the educational program

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

1. foot apparel must be worn at all times and at all events
2. dresses, skirts or shorts should cover the mid-thigh
3. the midriff area may not be exposed
4. undergarments may not be visible
5. tank tops, low cut tops, tube tops and revealing halter-tops may not be worn.
6. shoulders must be covered

## Driver's License

Students who wish to miss school to take the road test, must present a note at the office **the day before the appointment**.

This note must be signed by a parent or guardian and should have the name of the licensed driver who is accompanying the student to his/her appointment. The accompanying driver **may not** be a student in this school. The driver's license must be presented in the attendance office upon the student's return to school. Students whose birthdays fall within the midterm or final exams are encouraged to schedule the test on another day to avoid conflicts with these major tests.

## Electronic Devices

The use of electronic devices such as, non school issued iPads, iPods, Walkmen, MP3 players, radios and headphones are only

allowed to be used before and after school or during the period between classes. Devices confiscated by teachers or administrators will be secured in a locked container or brought to the Main Office to be placed in the safe. Students who have an electronic device confiscated will be subject to the same sanctions as our cell phone policy for non compliance. The teacher or administrator is not responsible for confiscated property. Students are urged not to bring these devices to school. On occasions staff members may allow the use of electronic devices for educational purposes only.

## Emergency Contact Information/ InfoSnap

Northern Valley Regional High School is proud to announce *InfoSnap*, a new on-line registration system to collect updated demographic information and other annual vital information. Historically, we have sent and requested this information via traditional mail. The *InfoSnap System* will now streamline our process and allow families to provide the most current information. All returning families are required to complete this re-registration. Parents of incoming 9th graders have completed this process.

You should receive an email from [noreply@nvnet.org](mailto:noreply@nvnet.org) in which there will be a link to *InfoSnap*. You should then be on the introduction page. Please follow the directions and fill out the required information.

*Using this system instead of traditional Summer mailing allows us to:*

- Update accurate demographic information
- Collect important medical information for our Health Office
- Complete all required agreements/acknowledgements that were previously mailed
- Collect and process appropriate fees for activities and technology

### Re-Registration deadline is the second Monday in August

If your child played a spring sport last year or you recently used the system to register for a fall sport, it will be very familiar. Please be aware that if you paid the activity fee while registering for 2016 fall sports, you do not have to pay again. There will be an option on the payment page that will allow you to indicate that you have already paid. If you select this option, one of our staff members will confirm the payment and authorize your registration information.

For technical issues, please contact Ms. Julie Bookstaver at [bookstaver@nvnet.org](mailto:bookstaver@nvnet.org) or 201-784-1600, ext. 12345.

## Emergency Preparedness Response Plan/Drills

Evacuation drills, including fire drills, are conducted at regular intervals throughout the year as per N.J.S.A. 18A:41. Our faculty and staff are trained to assist their classes out of the building in a quick and orderly fashion. Students should follow the directions of their teacher at all times during these drills. Instructions are posted in each room in the building. The Northern Valley building response plan is in compliance with the local police response plan. With our local law enforcement officials we practice: fire drills, lock downs, evacuations to grounds and off grounds.

## 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 – This Is Not A Drill. Evacuate The Building Now.” Students and Faculty shall exit the building via the closest fire exit and move outside the “Building Fall Zone”. Once outside, students shall follow the directions of the teachers and Crisis Management Team (CMT). The teachers and CMT may instruct the students to evacuate to another location. Once they arrive at the designated area they should locate their teacher for attendance. If during lunch, students should locate their Period 5 (A-D) teachers or if in a science lab follow teacher directions. If in between classes, students should locate the teacher whose class they are moving to.

## Emergency School Closing

In the event that school will be closed due to stormy weather, Radio Station WOR, NY, Radio Station WCBS, NY, and Cablevision Channel 12 will announce the closing on their morning programs. In addition, parents may dial (201) 784-1600 and a taped message will indicate a delayed opening of school or an early closing of school.

An automated message service and (constant contact) will be used to contact students and parents regarding school closings. We will also try to publish notice on the web ([www.nvnet.org](http://www.nvnet.org)). In order to be absolutely sure, please confirm by consulting TV or radio as above. For delayed openings, students will arrive at 9:15. Classes start at 9:30. Morning bus schedules will follow normal routes running 60 - 90 minutes later (e.g. 6:30 AM pick up becomes an approximate 8 AM pick up).

If you have changed your telephone number since last year, please update the information via *InfoSnap*. This is important so that you can receive updated communication.

Parents with children in Teens ‘n Tots will be contacted by the automated message service.

In the event of an early school closing, all school activities are cancelled.

**The school will not release any students early without a parent/guardian (as listed on the emergency home contact card).**

## Examinations

### 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 a 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.

**Mid-Term Exams:**

All Northern Valley students are required to take mid-term examinations. On the first two days of mid-terms, students will attend school only for their exams. Buses will arrive at school by 9:15 and depart by 1:40. **There will be no exemptions for mid-term examinations.** For planning and convenience purposes, a copy of our school calendar is located on pages 99-102.

**Final Exams:**

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

**Hall Lockers**

A hall locker is issued to each student when he/she enters Northern Valley. Students are advised to keep their combinations to themselves and keep their lockers clean and locked at all times. Valuable personal possessions should not be stored in the locker. **The school is not responsible for the theft or loss of such possessions.** Students are not permitted to share lockers. If you have any concerns regarding your locker, please see Mrs. Solazzo in the Main Office. 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 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 well-being of those children.”

**HEALTH OFFICE****Medical Aid**

Students who feel ill in school will report to the school nurse. The nurse’s office is located on the ground floor in “A” corridor, across from the Main Office. A pass to the nurse’s office must be secured from the student’s teacher before reporting to the nurse’s office. Dr. Farooki is the school physician. **Students may not text or contact their parent/guardian prior to going to the nurse. Failure to abide by this protocol will lead to disciplinary points assigned.**

**IT WILL BE NECESSARY FOR THE SCHOOL NURSE TO CONTACT A PARENT OR GUARDIAN BEFORE A STUDENT WILL BE RELEASED FROM SCHOOL DUE TO ILLNESS.**

**STUDENTS MAY ONLY BE RELEASED TO AN ADULT LISTED ON THE EMERGENCY PINK FORM, AFTER SPEAKING TO A PARENT.**

Students returning from an extended illness or surgery must present a doctor’s note permitting them to return to school. Any student requiring crutches must provide a note from a doctor.



## Administering Medication – Health Office

Medication will only be administered in the school health office by the school nurse with written parent/guardian permission and an order from a licensed physician containing:

- name of pupil
- name of drug
- dosage
- time schedule for administration
- diagnosis of the condition for which the medication has been prescribed.

Parent/guardian should send in only the quantity of medication that will be used in school. It must be contained in the original labeled bottle. The school nurse will administer non-prescription drugs (such as Tylenol, Advil, etc.) only with a written order from a licensed physician. An unopened-labeled bottle of the medication must be provided to the school nurse as well.

Taking medication in any area other than the health office or being in possession of any drugs is not permitted. Students may be subject to the Substance Abuse Policy 5131.6

## Insurance

A school insurance policy is made available to students in September. This policy is a contract between the insurance company and the student. The school provides an opportunity for interested students to secure insurance. Students who purchase insurance should carefully read the stipulations and be prepared to assume personal responsibility for the provisions of the contract.

The Board of Education purchases a limited secondary insurance policy for all interscholastic sports. Parent's health insurance is primary in case of accident or injury. Those covered under this policy would include athletes, band, cheerleaders and Color Guard members injured while participating in an interscholastic athletic school event.

## Library Media Center

### Purpose:

Northern Valley Old Tappan's Library Media Center is the information hub of the school, with print and electronic resources extending across Bergen County, and indeed across the world. As a member of the BELS consortium, NVOT students have access to books and resources shared among 35 school libraries. Online database subscriptions and ebooks provide the most accurate, current information available and can be accessed from home as well as in school, 24 hours a day, seven days a week.

### Hours:

The Library Media Center is open every school day from 7:30 AM to 4:00 PM.

**Use of the Facility:**

Students have access to multiple computer displays in the Main Library. A projection system and whiteboard are available in the Academic Theater and eStudio. The eStudio is a dynamic facility designed to be a flexible collaborative workspace featuring smart-board and other multimedia equipment for large and small groups.

Students using the collection for educational purposes have priority seating, in accordance with Board of Education policies. Students may not play games, engage in online chats, or input personal information on the Internet. Students may not connect to, or participate in, any peer to peer networks, virtual private networks or any internet relay chats (IRC).

To allow everyone the opportunity to concentrate and work without being disturbed, the LMC maintains a quiet atmosphere. As in any classroom, sleeping is not appropriate behavior. Anyone unable to comply with these basic courtesies will be asked to leave.

Talking on Cell or Mobile phones is prohibited at all times.

However, these mobile devices are welcome as research tools to be used in “silent mode”. No food or drink is permitted in the LMC. Valuables (calculators, backpacks, etc.) are the responsibility of the student. Lock your valuables in your locker.

**Library Book Security**

The LMC security system was installed to ensure the quality and continuity of our book collection for all Northern Valley students, now and in the future. Students removing books from the library without following proper procedures will face appropriate disciplinary actions.

**Borrowing Procedures:**

1. Students should present a valid Bergen County public library card in their own name or a picture ID to register for borrowing privileges in the NVOT, BELS, and BCCLS collections.
2. Books are charged out for 28 days and may be renewed unless previously reserved by another student or on closed reserve for a class research assignment.
3. All books must be charged out at the circulation desk before being taken from the LMC.
4. Students may only charge books for their own use. Students may not charge books on friends' cards.
5. A fee of 5 cents per day will be assessed on any overdue books.
6. All book damages, lost books, and late fees must be paid for by the student to whom the book was charged.
7. Students who do not observe these procedures may have their borrowing privileges suspended.
8. Class schedules for the following school year will not be issued to students who have outstanding LMC obligations.

## Open Campus Senior/Junior Privilege\*

Any senior or junior who meets the requirements, has turned in both parent and student permission slips and has obtained a senior/junior privilege validation sticker, is permitted to go to the indoor commons, library, or off campus during his/her free periods and lunches, provided he/she carries an NVOT Student ID Card with a current off-campus validation sticker. All students must leave and re-enter the building via the Main Entrance. Students must swipe in and out of the building using their ID cards. Students with privileges will also be required to use their ID cards to gain access to the main entrance doors. Therefore, students must carry ID cards with them at all times. Exiting or entering the building through any other door will be deemed as being off campus without authorization. First Offense will result in 12 points-10 detentions as well as the loss of privileges for 30 days. The second offense will result in the 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. 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 58 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 receiving 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 issued a senior/junior privilege validation sticker. 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, his/her senior privilege will be permanently revoked without question and that student will not be given a second chance. If he/she is caught again off campus without the validated student I.D. card, he/she will be treated the same as underclassmen being caught off campus.

## Parking

All seniors driving to school must register their vehicle with the proper authority in order to park on school property. Only seniors may park in the student lot. A decal must be purchased and affixed to the rear driver window. The Board of Education is not responsible for damage to items of personal value such as

autos, mopeds, items in lockers or backpacks. Students with 24 or more disciplinary points will forfeit their parking privileges.

Bikes, mopeds and cars must be locked when on the school grounds. Cars, which are parked illegally, are subject to towing at the owner's expense. All vehicles on school property are subject to being searched. Any student receiving 2 parking violations (warnings or offenses) will forfeit their parking for the year.

## Passes

Passes are required when a student leaves the classroom. The following passes are valid:

### Hall Pass

A teacher may give a student a hall pass to go to locker or the lavatory.

### Nurse's Pass

The school nurse uses this type of pass to excuse a student from participating in physical education class. To obtain it, a student must present a note to the nurse from a parent, guardian, or doctor before school starts on the specific day.

### Late Pass

If a teacher detains a student after class, that teacher will issue a pass excusing the student from lateness to his/her next class. The main office shall not give out late passes unless the students have been detained in the office or if the student arrives after 7:55 am.

## Integrity Policy

### Plagiarism/Cheating Policy

The purpose of education is to develop students who are life-long 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.

All students are required to sign the Northern Valley Regional High School Honor Code. This will occur on the first day of school. By signing the honor code, the student understands the sections below.

#### I. Defining Cheating

Cheating is defined as any intentional 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 or via an air server or

“cloud” based resources, accessing links, bypassing safe exam browsers or sharing of devices

- 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 prior or during an assessment
- Colluding with another person by submitting work done with another person as entirely one’s own work OR collaborating with another student in the completion of work which is intended to be submitted as that other student’s own 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 department 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:

- Disciplinary points will be assigned by the administrator on an incident by incident basis. 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 or plagiarizing may be prevented from being inducted into the National Honor Society. The Faculty Council may recommend the removal of a student currently in the National Honor Society 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 student's transcript.
- If a student is caught cheating or plagiarizing, they may not be recommended for the next level honors or AP course in that subject. Students may pursue entry via the waiver process. If an infraction occurs after a recommendation was made, the recommendation will be retracted and the student may pursue a waiver.
- 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/school upon request.\*\*\*

# North 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)/guardians(s).
5. I understand I will be given a "zero" on any assignment where the Honor Code is broken.
6. I will abide by the BOE Acceptable Use Policy

(Now being acknowledged and implemented via *InfoSnap*)

I, \_\_\_\_\_, will uphold all standards of the Northern Valley Honor Code. I understand there will be direct consequences (see "conduct" in handbook) for any and all violations.

Student Signature & ID # \_\_\_\_\_ Date \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have reviewed the Northern Valley Honor Code with my student. I support and uphold the academic integrity of the Northern Valley community.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## Search and Seizure (Board of Education Policy 5145.12)

The Board of Education recognizes the rights of privacy of its students as afforded by both the state and federal constitutions and that these rights may not be violated by unreasonable search and seizure. It is, therefore, the policy of this Board that no student may be searched without his/her consent unless there is reasonable cause to do so.

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 no such places shall the students have such exclusivity so 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 is inherent in the authority granted school boards and administrators and should be exercised so as to assure 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 and the canine (K-9) units.

## Senior Options

As defined by the New Jersey Department of Education (NJDOE), Senior Options means a 12th 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. 12th 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 2016-2017 school year, Northern Valley will offer the following Senior Options and Structured Learning Experiences (SLEs):

*\* Please note that for the 2016-2017 school year, no prerequisite hours will be required prior to the intensive time period in May and June.*

**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 need-

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

**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. Participation will be determined by the regular classroom teacher and/or local school administrator. Initial Eligibility

requirements include 3.0 cumulative GPA at the start of senior year. In addition to the other Senior Options eligibility requirements, Students must have an average GPA of 3.0 or higher calculated after the 2nd marking period of senior year. Any student eligible at this point must maintain a marking period average of a 3.0 or higher in the 3rd marking period.

**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 Senior Options 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 (Page 11.)
- b. Students who have exceeded 10 unexcused absences in any class or school will be ineligible for the intensive time frame that begins in May.

- c. Students who have exceeded 10 tardies to school by April 1st will be ineligible for the intensive time frame that begins in May.
- d. Students who have exceeded 5 unexcused absences in any semester 2 course will be ineligible for the intensive time frame that begins in May.
- e. Students who take semester courses are required to return to school to attend those classes that are graduation requirements, except English 4. The application process begins September 1st. Tentative dates of the intensive Senior Options time frame are May 15 through June 20.
- f. Students who take classes during their senior year that are out of sequence and required for graduation, must return for those courses.
- g. Students who are failing a course within two schools days prior to the commencement of the intensive time frame that begins in May are not permitted to participate.
- h. Students must complete the required prerequisite hours prior to the commencement of the intensive time frame that begins in May. (Not applicable for the 2016-2017 school year)

Any student suspended for substance related incidents and wish to be considered for reinstatement of privileges/eligibility in order to participate in Senior Options, they 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](http://www.nvnet.org/boe/policy).

## Textbooks

Textbooks are loaned free of charge by the Board of Education. It is the obligation of the students to keep books covered. If books are lost or damaged, fines covering the cost of the book or the amount of damage will be levied.

## Visitors

All visitors must report to the Main Entrance Booth to sign in. All visitors will provide a drivers license that will be scanned via our Lobbyguard system. Upon clearance, a pass will be printed. The administration retains the right to determine if a visitor will be permitted to remain in the building. Students should not invite friends or visiting relatives to remain with them during the school day. Class size and instructional requirements do not allow for additional students. Students who open doors to allow individuals without authorization to enter the building will be charged with breach of security/endangering the welfare see page 21.

## Working Papers

Students under 18 years of age, who have been promised employment in New Jersey, should go to the Guidance office to pick up working papers, between the hours of 1:30 - 3:30 P.M. A Promise of Employment, Physician's Certificate of Physical Fitness, and Proof of Birth (copy) will expedite completion of the form.

## II. GUIDANCE

### Guidance Department

Matthew Spatz ( <i>District Director of Guidance</i> ) . .	Ext 24150
Kerri Hubbard ( <i>Lead Counselor</i> ) . . . . .	Ext 24100

### Guidance Counselors

Matthew Corso . . . . .	Ext 24160
Amanda Fitzpatrick . . . . .	Ext 24360
Lydia Greco ( <i>Student Assistance Coordinator</i> ) . . .	Ext 24430
Heather MacRae . . . . .	Ext 24380
Allen Regar . . . . .	Ext 24120
Laura Rupp . . . . .	Ext 24170
Melissa Maki . . . . .	Ext 24110

### Graduation Requirements of The Northern Valley Regional High School District

To graduate from Northern Valley Regional High School it is necessary to complete 24 credits (these may be a combination of full-year or semester courses). These requirements include the successful completion of the following:

- a. Four full-year English courses (or the equivalent);
- b. Three full-year Mathematics courses;
- c. Three full-year Science courses;
- d. One full-year course each in World Studies/Cultures, US History I and US History II;
- e. One full-year course in World Languages;
- f. Two full-year courses (or the equivalent) of Related Arts, one course must align with the Career Education, Consumer, Family, and Life Skills Standards and one course must align with the Visual and Performing Arts Standards.
- g. One credit of Health and Physical Education (including Driver Education) for each year in attendance;
- h. One half-year credit in career exploration (infused into the existing subject areas over the student's four-year program).
- i. One half-year course in personal financial literacy (beginning with the class of 2014)

*Note: Each subject meeting for two semesters, pursued successfully, is equivalent to 1 credit. A combination of Physical Education with Health or Driver Education, pursued successfully, is equivalent to 1 credit. In addition to these course requirements, the student must demonstrate proficiencies in English Language Arts (ELA) and Mathematics through an NJDOE approved assessment. Each student shall pursue a minimum of 7 credits per year in order to be in good standing.*

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

## Students In Good 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.

To receive a diploma, a senior must settle all fines, obligations and must return their laptop prior to graduation rehearsal.

## The Role of the School Counselor

The counselor is the student's link between school and home. Students can expect professional advice and assistance from the Guidance Department. The counselor's role is to facilitate the process of student growth and development in the educational program.

Student contacts with a guidance counselor are both voluntary and scheduled. Counselors are available for individual conferences, and in addition, students are scheduled to meet with guidance counselors in regular classroom and office settings.

The following sections describe, in more detail, the various aspects of the guidance program.

## Conferences

Counselors are available for conferences with a student during his/her unscheduled time. If the counselor is already engaged, the student should fill out a Request for Appointment form. The student will be called in the next school day. Emergency situa-

tions will be dealt with immediately. The nature of these conferences can include academic, social-emotional or college/career.

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.

## 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 conversion scale:

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
I	-	Work Not Completed
X	-	Medically Excused
AU	-	Audit
P	-	Pass
U	-	Withdrawal Failing
W	-	Withdrawal Passing
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.

**Failure in the final marking period of a course will result in a failure for that course.**

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.

## Grading Policy

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

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

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

Failure in the final marking period 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. Courses taken in international school systems may be included, 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 fourth, sixth and seventh semesters (conclusion of sophomore year, conclusion of junior year and conclusion of semester 1 of senior year). Seventh semester GPA is considered the final, official GPA. Final letter grades for each course are converted to the 4.0 scale (see table, below). A weighted value of 1 is added for grades earned in Honors and Advanced Placement courses. For example, the value of a grade “B” (3.0) earned in English 2 Honors or AP US History is calculated as a 4.0 for GPA purposes.

Letter Grade	Percent Range	GPA Value
A+	(98-100)	4.4
A	(92-97)	4.0
A-	(90-91)	3.6
B+	(88-89)	3.4
B	(82-87)	3.0
B-	(80-81)	2.6
C+	(78-79)	2.4
C	(72-77)	2.0
C-	(70-71)	1.6
D	(60-69)	1.2
F	(below 60)	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 then divided by the total number of credits attempted. In the seventh semester, the 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.

The academic environment at Northern Valley Regional High School is very challenging, and the majority of our students meet the challenge by earning 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, beginning with the class of 2017 Northern Valley will no longer publish class rank.**

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

## 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.

## 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, writing center, math center, etc.
- Assist in arranging in-school tutoring with a member of the National Honor Society at a time convenient for both students. Honor Society Students are available in the media center for tutoring 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.

## 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 high order thinking skills, and improve study skills.

Teachers are encouraged 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. Teachers and Counselors will work with parents to support satisfactory completion of assignments. Parents are encouraged to access PowerSchool on a regular basis to monitor student progress on assignments and 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 student progress effectively. Information about assignments is posted on the teacher's Haiku pages and should be accessed by students.

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. Please consult with our online parent resources: PowerSchool and faculty home pages.

## 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 on-line at [http://oths.nvnet.org/oths\\_academics](http://oths.nvnet.org/oths_academics), click on the appropriate department then staff. Students are encouraged to log onto HAIKU in order to keep up with their class.

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

## 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 obtain documentation from the student's physician diagnosing the student's illness and indicating: the anticipated length of absence; that the student is not contagious, and that the student's ability 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 past 30 days, 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 by contacting the student's teachers, other staff members and certified personnel from the surrounding communities. A student is entitled 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 present to the school nurse a note from his/her doctor authorizing return to school. Home instruction cannot take place unless an adult family member or neighbor is on the premises during the time of instruction. Cancellation of 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

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. Ms. Lydia Greco can be reached at 201-784-1600 at Extension 24430.

### 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 Mr. Michael Peri, IRST Chairperson, [peri@nvnet.org](mailto:peri@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.

## 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 non-disabled 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. 24180). Mr. Richard Orso is the 504 committee chairperson.

## 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.

## Honors/Advanced Placement Courses

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.

## Waiver Process

In grades 9, 10 and 11 a student and his/her parents may sign a waiver to enter an Honors/Advanced Placement course provided that the student meets one of the following academic criteria:

1. be in an **Honors** class, not be recommended by the teacher for the next level Honors/Advanced Placement course and have earned a **minimum cumulative grade of C+** at the time of recommendation, including 1st and 2nd marking periods and the midterm exam and maintain that C+ average.
2. be in a **College Preparatory** enriched class, not be recommended for the next level Honors/Advanced Placement course and have at least a cumulative **B+ average** at the time of recommendation, including the 1st and 2nd marking periods and the midterm exam (S1) and maintain that **B+ average** for the F1 grade.
3. be in an **Honors/Advanced Placement** class, be recommended by his/her teacher to move to the next level course but receive a final end of year grade of **C or lower**. At the end of the academic year, that student will be counseled to either exit the Honors/Advanced Placement level or be given the opportunity to sign a waiver to remain in the course.
  - It must be noted that 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 may have to withdraw a waiver previously submitted for another course 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 also 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 22, 2017 at NV Demarest and on March 23, 2017 at NV Old Tappan. (Dates subject to change)

## Advanced Placement Program Testing

Taking the Advanced Placement test is a requirement for all students enrolled in an AP course with the following (Open Enrollment) exceptions:

- Art History • Computer Science A • Computer Science Principles
  - English Language + Composition • Environmental Science
- European History • Micro/Macro Economics • Music Theory
- Studio Art (Drawing, 2D Design, 3D Design) • Statistics
  - US Government Politics • World History

A student who does not take the required exam will receive a grade of “F” for the course and the GPA will be recalculated. 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.

## 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. Class rank and 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 (SAT II)
- d) ACT Test
- e) Advanced Placement Tests
- f) NJASK

- 8. School sponsored co-curricular activities by year
- 9. Special awards and activities.

## 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 go to our website <http://oths.nvnet.org> and clicking on the forms section from the menu and then downloading the opt out form. The completed forms should be returned to the guidance department or request in writing that the child's name be excluded from the student information directory.

## Student Schedules

Student schedules have been processed through PowerSchool. The schedule consists of 4-day 56-minute rotational periods. However, the days are labeled A,B,C, and D. Each slot will be assigned a number/letter combination. Students can see their assigned guidance counselor for any questions.

An example of a blank schedule will look like this:

NORTHERN VALLEY REGIONAL HIGH SCHOOL 56 MINUTE ROTATIONAL SCHEDULE Start 7:40 AM - End 2:36 PM (4 minute passing - 4 minute passing lunch to lab)				
Time	Day A	Day B	Day C	Day D
7:40 - 8:36	1A	1B	1C	1D
8:40 - 9:36	2A	2B	2C	2D
9:40 - 10:36	3A	3B	3C	3D
10:36 - 11:06	UNIT LUNCH/SCIENCE LABS			
11:10 - 11:40	UNIT LUNCH/SCIENCE LABS			
11:40 - 12:36	5A	5B	5C	5D
12:40 - 1:36	6A	6B	6C	6D
1:40 - 2:36	7A	7B	7C	7D
2:37 - 3:00	EXTRA HELP PERIOD			

## 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. 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:

1. To resolve schedule conflicts or correct clerical errors.
2. Child Study Team recommendation.
3. Intervention and Referral Services Team (IRST) or 504 Committee recommendation.
4. 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.
5. Student repeats a course taught by the same instructor he or she has previously failed (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' please see page 23.

## 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.

## 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.

## 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. The high school does not mail home regular interim progress reports or end of quarter report cards.

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. (p. 96)

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 when they view an interim report.

## Outstanding Obligations

Students must clear outstanding obligations before they will receive final report cards/grades. Schedules and transcripts will also be held pending fulfilling any outstanding detentions or payment and/or return of books, equipment, uniforms, laptops, cases, power supplies, etc.

### III. PHYSICAL EDUCATION DEPARTMENT

#### Appropriate Dress for Physical Education:

1. Socks
2. Athletic sneakers (no platform or slip-on style sneakers)
3. \*Athletic shorts
4. \*T-shirts with school logo or athletic logo only
5. \*Sweat shirts & pants with school logo or athletic logo
6. No athletic issued equipment without the approval of the ATHLETIC DIRECTOR
7. No offensive clothing
8. No revealing clothing  
(no tank tops, halter tops, spaghetti strap tops)
9. No jewelry
10. No gum
11. \*No clothing that was cut off
12. \*No clothing with holes, buckles, snaps, zippers, belts

*\*All students must change – clothes that are worn to school are not permitted.*

**Reminder: Lock ALL property in your gym lockers.** Each student is assigned a locker; sharing a locker is not permitted. The school will not be responsible for personal belongings and/or property if a student does not properly use a lock on their assigned locker. Personal belongings and laptops not secured in a locked locker will not be covered by insurance.

## Physical Education Excuses

1. Students must report to the school nurse with an excuse from either a parent or physician prior to physical education class.
2. The school nurse will write a note for the physical education teacher indicating the nature and length of the excuse. The student will be expected to change and observe the class. If the note indicates “not to change”, then the student will observe in street clothing.
3. If the excuse is for an extended period of time, the student will be required to write written reports for physical education credit and will be assigned to a study hall by the guidance department. Students may not leave the building during this time even if they have privileges.

Students will **NOT** be excused from physical education class unless they present a medical or parental note.

## IV. ATHLETIC DEPARTMENT

### Northern Valley Athletic Mission Statement

We, at Northern Valley Regional High School, provide an environment in which each student seeks answers to questions, challenges assumptions and develops selfworth. The school encourages individual and team excellence, appreciation for sportsmanship and moral integrity. Recognition of academics, athletics and cultural diversity promotes mutual respect and acceptance.

We consider interscholastic sports an integral part of the overall educational process, which seeks to develop a citizen of character and high ethical standards. Excellence in both academics and athletics is pursued by all.

We believe that, by their very nature, interscholastic sports are essentially for those students with superior athletic skills. However, this does not imply that the opportunity to participate in these sports shall be denied those students who, though less gifted, express a bona fide interest in the program.

We believe that the interscholastic program should cultivate and nourish such attributes as loyalty, unselfishness, dedication, commitment and a high sense of true sportsmanship.

We believe that the coaches will uphold the district's established standards of conduct and sportsmanship and will be beyond reproach in both their relationships with members of their squads and our opponents. Coaches and student-athletes are called to lead by example as ambassadors of the district.

As we continue to move forward in the 21st century, it is our hope that the student-athletes of Northern Valley will continue to work towards preserving these standards and display these qualities both in and out of the competitive arena.

The Northern Valley Regional High School District believes that a dynamic program of student activities is vital to the educational development of the student. Athletics functions as an integral part of the total curriculum. It offers opportunities to serve the institution, assists in the development of fellowship and goodwill, promotes self-realization and all-around growth, and encourages learning the qualities of good citizenship.

The interscholastic athletic program is conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at all cost” and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health.

The interscholastic sports program includes the following activities for boys and girls:

<u>GIRLS</u>		<u>BOYS</u>
	<b>Fall</b>	
Cross Country		Cross Country
Field Hockey		Football
Soccer		Soccer
Tennis		
Volleyball		
	<b>Winter</b>	
Basketball		Basketball
Bowling		Bowling
Ice Hockey		Ice Hockey
Indoor Track		Indoor Track
Swimming		Swimming
Wrestling		Wrestling
	<b>Spring</b>	
Golf		Baseball
Softball		Golf
Track & Field		Lacrosse
Lacrosse		Tennis
		Track and Field

The New Jersey State Interscholastic Athletic Association does not classify cheerleading as a sport, but NVOT offers fall and winter cheerleading.

## Activity Fees

Northern Valley Regional High School District requires students who participate in a sport or club to pay each school year a student activity fee of \$50.00. Payments can be made in cash or by check in the main office or in the athletic office. The preferred method of payment is through PaySchools. (See page 94)

### DUE DATES

Payments due by:

All Clubs	September 19, 2016
Fall Sports	August 15, 2016
Winter Sports	December 5, 2016
Spring Sports	March 13, 2017

**MAKE PAYMENTS ONLINE** – Our payment processing system is through *InfoSnap*. Please see page 37.

## Athletics/School Physician

The NVOT athletic team physician is Dr. Shawn Trokhan from the Trokhan Group located in Closter, NJ.

## General Information

The NVRHS school district's athletic department and coaches abide by the current NJSIAA Heat Acclimatization Guidelines.

### Athletic Season Dates

Opening dates for the athletic seasons are as follows:

**Fall season – Monday, August 15, 2016\***

**Winter season – Monday, November 28, 2016\*\***

**Spring season – Friday, March 3, 2017**

\* *Except for Football (8/10/16)*

\*\* *Except for Ice Hockey (11/9/16) Swimming (11/9/16) and Bowling (11/15/16). Basketball and Wrestling tryouts (11/21/16 - 11/23/16).*

Practices are held every day after school and begin at 3:15 PM and last until approximately 6:00 PM. There are occasional practices that end later than 6:00 PM. Since our school day ends at 2:36, student-athletes have until 3:15 to receive extra help. Saturday is a practice and game day. Games during the week begin at 4:15 PM or later. Game times on Saturdays can vary. There are occasional Sunday practices and/or tournament games.

Game schedules are published prior to the start of the season. Because schedules are subject to change, consult your child about exact time and date of athletic contests. The current athletic schedules can be viewed at [oths.nvnet.org/oths\\_athletics](http://oths.nvnet.org/oths_athletics) and click on the schedules link.

Travel to distant sites, county or state games, may require some teams to be dismissed from school before the end of the school day. Students are responsible for work missed or assigned when they miss class.

Student athletes must keep in mind that their first priority is their academic work. Many studies show that athletes will maintain a high level of performance in the classroom and on the field if they budget their time carefully.

Experience indicates that athletes should be discouraged from working or playing other sports during the season in which they are participating in a school sport.

## **Expectations of Students Participating in Extra-Curricular And Co-Curricular Activities (Including Athletics)**

The Northern Valley Regional extra-curricular 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 extra-curricular 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 extra-curricular, co-curricular and/or athletic activities.

Students who participate in extra-curricular, 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 recommended 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 extra-curricular 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, and 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.

## Commitment Guidelines

Student participants are expected to understand that joining an extra-curricular activity/club/sport at any level includes a commitment to the other members of that activity and the advisor/coach to be present for every practice, meeting and competition and to be prepared to give maximum effort at each practice, meeting, or competition. Any student who is not willing to commit at this level should not participate in an extra-curricular activity/club/sport. (Now being acknowledged and implemented via *InfoSnap*)

I have read, understand, and will abide by the expectations of a participating student.

Print Student Name: \_\_\_\_\_

Activity/Club/Sport: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
(Signature)

Student: \_\_\_\_\_  
(Signature)

Northern Valley school calendars are posted at [www.nvnet.org](http://www.nvnet.org) and on pages 95-98 of this handbook. The athletic calendar is also available at [schedules.schedulestar.com/northern-valley-old-tappan-nj](http://schedules.schedulestar.com/northern-valley-old-tappan-nj). 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.

## Athletic Selection

One goal of our athletic program is to involve as many students as possible. Any student may try out for an Old Tappan team. The student must present a signed parental permission form, get a physical examination from his/her doctor, complete an Athletic Trainer's emergency card and submit a signed steroid testing consent form.

Since the State now requires the school doctor to sign off on every physical, student-athletes should hand in physicals at least one month prior to the start of their season. In addition, the State Association has mandated that a steroid consent form must be signed to participate in athletics. These forms may be obtained from the coach at a pre-season meeting, the athletic director or at the nurse's office. Only one physical is required per year. Since the physical exam is good for one year from the physical date, we highly recommend that physical be taken in the summer. This will prevent expiration on a physical during the school year.



## 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 for random testing for steroids of teams and individuals qualifying for championship games.

Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances as identified by the NJSIAA on the back of the green Random Testing Consent Form, (NJSIAA 2008-2009), without a written prescription by a fully-licensed physician as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's Sportsmanship rule and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

## The Transfer Rule

Transfers - After his/her initial enrollment in a secondary school, as provided for in Article V, Section 4.K of the Bylaws(NJSIAA), a student is subject to the following transfer rules:

- (1) A student who transfers from one secondary school to another because of a bona fide change of residence by his/her parents or guardians, or through assignment by the Board of Education, becomes eligible to represent his/her new school immediately upon entrance unless the transfer was because of athletic recruitment or was a transfer for athletic advantage and provided all other eligibility regulations are satisfied. A student who becomes emancipated shall be deemed not to have made a bona fide change of residence. In order for a student to be immediately eligible, both the former and present school must complete a transfer form affirmatively stating that the transfer is a bona fide change of residence and that there was no athletic recruitment or a transfer for athletic advantage. The parent or guardian will be required to complete an affidavit with proof of present residence to the school. The form will be filed with the NJSIAA and the affidavit maintained by the present school for inspection by the NJSIAA, if necessary. Definition: A bona fide change of residence takes place when the parent/guardian moves with the student from one public high school district to another public high school district. The term "guardian" refers to that person who has control over the person and property of a child as established by the order of a court of competent jurisdiction.

## Transfers

- a. A student-athlete in grades 10, 11 or 12 transferring from one secondary school to another, without a bona fide change of residence by that student's parent or guardian, shall be ineligible to participate for a period of thirty (30) calendar days or one half of the maximum number of games allowed in the sport by NJSIAA rules (the ineligibility period) from the beginning of the regular schedule whichever is less, in any sport in which the student participated during the current or previous year at the varsity level.
- b. To prevent possible recruitment or transfer for athletic advantage, a Transfer Form must be executed by the two involved schools and filed with the NJSIAA before any interscholastic participation.
- c. A student who transfers during the second half of a sports season, regardless of whether the transfer was the result of a bona fide change of residence, shall be ineligible to participate in any post-season championship competition at the new school. The Executive Director of NJSIAA will annually publish the dates that will define the halfway point of each sports season.

*CL1 Since the minimal 30 day or half season ineligibility period (whichever is less) is intended to serve as a deterrent for students transferring from one school to another school without a bona fide parental/guardian change of residence and is recognized as one of the most lenient penalties in the United States, appeals will not be heard, regardless of the reason.*

*CL2 For purposes of this section, a school's regular schedule shall begin with the first interscholastic varsity contest played in that respective sport by the involved school (other than scrimmages).*

*CL3 The Transfer Form must be processed whenever a student-athlete transfers from one secondary school to another with or without a bona fide change of residence having been made by his/her parents/guardians unless the transfer is by Board of Education assignments or by other conditions of 4.K.(1).*

*In cases where a student-athlete resides with one parent and elects to change residence for transfer to another secondary school where the other parent resides, said student will be declared eligible immediately since this is considered parental change of residence provided the parents do not reside in the same public high school district. However, subsequent retransfers to the school previously attended may be considered a transfer for athletic advantage, which may result in a loss of eligibility.*

If you have any questions or need further clarification on the above NJSIAA transfer rules, please contact Athletic Director Tom Kaechele at (201) 784-1600 x24230.

## 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 (June report card or summer school if class is taken again).(F1)

To be eligible for the spring sports season, students must pass the same number of courses, 6, at the end of the fall semester (January) S1 historical grades. All ninth graders are eligible during the first semester. Please note that 'incompletes' in classes are considered not passing and therefore impact eligibility.

## Insurance

The Board of Education has purchased an interscholastic sports policy. The policy provides medical expense benefits for accidental injury occurring during the play or practice of interscholastic sports and for injury sustained while traveling to and from such activity. This coverage is a secondary policy. The insured must first claim benefits under any other medical insurance he/she has. Other coverage would include Blue Cross-Blue Shield, any private policies or group policies through the employer, etc. If there is any balance due after payment has been made by the other carrier, one 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. All charges must be submitted to one's basic and major medical carriers first. If one's medical coverage is under an HMO or similar plan, rules for obtaining benefits must be followed, 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 accident report on file with the school nurse. This accident report is completed by the coach and/or the NVOT Athletic Trainer.

## Squad Size

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Old Tappan High School, we encourage coaches to keep as many students as possible without disturbing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations on squad size.

## Transportation

Transportation to and from all AWAY contests is provided by the Board of Education with the exception of the Ice Hockey and Swimming Programs. Students must ride the bus and/or van provided for 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 and hands it in 24 hours before the scrimmage or game. The form can be obtained online or a hard copy may be obtained in the athletic office.

## Directions

Directions to athletic contests are obtained in the following ways:

- At the beginning of each sports season, all athletes receive a copy of directions to all athletic contests.
- Athletes may pick up directions in the Athletic Director's office.
- Directions are available on the Northern Valley Athletic Website. ([www.nvnet.org](http://www.nvnet.org) - OT campus, athletic button)

These directions should limit the excessive phone calls that the Athletic Department and Main Office receive during the course of the year.

## 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 requirements for receiving an award.
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 by the coach, Director of Athletics, or Principal may forfeit his/her 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 the squad.
4. In order for a student to be eligible for an award, he/she must return all 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 and/or trophy/plaque 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 Dinner and receive a certificate.

## Varsity Athletic Awards Night

If your son or daughter earns a varsity letter, then a letter will be mailed home inviting them to a varsity awards night at the high school.

The dates for each season are as follows and are subject to change:

**Fall**

Monday December 5,12, 2016

**Winter**

Wednesday March 8,15 2017

**Spring**

Wednesday June 7,12 2017

## Training Room/Trainer

Northern Valley-Old Tappan has a full time fully certified athletic trainer. Our athletic trainer opens the training room ten minutes after the end of the school day. The training room extension is 24390. 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.

All student athletes on any NVOT team will undergo a baseline concussion test by our trainer. This test is performed to ensure proper treatment in case of a concussion during their season.

## 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 locks. Athletes are responsible for securing their lockers. NVOT is not responsible for lost or stolen valuables in the locker rooms. No equipment is to be taken from school grounds except for use in contests, practice or for cleaning. 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 class. 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.

## 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 Conference Code of Behavior for Athletic Events must be stressed at all levels.

### Big North Conference Code of Conduct for Athletic Events

#### BE A POSITIVE ROLE MODEL

- Enthusiastically encourage your own team.
- Refrain from negative remarks and booing.
- Accept all decisions made by officials.
- Remain in the stands while play is in progress.
- Don't throw objects on the playing surface.
- Follow State regulations that prohibit noisemakers, signs and banners.
- Applaud outstanding play by either team.
- Negative behavior will not be tolerated and may lead to ejection from the event.

REMEMBER THAT IT IS A PRIVILEGE TO ATTEND  
HIGH SCHOOL ATHLETIC CONTESTS

\* All school rules and regulations are in effect while a student attends athletic events at home or away.

## 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, bullying, intimidation 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. Any instances of HIB will be reported to the principal or his designee within one day of occurrence.

**Discipline:** Coaches may 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 coach's rule can be contrary to school policy.

**Hearing/Appeal Process:** Building administration and the Anti Bullying Specialist shall conduct an investigation of an offense on the first school day following report of the offense. Based on 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 appeals 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, parents, coach, athletic director, and building administrator.

The Athletic Department will strictly enforce the 2011 Anti Bullying Bill of Rights (HIB Policy) as referenced on page 24.

## Athletes

When involved in the interscholastic athletic programs, our athletes at all levels will work towards various championships. Regardless of the result, all our athletes will strive toward good sportsmanship. One of the goals is to receive the New Jersey State Interscholastic Athletic Association Sportsmanship Award.

This award is bestowed by the state in conjunction with the Bergen County Officials to the school that exemplifies professionalism on and off the field. This would include some of the following beliefs:

- To provide a positive image of school athletics at Old Tappan High School.
- To develop high ideals of fairness in all human relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To win graciously, lose without alibi.

- To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- To respect and accept the decision of officials without question.

## 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 Conference Code of Behavior for Athletic Events. If this code is violated, the Athletic Director and NVOT Administration have the authority to remove the individual(s) from attending future games, for the entire season.

## Lateness and Absences

If students have not entered school by 9:30 a.m., they may not participate in any school activity, including sports for that day. A student must be in school for four hours to participate in extracurricular activities and/or sports. An unexcused absence on Friday excludes the student from athletic activities on Friday, Saturday, and Sunday.

These guidelines are applicable when students are absent from school. Violation will result in not playing in subsequent games.

## Communication with Athletic Director

Parents who have general athletic questions and concerns should feel free to call the Athletic Director. Otherwise, if you have any problems or concerns about your daughter's or son's athletic participation, please adhere to the following communication:

- Student/athlete to coach
- Parent to coach
- Parent to Athletic Director

Old Tappan Athletic Department: (201) 784-1600,  
Athletic Director, Mr. Kaechele extension 24230  
Athletic Director's Secretary, Carolyn Petillo extension 24260

## V. CO-CURRICULAR / ORGANIZATIONS

**Expectations of students participating in extra-curricular and co-curricular activities.**

To help everyone better understand the time and effort required in order to participate in extra and co-curricular activities, the advisors 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 the activity. Students who participate in extra or co-curricular activities understand that it is a privilege and that they are expected to adhere to all school policies. Please refer to page 69 for a complete description of expectations.

### STUDENT COUNCIL OFFICERS

President	Corinne Issa
Vice President	Cleo Pontone
Recording Secretary	Alexis Tanchoco
Publicity Chair	Nastassia West
Senate Liaison	Ariel Deljanin
Advisors	Ms. Fox & Ms. Walkowich

## CLASS OF 2017 OFFICERS

President	Stephen Crevani
Vice President	Lily Nelson
Secretary	Kinnari Trivedi
Treasurer	Paul Guirguis
Publicity Chair	TBD
Advisors	Ms. Doherty & Mr. Krapels

## CLASS OF 2018 OFFICERS

President	Hana Bernik
Vice President	Jacob DiMartini
Secretary	Jacqueline Fales
Treasurer	Erin Harnisch
Publicity Chair	Arianna Cavalli
Advisors	Ms. Hering & Ms. Kohler

## CLASS OF 2019 OFFICERS

President	Dylan Monfried
Vice President	Doris Vazacopoulos
Secretary	Eric Rodriguez
Treasurer	Chris Schettino
Publicity Chair	Clare Buckley
Advisors	Ms. D'Amico & Ms. Maher

## CLASS OF 2020 OFFICERS

Officers to be elected in fall, 2016  
Advisor - Ms. Marinaro

**Requirements for Student Officers**

All candidates for student officers must meet requirements which will be distributed by the class advisor at the time of elections.

**Dances**

The Student Council and various organizations sponsor dances during the year which are restricted to Northern Valley students. The hours for evening activities are usually between 7-11 PM. Please see section on Proms regarding requirements and mandated parent pre-prom meetings.

**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 Chivalis Chapter, including a more detailed explanation of the criteria given below, is available on



the school's Homepage (clubs) and in the National Honor Society Handbook which can be obtained from the advisor.

**Academics:** The minimum cumulative GPA is 3.7500 (as calculated by the Old Tappan 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 Old Tappan activities and community activities. The NHS Faculty Council evaluates Leadership both qualitatively and quantitatively.

**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 activities through the sophomore year, and the senior student must have at least 7 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 inside Old Tappan or outside in the community – that can help demonstrate their service commitment. The NHS 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. If a student was charged with cheating/plagiarism prior to or during junior year, they may not apply to the NHS during junior year.

Once they become members, students must maintain their performance to the same criteria or face possible dismissal from the organization. Students who fail to maintain these standards will be warned of their deficiencies and given an opportunity to re-establish their good standing. 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 under the same rules for disciplinary appeals in the school district.

## NATIONAL HONOR SOCIETY OFFICERS

President

Nicole Rabenou

Vice-Presidents:

Sankari Nadanapathan, John Pabst

Directors:

Jenny Choi, Natalie Leon,

Michele Szedga

Advisor

Mr. Quinn

## Activity Fees

Northern Valley Regional High School District is requiring students who participate in sports or clubs to pay a one-time student activity fee of \$50.00 for each school year. We are currently accepting online payments for the Student Activity fees. In the future, we are working to add items such as school lunch deposits, school apparel, student fines, prom tickets and yearbook orders. Please see page 37 for *InfoSnap*, online payment information. Students must pay this fee prior to their first game or club meeting. Failure to do so will result in removal from the program.

## Activities and Clubs

### Activity-Clubs

All School Production  
 American Red Cross  
 Art Club  
 Art Portfolio Workshop  
 Astronomy Club  
 Athletics  
 Chamber Singers  
 Cheerleaders  
 Chess Club  
 Chinese Club  
 Color Guard  
 Debate  
 EMS  
 F.B.L.A.  
 Gifted & Talented  
 GSA  
 Hand in Hand Club  
 Honor Society  
 Instrumental Ensembles  
 Italian Club  
 Japan Club  
 Jazz Band  
 Kinesis Dance Team  
 Korean Club  
 Library Council  
 Literary Magazine (“Coldwater”)  
 Marching Band  
 Mathematics Team  
 Model United Nations  
 National Honor Society  
 Newspaper (“The Lance”)  
 Office Aides  
 OT Diversity Club  
 Peer Mentors  
 Peer Mediation  
 Photography Club  
 Tech Tutors  
 School Senate  
 School Reporter  
 Science Teams: Biology  
                                   Chemistry  
                                   Physics  
 Senior Options  
 Set Design & Construction Club  
 Ski Club  
 S.O.P.E.  
 Social Media Coordinator/Branding  
 Spanish Club  
 Student Council

### Advisors

Susan Van Buskirk  
 Stacie Collins  
 Celia Gollub  
 Laura Kipilman  
 Lawrence Treuer  
 Thomas Kaechele  
 Pia Vanderstreet  
 Catherine Brajuha  
 Tom Quinn  
 Lily Lee  
 Patricia O’Shea  
 Jennifer Mezzina/Magdeline Rabelo  
 Erica Sposa  
 Suzanne O’Sullivan/Frank Rotella  
 Melissa Vion/Laura Rupp  
 Cindy Affinito/Jennifer Fernandez  
 Gerry Beatty/Katherine Doherty  
 Tom Quinn/Gloria Cerrato  
 Amy Wilcox  
 Anna Rubano  
 Yoko Fukuda  
 Amy Wilcox/Benjamin Clymer  
 Christine O’Donnell  
 Myung Jin Lee  
 Juliette Assour  
 Mike Peri  
 Amy Wilcox  
 Arpi Lajinian  
 Denise Marinaro  
 Thomas Quinn/Gloria Cerrato  
 J. Krapels/K. Kulick  
 Nicole Benasillo  
 Arya Safa  
 Heather MacRae/C. Massaro  
 L. Greco, A. Regar  
 Jeff Train  
 Megan Langan  
 Cheryl Koehler  
 Barbara Solazzo  
 M.Lovelace/J. Trivisani  
 L. Treuer/M. Verbarg  
 M. D’Antuono/M. Elqariani  
 D. Haller/G. Cerrato/M. Eno  
 TBD  
 Brittany Kohler  
 Steve Áhad  
 Frank Rotella  
 M. Machado/R. Starr  
 H. Fox/J. Walkowich

Technology Student Assoc.  
Tri-Music Honor Society  
Vocal Groups  
Volunteers/Teachers  
Women's Issues  
Yearbook (Excalibur)

Steve Maietta  
Amy Wilcox  
Leslie MacPherson  
Steve Ahad  
Katelyn Gallagher  
Frank Rotella/Christina Redmerski

#### **Non-Stipended Co-Curricular Clubs**

Care To Crochet  
Philosophy Club  
French Club  
National Art Honor Society  
JSA-Junior Statesmen of America  
Latin Club  
Book Club  
Meditation Club  
Sign Language Club  
Fun Physics  
Gardening Club  
Harvesters  
\*Northern Valley Network

#### **Advisors**

Magdeline Rabelo  
Matthew D'Antuono  
Arya Safa/RosaMaria Starr  
Laura Kipilman  
Dan Kinsella  
Amelia Lodato  
Stacie Collins  
Lydia Greco  
Nancy Fastow  
Mustapha Elquariani  
Alison Beesley  
Jackie Bonafede  
Steve Maietta

### **ALL SCHOOL**

#### **MUSICAL PRODUCTION**

**Advisor:** Susan Van Buskirk

Students participate in the rehearsal and performance of a full-scale musical production. Students can be involved as actors, singers, dancers, as well as crew members for set construction, set painting, properties, running crew, technical crew, lighting and sound crew, make-up, set dressing, ushers, orchestra, business and advertising.

**Criteria for Service Credit:** Students must fulfill all of the responsibilities for their designated position for both the rehearsal and performance periods.

#### **ART CLUB**

**Advisor:** Celia Gollub

The art club is open to all interested students. Club members will have the opportunity to develop individual art skills, prepare a portfolio, and volunteer artistic services to paint murals for the school. During the months of November, January and February, students get heavily involved in set painting for the All-School Musical Production.

**Criteria for Service Credit:** Students must attend at least 80% of the scheduled meetings.

#### **ART PORTFOLIO WORKSHOP**

**Advisor:** Laura Kipilman

This workshop is designed for those students who have an interest in developing an art portfolio for college. Concentration is on drawing from observation, portfolio presentation and documentation, and researching colleges and summer art programs. Students will experience drawing from a live model and take a trip to Pratt Institute of Art for National Portfolio Day.

**Criteria for Service Credit:** Students must attend all sessions to benefit from this experience.

**ASTRONOMY CLUB****Advisor:** Lawrence Treuer

- Develop an understanding and appreciation of celestial objects.
- To be able to locate the moon, planets, and constellations and understand their changes in position with respect to the earth's movements.
- To understand and explore the job of astronomers.
- To use the World Wide Web to find the latest developments in the field of astronomical research or events.
- To work with a local astronomical society/organization to bring greater exposure of astronomy to other students.
- Use fundraising for the purchase of a school telescope.

**Criteria for Service Credit:** Students must attend 60% of the after school meetings or Telescope Nights.

**CHAMBER SINGERS****Advisor:** Pia Vanderstreet

These singing ensembles are open to all students in grades 9-12. Students are selected to sing "barbershop style" harmony. This group meets for rehearsals at pre-arranged times, before or after school. Special performances are given throughout the year. To be eligible to audition, a student must be registered in a curricular performing ensemble.

**Criteria for Service Credit:** To attend all scheduled rehearsals (one, one-hour rehearsal per week) and participate in all scheduled performances (at least 6 per year).

**CHEERLEADERS****Advisor:** Catherine Brajuha

The purpose of this sport is to support the football and basketball teams and promote school spirit throughout the school and community. JV and varsity tryouts take place in June for both football and basketball. Freshmen tryouts take place at the beginning of the school year for football and in early December for basketball.

**Criteria for Service Credit:** To attend all practices and cheer at all scheduled games.

**CHESS CLUB****Advisor:** Tom Quinn

The Chess Club is designed to promote the game for enjoyment and competition of participating members. In addition, it will stimulate interest in the student body as well as help others learn and improve their chess abilities through interaction with other members of the club. The club will attempt to send selected members on field trips to participate in tournaments or to interact with other clubs to enhance the abilities of our members.

**Criteria for Service Credit:** Attend 5 meetings and participate in fundraiser.

## CHINESE CLUB

Advisor: Lily Lee

The goal of Chinese Club is to educate and spread information about the Chinese language and culture through enjoyable means, such as lectures, films and cuisine. The club offers many diverse activities that range from dumpling making, Chinese calligraphy and traditional Chinese games and sports. Chinese Club also plans and hosts the annual Chinese New Year Celebration at NVOT. Aside from club activities, the Chinese Club also participates in fund raisers for charity organizations and reliefs. It is open to the general school population.

**Criteria for Service Credit:** Students have to attain 8 points to get credit for Chinese Club. Every event/meeting counts for two points. Participation in a bake sale counts for one point. There are more than enough events for every member to attain these 8 points throughout the school year. Executive officers must meet at least twice a month.

## COLOR GUARD

Advisor: Patricia O'Shea

Instructional Clinics, open to all girls grades 9 -12, are held in late May for the Marching Band season of the following fall. Rehearsals are held during the summer and throughout the fall in conjunction with the Marching Band. The Color Guard performs precision flag drills with the Marching Band at all football games, in addition to the Columbus Day and Memorial Day Parades and Herald News Band Festival. See Ms. Wilcox for additional information.

**Criteria for Service Credit:** Membership in good standing, as determined by the Advisor, based on acceptable attendance at rehearsals and performances. List is published at the end of the year.

## DEBATE CLUB

Advisor: Jennifer Mezzina /Magdeline Rabelo

Debate is an activity that elicits the best of students, as they prepare for and participate in this activity. Whether as debaters or judges, students must master complex issues and think creatively. Both varsity and junior varsity teams travel around the county to compete against other Bergen County teams.

**Criteria for Service Credit:** Members must attend the weekly meetings, participate in mock debates, and involve themselves in each year's debate subject. Junior varsity debaters must be willing to attend monthly debates after school and varsity debaters must attend monthly debates during the school day.

## EXCALIBUR (YEARBOOK) Advisor: Frank Rotella/Christina Redmerski

"Excalibur" is the title of the school yearbook. The yearbook is a proud tradition at Old Tappan and each year is a competition with the last year's edition. Working on the yearbook gives students an opportunity to learn more about publishing.

This year the staff is striving to initiate new fund raising activities. The staff consists mainly of seniors with underclassmen supporting an intern position. There is one general meeting of the staff per year to discuss the book in general.

**Criteria for Service Credit:** The Section Editor awards credit based on the level of participation of the individual student.

#### FUTURE BUSINESS LEADERS

**OF AMERICA**      **Advisors:** Suzanne O'Sullivan/Frank Rotella

The primary objective of this organization is to:

- Develop competent, aggressive business leadership.
- Strengthen confidence of students in themselves and their work.
- Create more interest in American business enterprise.
- Encourage and practice efficient money management.
- Assist students in the establishment of occupational goals.
- Facilitate transition from school to work.

**Criteria for Service Credit:** Members must attend five meetings. They must participate in three activities from among Investment Challenge or State Regional Competition, running the school store, or participating in Business Essay paper. A mandatory activity is the yearly fundraiser.

#### GIFTED AND TALENTED PROGRAM

**Advisors:** Melissa Vion/Laura Rupp

Individual and group activities are provided for students of exceptional ability and high interest in particular areas of pursuit. Specialized and leadership projects are projected offerings for this coming year.

For further information see Ms. Vion.

**Criteria for Service Credit:** Freshmen are required to participate in the VIA Program. Sophomores, juniors and seniors have to participate in the Ethical Issues Program.

**GSA (Gay/Straight Alliance)**      **Advisor:** Cindy Affinito/Jennifer Fernandez

This club (G.S.A.) will be an all-inclusive group formed to address student concerns about sexuality, providing a forum for discussion about sex-gender issues such as hardships faced by gay, lesbian, bisexual, transgender, and questioning youth, family, friends and allies and to explore and pursue ways of alleviating them.

**Criteria for Service Credit:** Members must regularly attend bi-monthly meetings.

## HAND IN HAND

**Advisors:** Gerry Beatty/Katherine Doherty

Hand in Hand is a club created to provide socialization for developmentally disabled students who live in our district but go to a special school. These students come to our high school once a month for social, recreational and daily living activities. Activities such as baking, crafts, dance, sports and trips are planned. Northern Valley students meet prior to the monthly visits in order to plan activities.

**Criteria for Service Credit:** Students must participate in four after-school activities with the special education students in order to earn credit.

## HEROES & COOL KIDS

**Advisor:** Heather MacRae

Heroes & Cool Kids is an award winning program started by former New York Jet and Northern Valley resident, Bruce Harper, to train high school students to mentor middle school students. Sophomores, juniors and seniors are eligible for inclusion.

Students must be recommended by a teacher and then proceed through an intensive interview process. Students must be of good academic standing and pledge to be drug and alcohol free. Students are put through intensive training to work with the 6th graders in the four sending districts. The high school students will mentor middle school students on important life skills, including sportsmanship, conflict resolution and positive lifestyle choices highlighting drug, alcohol and tobacco prevention. The goal of Heroes & Cool Kids is to promote pro-social behavior in students and to create a caring and disciplined school climate.

**Criteria for Service Credit:** Students must attend all training sessions and all middle school visits to achieve credit.

## INSTRUMENTAL ENSEMBLES

**Advisor:** Amy Wilcox

These ensembles meet at pre-arranged times after school rehearsals. See Ms. Wilcox for times.

**Criteria for Service Credit:** Membership in good standing, as determined by the Advisor, based on acceptable attendance at rehearsals and performances. List is published at the end of the year.

## INTRAMURALS

Intramural sports will be offered during various seasons for basketball, badminton and volleyball. Students participate either in the morning or after school.

**ITALIAN CLUB****Advisor:** Anna Rubano

The club's goal is to enrich students' understanding and appreciation of Italian culture. The club will offer diverse activities so that all members can gain an appreciation of Italian. Food is a major focal point: members bake biscotti, make pasta & pizza, and sell cannolis. Events include dining at an Italian restaurant, dinner/movie night held in school, and a NYC theater trip.

**Criteria for Service Credit:** Students must accumulate 8 points. Each meeting they attend counts as one point; each event they participate in counts as two points. Executive officers must attend every meeting.

**JAPAN CLUB****Advisor:** Yoko Fukuda

The club develops an understanding of the Japanese culture, language and ethnic background. The club fosters volunteer service to the school and community. They also sponsor the Japanese Festival in March and a Japanese culture-related event every month.

**Criteria for Service Credit:** To attend the Japanese Festival and participate in the event and attend two thirds of the meetings and events.

**JAZZ BAND****Advisor:** Amy Wilcox

This ensemble is open to instrumentalists who are registered in a music department course, by audition, and explores progressive jazz, bebop, and jazz-rock music styles. The group performs at concerts and special performances throughout the year. See Ms. Wilcox for further information.

**Criteria for Service Credit:** Membership in good standing, as determined by the Advisor, based on acceptable attendance at rehearsals and performances. List is published at the end of the year.

**LIBRARY COUNCIL****Advisor:** Juliette Assour

The Media Club is a service club where students volunteer some of their free time to work in the school library. Members assist library staff in the daily operations of the library such as new book processing, periodical cataloging, shelving, and special projects.

**Criteria for Service Credit:** Members must help on a consistent basis throughout the year.



## LITERARY MAGAZINE (Coldwater)

Advisor: Mike Peri

Coldwater is the school's literary magazine and provides a showcase for student writing, art and photography. It is published once a year in the spring, and material may be submitted from September through March.

Students who enjoy creative writing, photography, or drawing are urged to submit their work to the editors or advisor for consideration. The magazine also needs students who can help with computer generated layout. An organizational meeting is held in September, and general staff meetings are held throughout the year to prepare the magazine for publication. Interested students should check announcements for notification of these meetings. Further information is available from the advisor.

**Criteria for Service Credit:** Members must submit at least 10 pages of work for editorial consideration and must complete all duties assigned for the magazine's production, sale and distribution.

## MARCHING BAND

Advisor: Amy Wilcox

The Marching Band provides entertainment and spirit at all football games. It combines concert-style musical arrangements with precision marching drills. The Band provides a unique opportunity for students to work together toward a common goal of excellence. The Band is open through membership in Concert Band or Wind Symphony although qualified players who are not in these courses may also join. See also Color Guard.

**Criteria for Service Credit:** Membership in good standing, as determined by the Director, based on acceptable attendance at rehearsals and performances. List is published at the end of the year. For varsity credit, see Marching Band manual.

## MATHEMATICS TEAM

Advisor: Arpi Lajinian

The Math Team affords students the opportunity to use their critical thinking and math skills to solve challenging, non-routine math problems in a competitive environment. The six New Jersey Math League competitions are open to all members; membership in the Bergen County Math League Team is limited to 15 students from this NJML group who have scored particularly well on previous tests. Individual as well as team scores are recognized.

**Criteria for Service Credit:** Members must attend five of six competitions.

**MODEL UNITED NATIONS**

Advisor: Denise Marinaro

The Model United Nations organization is a simulation of the UN General Assembly. Students who join the Model UN Club step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda. While playing their roles as ambassadors, student "delegates" make speeches, prepare draft resolutions, negotiate with allies and adversaries, and resolve conflicts at the Model UN Annual Conference--all in the interest of mobilizing "international cooperation" to resolve problems that affect countries all over the world.

**Criteria for Service Credit:** Students will be expected to attend and participate in the Model UN Conference, actively participate in bi-monthly roundtable discussions concerning current world issues, and participate in club fund raising activities for the benefit of UNICEF.

**NATIONAL HONOR SOCIETY** Advisor: Thomas Quinn/Gloria Cerrato

The Honor Society is a service organization composed of members who are elected based on their GPA and activity points. Students may be nominated in either their junior or senior year. In junior year, students must have a 3.75 GPA and a minimum of 6 activity points. As seniors, students must have a 3.75 GPA and 7 activity points. Members do service to the school and community which includes tutoring and acting as tour guides for school functions.

**Criteria for Service Credit:** Members must participate in any volunteer activity or service function asked of them. They must be at graduation and at the induction ceremony.

**NEWSPAPER (The Lance)** Advisor: Jeff Krapels/Kelley Kulick

The Lance draws students from all grades and abilities for a variety of challenging roles which bring a "real-world" element to the high school experience. Reporters search every nook and cranny of the school community in search of news and trends concerning and of interest to Northern Valley students.

Publishing approximately six or seven issues during the school year (twelve to twenty-four pages each), The Lance covers events and people in the news, plus student and faculty opinion, presents viewpoint and investigation, reports on the sports scene, and highlights culture and student achievement. Students learn management techniques and responsibility as editors, accuracy and precision at the copy desk, and news-sense and savvy as reporters.

## OFFICE AIDES CLUB

Advisor: Nicole Benasillo

The club encourages students to become acquainted with various office tasks and assist in daily school life. Students help with copying, filing, mailings and conveying messages to staff and students. All students in grades 9-12 are welcome to assist in the main office or the guidance office. Students should report to the main office to volunteer their free time.

**Criteria for Service Credit:** Once accepted, students are expected to report to the main office during their scheduled time slot. Students are accepted on a first come, first served basis.

## OT DIVERSITY

Advisor: Arya Safa

“We are more alike, my friends, than we are unlike.” -- Maya Angelou. The goal of OT Diversity is to celebrate the diverse backgrounds of our students and to break down barriers of bias and prejudice through a better understanding of the cultures and universals in our world. Activities include film viewings, cooking classes, student demonstrations and performances, small workshops and discussions, field trips, and the annual Karaoke competition.

**Criteria for Service Credit:** Members must attend two-thirds of all general meetings, I contribute to the annual community service event, and actively participate in Diversity Day in May.

## PEER MEDIATION

Advisors: Lydia Greco/Allen Regar

Peer Mediators are students who are trained in conflict resolution. They work under the supervision of the advisors to help resolve interpersonal conflicts between students (disputants). Peer Mediation is a process where students who are involved in a dispute, meet in a confidential setting to resolve their conflict with the assistance of two student mediators. Club meetings focus on skills training and promotion of the club's service to the student population. Mediators will learn such skills as active listening, communication and crisis resolution. Peer Mediation is a club that can benefit students preparing for a career in law, counseling, teaching, public relations or management.

**Criteria for Service Credit:** Members must attend training in the fall and may not miss more than 2 meetings throughout the year.

**PEER MENTORS**    **Advisors:** Heather MacRae/Christine Massaro

Students are selected from grades 10, 11 and 12 to be peer mentors. They are trained professionally and have ongoing supervision and practice sessions. Peer mentors are available to welcome new students and to provide ongoing service to students who are in need in any way. A special homeroom as well as designated drop in time is provided for students seeking to confer with their peers. Schedule will be posted in the fall.

**Criteria for Service Credit:** Members must attend mandatory training, follow-up training and conduct mediations.

**TECH TUTORS**  
**THE SCIENCE TEAMS****Advisor:** Megan Langan

**Advisors:**    Biology:                    Maryann Lovelace/Joyce Trivisani  
                  Chemistry:                 Larry Treuer/Matthew Verbarg  
                  Physics:                     Matt D'Antuono/Mustapha Elqariani

The competitive science teams are comprised of students from the biology, chemistry and physics courses. Every student in these courses is invited to be a member of the activity. Four team members are selected to participate in interscholastic competition with other schools. The four competitive events are sponsored by the New Jersey Science League.

**SET DESIGN**  
**& CONSTRUCTION CLUB****Advisor:** TBD

Under the supervision of various technical leaders, students construct the sets for the All-School Musical. Students are involved in woodworking, electrical work, sculpture and fabrics. In addition, students are taught stage craft (such as prop making, fly equipment, special effects), stage management, and performance machinations.

**Criteria for Service Credit:** Members must participate in the majority of work sessions for the school's main production.

**SKI CLUB****Advisor:** Brittany Kohler

The Old Tappan Ski Club is one of the largest organizations in the school. Its purpose is purely recreational and social. The club has two meetings in November and approximately six trips during the ski season. The trips are Saturday or Sunday day trips to Catskill areas Hunter, Windham and Belleayre.

**Criteria for Service Credit:** Members must attend one trip and one meeting.

**SOCIAL MEDIA COORDINATOR****Advisor:** Frank Rotella

**S. O. P. E.  
(SAVE OUR PLANET EARTH)**

**Advisor:** Steve Ahad

The purpose of this club is to raise environmental awareness within the school and community, and to actively make improvements in the environmental issues we all face. This active and large organization gets involved in environmental issues, outside trips, and community activities.

**Criteria for Service Credit:** Members must recycle every week, attend 2/3 of the bi-weekly meetings, and participate in one fundraiser or activity.

**SPANISH CLUB**

**Advisor:** M. Machado/R. Starr

The goal of the Spanish club is to enrich students understanding and appreciation of Hispanic culture. It is open to all current Spanish students. Culturally based activities such as field trips, holiday celebrations, games and movies are offered. Community service through Volunteens/Volunteachers is a must.

**Criteria for Service Credit:** Attend first meeting, 3 activities and participate in at least one fundraiser.

**SADD CLUB**

**Advisor:** Lydia Greco

The mission of the Students Against Destructive Decisions Club (SADD) is to provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions. There is also a strong focus on overall social and emotional wellbeing and positive school culture. Students are required to meet a minimum of one time monthly, participate in monthly educational school campaigns and at least one charity event.

**SCHOOL SENATE**

**Advisor:** Cheryl Koehler

The NVOT School Senate is a student/faculty organization that works together to improve the academic, social and school environment for students. The NVOT Senate works in partnership with the NVD School Senate to coordinate meaningful change for the Northern Valley School District as a whole.

**TECHNOLOGY STUDENT  
ASSOCIATION (TSA)**

**Advisor:** Steve Maietta

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 curricular activities, competitive events and related programs.

**Criteria for Service Credit:** Participation in at least one TSA competitive event or project.

## VOLUNTEERS/ VOLUNTEACHERS

Advisor: Steve Ahad

This is an open club for anyone who enjoys volunteering. A variety of trips and activities are planned all school year long. Activities may include: Habitat for Humanity, visiting senior citizen homes, and a variety of fundraisers. The entire student body and faculty can participate in any or all of the activities.

**Criteria for Service Credit:** Members must participate in 5 activities plus the Senior Citizen Dinner.

## WOMEN'S ISSUES

Advisor: Katelyn Gallagher

The Women's Issues Club seeks to provide an open forum for discussion of any topic of interest to our members. The girls discuss a variety of current topics. The members plan and carry out fundraisers for various charities.

**Criteria for Service Credit:** Attend 80% of meetings, participate in fundraisers and attend at least one forum a year.



# PaySchools

*Online Payment Processing System*

## MAKE PAYMENTS ONLINE

Our new payment processing system is PaySchools. This program allows you to make school-related payments online via e-check or credit card at your convenience all from our school's Web site.

## HOW IT WORKS

Access our online payment processing system from our school's Web site at [oths.nvnet.org](http://oths.nvnet.org). Go to the menu and click on online payments.

Simply select the item(s) you wish to purchase and check out. The first time you access PaySchools, you will be asked to create a username and password. You can then choose to pay by e-check or credit card. To pay by e-check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To make your purchase by credit or debit card, enter the account number and expiration date for your VISA, MasterCard or Discover card. After you complete your purchase, an e-mail confirmation and receipt will immediately be sent to you. PaySchools uses "Secure Sockets Layer" (SSL) software, requires passwords throughout the program, and **does not store personal bank or credit card information** to ensure privacy and security for users.

## BENEFITS FOR YOU

Not only is this service a convenience for you, it saves district resources that can be spent on your child's education. PaySchools offers you:

- Easy and convenient online access to pay fees 24 hours a day, 7 days a week,
- An end to lost checks,
- Instant credit to student accounts reflecting the new activity,
- Ability to view account history of purchases, and
- Assurance of private and secure transmissions.

## ORGANIZATIONS

### Golden Knights Athletics Association

Tom Kaechele - Director of Athletics/Supervisor Physical Education

#### Board Members:

- |   |  |
|---|--|
| <b>Sal DeBenedetto</b><br>86 Charles Place, Old Tappan<br>(201) 664-3114 • stdeben@verizon.net    | <b>Mike and Joann Jordan</b><br>92 Bogerts Mill Rd., Harrington Park<br>201-750-1513 • mnjjordan@juno.com<br>mnjjordan@gmail.com |
| <b>Chris Dippolito</b><br>104 Lynn St., Harrington Park<br>bcdipp@hotmail.com                     | <b>Mike Murphy</b><br>215 Rambler St., New Milford<br>201-615-4611 • mmurphy0159@aol.com   |
| <b>Megan Dippolito</b><br>201 Harriot Ave, Harrington Park<br>201-768-5258 • jmdipp@optonline.net | <b>Kerri Newman</b><br>191 Birchwood Rd., Old Tappan<br>201-722-0727 • newman26@optonline.net                                    |
| <b>Mike Gruber</b><br>8 Cooper Pl., Harrington Park<br>201-784-5572 • mgruber1@gmail.com          | <b>Michele Runza</b><br>438 Tappan Road, Norwood<br>(201) 664-1593 • ciabella172@aol.com   |

General/calendar information and open meeting dates are available on the Northern Valley website [www.nvnet.org](http://www.nvnet.org) and clicking on the Old Tappan High School menu on the left, and clicking under high school/organizations, click on Golden Knights Athletic Association.

### Golden Knights Music Parents Association

[www.gkmpa.org](http://www.gkmpa.org)

*President:* **Robin Martin**

117 Harriot Avenue, Harrington Park, NJ 07640  
(201) 741-3462 • hprobinmartin@gmail.com

*Vice President - Fundraising:* **Gina Corrado**

212 Franklin Street, Northvale, NJ 07647  
(201) 767-1335 • ginaitme@aol.com

*Treasurer:* **Diane Walker**

97 Riverview Street, Harrington Park, NJ 07640  
(201) 784-1012 • dgwalker@aol.com

*Recording Secretary:* **Laura Williamson**

438 Andre Avenue, Northvale, NJ 07647  
(201) 767-1966 • caeleon@aol.com

*Corresponding Secretary/Public Relations:* **Susan Gallagher**

59 Charles Place, Old Tappan, NJ 07675  
(201) 722-7290 • sgallagher@live.com

### NVOT - Parents Teacher Student Organization

The purpose of this association is to increase positive interaction between students, teachers and parents. Dues are \$25.00 for a family membership. There is a reduced dues rate of \$4.00 for students. All parents, students, and teachers are encouraged to join. We serve to represent and unify the parent, student and cultural resources of our school by providing programs to enhance the educational offerings.



## NVOT Korean Parents Organization

*President:* **Jonghee Lim**  
5 Longview Court, Old Tappan  
(201) 906-8272  
jongheelim@hotmail.com

*Vice-President:* **Seung H. Kang**  
164 Livingston Street, Northvale  
(201) 463-3893  
cseungkang@gmail.com

*Adviser:* **Joon Chung**  
35 Hazel Street, Harrington Park  
(201) 759-5688  
jlkim30@yahoo.com

*Secretary:* **Joo Hyun Kang**  
35 Lakeside Avenue, Harrington Park  
(201) 543-3821  
hosunma72@gmail.com

*Treasurer:* **Sunyoung Yi**  
150 Brownstone Court, Old Tappan  
(201) 250-1877  
aquario7424@gmail.com

*Clerk:* **Sinjoo Park**  
50 Somerset Road, Norwood  
(201) 615-2313  
sinjoo123@hotmail.com

## Officers of the NVOT-PTSO

*President:* **Gina Corrado**  
212 Franklin St, Northvale  
(201) 572-4567  
ginaitsme@aol.com

*Vice-President:* **Amy Ibrahimaj**  
632 Woodland Ave, Northvale  
(201) 819-2330  
Amy\_nkimom@yahoo.com

*Treasurer:* **Anne Marie Geerinck**  
15 Green Way, Old Tappan  
(201) 722-1767  
amperske@glpnews.com

**Kathleen Fitzpatrick**  
7 Klein Ct, Old Tappan  
(646) 241-5556  
kathleen.fitzpatrick@russelreynolds.com

*Hospitality:* **Mary Cohen**  
341 Piermont Road, Norwood  
201-962-0234 or 201-750-9595  
maryccohen24@gmail.com

### *Corresponding*

*Secretary:* **Wendy Bajakian**  
295 Summit St, Norwood  
(201)981-1689  
Wbnt117@gmail.com

*Membership:* **Carolyn Giannakas**  
75 Mohawk Ave, Norwood  
(201) 784-3807  
flyingunited737@gmail.com

*Scholarships:* **Mary Oakes**  
29 Downing Place, Harrington Park  
(201) 784-3963  
fiveoakesnj@aol.com

### *Directory/Newsletter/*

*Technology:* **Gina Corrado**  
212 Franklin St, Northvale  
(201) 572-4567  
ginaitsme@aol.com

*Teacher Liason:* **April Muccio**  
Northern Valley Regional HS - Old Tappan  
Special Education Department  
(201) 784-1600 x12244  
muccio@nvnet.org

## Project Graduation Chairperson

Anna Haverilla  
23 Irving Street, Old Tappan  
(201) 666-7223  
annrandl@msn.com

**VI. CALENDAR / IMPORTANT EVENTS /  
BUILDING MAPS**



NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT  
STUDENT CALENDAR 2016-2017

SEPTEMBER (17)					OCTOBER (22)				
M	T	W	T	F	M	T	W	T	F
			1	2A	<b>3</b>	<b>4</b>	5A	6B	7C
<b>5</b>	6B	7C	8D	9A	10D	11A	<b>12</b>	13B	14C
12B	13C	14D	15A	16B	17D	18A	19B	20C	21D
19C	20D	21A	22B	23C	24A	25B	26C	27D	28A
26D	27A	28B	29C	30D	31B				
NOVEMBER (17)					DECEMBER (17)				
M	T	W	T	F	M	T	W	T	F
	1C	2D	3A	4B				1A	2B
7C	8D	9A	<b>10</b>	<b>11</b>	5C	6D	7A	8B	9C
14B	15C	16D	17A	18B	12D	13A	14B	15C	16D
21C	22D	23A	<b>24</b>	<b>25</b>	19A	20B	21C	22D	23A
28B	29C	30D			<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
JANUARY 2016 (20)					FEBRUARY (16)				
M	T	W	T	F	M	T	W	T	F
<b>2</b>	3B	4C	5D	6A			1D	2A	3B
9B	10C	11D	12A	13B	6C	7D	8A	9B	10C
16	17C	18D	19A	20B	13D	14A	15B	16C	17D
23C	24D	25A	26M	27M	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
30B	31C				27A	28B			
MARCH (22)					APRIL (16)				
M	T	W	T	F	M	T	W	T	F
		1C	2D	3A					
6B	7C	8D	9A	10B	3B	4C	5D	6A	7B
13C	14D	15A	16B	17C	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
20D	21A	22B	23C	24D	17C	18D	19A	20B	21C
27A	28B	29C	30D	31A	24D	25A	26B	27C	28D
MAY (21)					JUNE (17)				
M	T	W	T	F	M	T	W	T	F
1A	2B	3C	4D	5A				1C	2D
8B	9C	10D	11A	12B	5A	6B	7C	8D	9A
15C	16D	17A	18B	19C	12B	13C	14D	15A	16B
22D	23A	24B	25C	26D	19C	20D	21A	22F	23F
<b>29</b>	30A	31B			26	27	28	29	30

**Interim Reports:**

October 6, December 15, March 7, May 16

**End of Marking Period:**

November 9, January 25, April 7, June 21

**Mid-Term Exams:**

January 26,27

**Final Exams:**

Seniors - June 20,21

Underclassmen - June 22,23

**Number of Days:**

September 20, October 18, November 18, December 17,  
January 20, February 15, March 23, April 15, May 22, June 17;

TOTAL: 185\*

\*Two additional days have been built into the calendar to be used by the Superintendent for any necessary closings: May 26 and May 30. If these imbedded days are not used school will not be in session for the days listed above. If one Emergency Day is used, then school will be in session on Tuesday, May 30. If a second Emergency Day is needed, school will be in session on May 30 and May 26.

If deemed necessary by unexpected closings, the April vacation may be abbreviated in part or in whole. Therefore, plans which 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.

**THE LETTER OF THE DAY WILL NOT CHANGE  
IF SCHOOL IS CLOSED FOR SOME REASON**

First Teacher Day.....	Sept 1
First Day of Class.....	Sept 2
Labor Day.....	Sept 5
Rosh Hashanah.....	Oct 3,4
(Delayed Opening) PLC.....	Oct 6
Yom Kippur .....	Oct 12
Teachers' Convention.....	Nov 10,11
½ Day for Students.....	Nov 23
Thanksgiving.....	Nov 24,25
Delayed Opening for Students PLC.....	Dec 1
Holiday Recess.....	Dec 26-Jan 2
MLK Day for Students.....	Jan 16
Winter Recess.....	Feb 20-24
Delayed Opening for Students PLC.....	March 22
Good Friday.....	April 14
Spring Recess.....	April 10-14
Memorial Day.....	May 29
Commencement.....	June 22
Last Day of School.....	June 23
Last Day for Teachers.....	June 26

## School Activities 2016-2017

8/31	Freshman Orientation
9/2	First Day of School
9/6	Fall Sports Student Leadership/Lifetime Skills Assembly
9/7	9th & New Parent Orientation
9/8	Guidance Dept.-Senior Parents Night
9/9	Safety/Wellness Day
9/10	ACT Testing NVD
9/14	Club Fair
9/28	Back to School Night
10/1	SAT, SAT Subject
10/6	PLC Delayed Opening
10/15	PSAT's
10/19	8th Grade Orientation Night
10/20	College Night at Pascack Valley
10/20, 10/21	8th Grade Visits
TBD	Financial Aid Night @ NVD
10/26	Junior Parent Night
10/27	Matt Maher Parent Presentation 7pm @ NVD
11/3	Fall Concert
11/8	9th Grade Elections
11/10, 11/11	Teacher's Convention
11/17	Guidance Dept.-Freshman Parent Night
11/23	Half day for students
11/24, 11/25	Thanksgiving Break
12/1	PLC Delayed Opening 9:30 AM
12/2	Senior NHS Induction 7:40 AM
12/3	SAT, SAT Subject @ NVD
12/5,12/12	Fall Sports Awards
12/7	Winter Sports Student Leadership/Lifetime Skills Assembly
12/7	Sophomore Parent Night 7pm
12/8	Marching Band Awards Dinner
12/10	ACT Testing @ NVOT
12/21	Holiday Concert
12/26-1/2	Holiday Recess
1/7	Alumni Return Day
1/16	MLK School Closed for students
1/26, 1/27	Mid-terms
1/21	SAT, SAT Subject@ NVOT
2/9	Program of Studies ACA Theater
2/20-2/24	Winter Recess
3/3, 3/4, 3/5	All School Production
3/8, 3/15	Winter Sports Awards
3/9	Spring Sports Student Leadership/Lifetime Skills Assembly
3/9	ASMP Awards Dinner

3/11	SAT @ NVD
3/16	Prism Concert
3/21	National Honor Society Induction
3/22	PLC Delayed Opening
3/22	Waiver Meeting @ NV Demarest
3/23	Waiver Meeting @ NVOT
3/24	Last Day for Waivers
3/24	Junior Prom
3/28,3/29,3/30	PARCC-ELA
3/31-4/3	Music Department Trip
TBD	Film Festival
4/5	Spring Choral Concert
4/7	Diversity Day
4/8	ACT @ NVD
TBD	Project Graduation Fashion Show
4/10-4/14	Spring Recess
4/20	Junior Parent College Info Meeting
4/21	Junior-Senior Event
4/26	College Admission Panel 7pm @ NVD
4/27	Tri-M Induction
5/1-12	AP Exams
5/6	SAT, SAT Subject @ NVOT
5/15	Senior Options Begins
5/16-5/19	Fine Arts Festival
5/16,5/17,5/18	PARCC-EOY
5/16,5/17,5/18	PARCC-MATH
5/24	Grades 9-11 Class/Student Council Elections
5/25	Junior Awards
5/25	Senior Class Trip
5/25	Sophomore Class Trip
5/31-6/1	Delayed Opening Non Bio Students
5/31-6/1 Make up 6/7,6/8	NJ Biology (NJBCT) Test
6/3	SAT, SAT Subject
6/5	8th Grade Picnic
6/6	Music Awards
6/7,6/12	Spring Sports Awards
6/9	Senior Prom
6/10	ACT Testing @ NVOT
6/15	Senior Awards
6/20, 6/21	Senior Finals
6/22, 6/23	Underclass Finals
6/22	Graduation
6/23	Last Day for Students
6/26	Last Day for Teachers

\*Dates Subject to Change

## VII. STAFF

### Staff Directory

To send e-mail to a staff member please use the following format: staff member's last name@nvnet.org

An exception would be, when sending e-mail to a staff member who may have the same last name as another staff member, please type the last name followed by the first initial of the staff member's first name: (ex: doea@nvnet.org or doeb@nvnet.org)

### How to Use Our Phone System

Our phone number is (201) 784-1600. After you dial the number, listen to the recorded message being given and punch in the five-digit extension number in order to reach your party.

At that time you may leave a message in the staff member's voice mail. The staff member will return your call.

### Voice Mail Boxes & Telephone Extension List 2016-2017

<b>Administration</b>	<b>Voice Mail</b>
B. Sabatini, <i>Principal</i>	24000
R. Orso, <i>Asst. Principal</i>	24070
J. Rabelo, <i>Asst. Principal</i>	24040
M. Spatz, <i>Director of Guidance</i>	24150
T. Kaechele, <i>Athletic Director</i>	24230
<b>Guidance Counselors</b>	<b>Voice Mail</b>
M. Corso	24160
L. Greco (SAC)	24430
A. Fitzpatrick	24360
*K. Hubbard	24100
H. MacRae	24380
M. Maki	24110
A. Regar	24120
L. Rupp	24170
M. Spatz	24150
<b>*Lead Counselor</b>	
<b>Main Office Secretaries</b>	<b>Voice Mail</b>
G. Cerrato	24010
N. Benasillo	24180
M. Eno	24030
B. Solazzo	24050
<b>Guidance Secretaries</b>	<b>Voice Mail</b>
J. Esposito	24140
A. Luby	24090
M. Orr	24130
<b>Media Center</b>	<b>Voice Mail</b>
J. Cooper	24350
<b>Tech Services/Media Extension</b>	<b>Voice Mail</b>
	24680,19233
<b>Nurse</b>	<b>Voice Mail</b>
K. Deplautt	24192
V. Ferencevych	24190



## Departments:

### Business Education

J. HARRIS	Voice Mail
C. Koehler	13536
A. Marino	24377
S. O'Sullivan	23812
F. Rotella	24506
C. Shaffsick	24450
	24452

### English

A. PAOLUCCI	Voice Mail
A. Beesley	24300
S. Collins	24356
M. Conner	13737
J. Dee	24177
H. Gliatta	24166
J. Hering	24151
J. Housley	24433
K. Kulick	13717
J. Krapels	24133
J. Noyes	14123
M. Peri	24336
C. Redmerski	24515
E. Sposa	13798
J. Train	24381
J. Walkowich	24403
B. Zelcer	24382
	24338

### Family & Consumer Sciences

J. HARRIS	Voice Mail
J. Anello Maher	13536
C. Brooks	24546
V. Faivre	TBD
M. Fitzgerald	*24323
J. Postolakis	24373
	24524

### Mathematics

A. VELLA	Voice Mail
J. Acconzo	24768
J. Bonafede	24402
P. Capuzzo	24564
G. Cockcroft	24503
L. D'Amico	24368
J. Hoffman	24563
A. Lajinian	24184
M. Landeck	24181
M. Langan	24765
K. Maher	29232
B. McNamara	23559
C. Quinn	24569
T. Quinn	23339
G. Williams	24763
	13559

### Music

J. HARRIS	Voice Mail
L. MacPherson	13536
	13551

J. Nehila	24551
A. Wilcox	24550
<b>Physical Education</b>	<b>Voice Mail</b>
T. KAECHELE	24230
T. Byron	24782
J. Clause	24619
M. Doherty	24581
M. Winchell	24886
C. Ferraro	24517
K. Johnson	24582
K. Wehmann	24583
J. Oberhelman	23588
L. Steffner	24885
R. Steffner	24786
<b>Science</b>	<b>Voice Mail</b>
J. CUSMANO-KING	13440
S. Ahad	24598
M. D'Antuono	24333
M. Elqariani	25151
K. Hughes	24111
J. Hughes	24233
J. Lai	24383
M.A. Lovelace	24796
R. McQuade	28640
G. Oleson	24597
R. Smilon	24793
L. Treuer	13598
J. Trivisani	24594
M. Verbarg	24577
S. Weiss	24884
<b>Social Studies</b>	<b>Voice Mail</b>
R. ROMANO	23330
C. Affinito	24543
D. Affinito	13377
A. Chang	TBD
C. Donnard	24887
B. Dunn	24718
P. Dunn	24171
J. Fernandez-Reyes	24601
D. Kinsella	24618
A. Lenney	24229
C. Massaro	24544
A. O'Connor	24553
R. Ortiz	24337
N. Pellegrino	24186
T. Walsh	24384
<b>Special Education</b>	<b>Voice Mail</b>
B. BATTAGLIA	12210
G. Beatty	24420
J. Ben-Meir	24835
K. Doherty	24182

K. Gallagher	24634
A. Graybill	24175
J. Hallerman	24080
R. Horning	24412
B. Kohler	22272
D. Marinaro	24194
L. Michaels	TBD
A. Muccio	12244
J. Plescia	24386
D. Polakowski-Leibowitz	24388
L. Robinson	24460
D. Russomagno	24199
L. Ryan	24559
D. Smith	24778
C. Van Slooten	13105
A. Wormer	24161
E. Wormer	13730
<b>Technology Ed.</b>	<b>Voice Mail</b>
D. JANOSZ	13300
S. Maietta	24889
J. Pepe	24401
N. Hodgson	23131
<b>Visual Arts</b>	<b>Voice Mail</b>
J. HARRIS	13536
N. Cole	24527
D. Dolby	24572
C. Gollub	24526
L. Kipilman	24890
P. Scanlan	13606
<b>World Languages</b>	<b>Voice Mail</b>
J. BUOYE	23280
M. Celentano	13514
D. Colondres	24379
Y. Fukuda	24183
D. Haller	24849
C. Kong/(W. Gibney)	19333
L.D. Lee	19226
M.J. Lee	24371
A. Lodato	24372
M. Machado	24202
J. Mezzina	24223
M. Prettyman/(R. Starr)	13666
M. Rabelo	24234
A. Rubano	24538
A. Safa	24593
L. Veit	13736

## Miscellaneous

<b>Custodians</b>	<b>Voice Mail</b>
J. KOHLER	24250/24255

School Store

Voice Mail  
24450

Teens 'N Tots

(201) 784-2949  
Ext. 24524

Data Processing  
J. BOOKSTAYER

Voice Mail  
12345

Tech Services  
G. HARRIS  
W. Donald  
B. Galvis  
C. Pitoniak

Voice Mail  
12170  
24680  
24780  
19879